



**MINUTES AND MEMORANDA OF A MEETING
OF
THE BOARD OF DIRECTORS OF
INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

Held: February 28, 2013

A regular meeting of the Board of Directors of the Indiana Housing and Community Development Authority (“IHCDA” or “Authority”) was held February 28, 2013 at 10:00 a.m. at 30 South Meridian Street, Suite 1000, Indianapolis, Indiana 46204.

The following individuals were present at the meeting: Lieutenant Governor Sue Ellspermann, Tonya Brothers-Bridge (Lieutenant Governor delegate), Mark Pascarella (Public Finance Director of the State of Indiana delegate), Chris Conner (Treasurer of the State of Indiana delegate), Pat Gamble-Moore, David Miller, Lu Porter, Jacob Sipe (Executive Director for IHCDA), members of the staff of the Authority, and the general public. Tom McGowan was not present.

Lieutenant Governor Sue Ellspermann served as Chair of the meeting, and upon noting the presence of a quorum, called the meeting to order. Sondra Craig served as Secretary.

I. Approval of Minutes

A. January 24, 2013 Meeting Minutes

A motion was made by Chris Conner to approve the January 24, 2013 Meeting Minutes, which was seconded by Mark Pascarella; the following Resolution was unanimously approved:

RESOLVED, the Minutes of the Board meeting held January 24, 2013, are hereby approved to be placed in the Minute Book of the Authority.

II. Real Estate

A. Recommendations for 2013 Low-Income Housing Tax Credit Program (LIHTC), LIHTC with HOME Investment Partnership Program (HOME), and Indiana Affordable Housing and Community Development Fund Awards

Chairman Ellspermann recognized Alan Rakowski who presented information regarding Recommendations for 2013 Low-Income Housing Tax Credit Program (LIHTC), LIHTC with HOME Investment Partnership Program (HOME), and Indiana Affordable Housing and Community Development Fund Awards.

Background

IHCDA is empowered to act as the housing credit agency for the State to administer, operate, and manage the allocation of the Internal Revenue Service Section 42 low-income housing tax credit (LIHTC) program. The purpose of the LIHTC is to provide an incentive for private developers and investors to provide more affordable rental housing. This is done by both new construction and rehabilitation of existing structures.

IHCDA Financing Type	Total Requested Amount	# of Applicants
LIHTC	\$51,750,263.00	61
HOME	\$6,828,986.00	18
Development Fund	\$11,700,000	28

2013 Tax Credit Ceiling

Source of Credits	Amount
2013 Per Capita Credits	\$17,257,042.01
Total	\$17,257,042.01

Process

The Real Estate Department utilized the 2012-2013 Qualified Allocation Plan (QAP) criteria to review applications as set forth below. The following also describes the procedures followed for the selection of the recommendations to IHCD's Board of Directors.

1. On November 1, 2012, IHCD received sixty-one (61) LIHTC applications requesting 2013 credits under the 2012-2013 QAP.
2. The sixty-one (61) self-scoring applications underwent the due diligence process, which included financial analysis, technical review, market study review, verification of the capital needs assessment for proposed rehabilitation developments, and determination of final score.
3. If during the due diligence process a concern or technical deficiency was discovered a letter was sent to each applicant requesting clarification or technical correction. Each applicant was given an opportunity to comment on any scoring discrepancy. Applicants that submitted a request for an IHCD resource received a letter of interest.
4. Upon completion of the due diligence process it was determined that fifty-seven (57) applicants met the 2012-2013 QAP criteria.
5. The applicants were ranked based on their final scores and recommended credits to the top ranking applications within their respective set-asides.

Recommendation

Staff recommends the approval of twenty (20) developments for LIHTC, twelve (12) of which will receive additional IHCD financing.

BIN #	Development Name	LIHTC Recommendation	Development Fund Loan Recommendation	HOME Loan Recommendation
IN-13-00100	Cedar Trace Senior Apartments	\$638,069		
IN-13-00200	Clark's Crossing	\$1,015,863	\$300,000	\$395,000
IN-13-00300	Clifton Square	\$1,091,084	\$500,000	
IN-13-00400	Downtown Terrace	\$728,460	\$400,000	\$200,000
IN-13-00500	Hawks Arts & Enterprise Center	\$635,014		\$400,000
IN-13-00600	Historic Greensburg Square	\$763,139	\$400,000	\$400,000
IN-13-00700	Historic Jennings Apartments	\$355,341		
IN-13-00800	McKinley School Apartments	\$621,197		
IN-13-00900	Meadow Park Apartments	\$764,500	\$500,000	\$200,000
IN-13-01000	Merici Village	\$326,000	\$400,000	
IN-13-01100	Prince Street Cottages	\$588,940		
IN-13-01200	Randall Lofts	\$674,246		
IN-13-01300	RomWeber Flats II	\$625,484	\$200,000	\$400,000
IN-13-01400	Senior Housing at Anderson YMCA	\$434,419		
IN-13-01500	The Point on Fall Creek II	\$782,514		\$400,000
IN-13-01600	The Retreat on Washington	\$1,249,525		

IN-13-01700	The Villages at Van Cleve	\$520,000	\$300,000	\$400,000
IN-13-01800	Valley Apartments	\$272,593		
IN-13-01900	Walnut Commons	\$777,236	\$500,000	\$200,000
IN-13-02000	Warren Village	\$1,500,000	\$500,000	
Total:		\$14,363,624	\$4,000,000	\$2,995,000

Following discussion, a motion was made by Lu Porter to approve an aggregate award of LIHTC in the amount of \$14,363,624, an aggregate award of Development Fund in the amount of \$4,000,000, and an aggregate amount of HOME funds in the amount of \$2,995,000 to the twenty (20) above-listed developments, as more particularly identified in the Development Sheets, as recommended by staff, which was seconded by Pat Gamble-Moore; the motion passed unanimously:

RESOLVED, that the Board approve an aggregate award of LIHTC in the amount of \$14,363,624, an aggregate award of Development Fund in the amount of \$4,000,000, and an aggregate amount of HOME funds in the amount of \$2,995,000 to the twenty (20) above-listed developments, as more particularly identified in the Development Sheets, as recommended by staff.

Chairman Ellspermann requested a break to congratulate the attendees who had been awarded LIHTC.

Tonya Brothers-Bridge, designee for Lieutenant Governor Ellspermann, called the meeting back to order and served as chair for the remainder of the Board meeting.

B. IHCD Strategic Funding Process Recommendations

Chairman Brothers-Bridge recognized the following individuals who presented information regarding IHCD's Strategic Funding Process Recommendations:

- Megan Coler Indiana Grantmakers Alliance Pfizer Foundation/ Grantmakers in Aging (GIA) Age-Friendly Communities Initiative
- Greg Majewski Princeton Multi-Purpose Community Building and Renaissance 16 – Disabled Homeless Housing
- Darin Edwards Community Action Program of Western Indiana, Inc. Owner-Occupied Repair Program and Community Investment Fund of Indiana – General Operating Support

Staff recommended five (5) projects for Board approval as follows:

- i. Indiana Grantmakers Alliance Pfizer Foundation/ Grantmakers in Aging (GIA) Age-Friendly Communities Initiative**

Project Summary

In coordination with Indiana University's Center on Aging and Community, and several aging and disability organizations, IHCD announced a pilot program in 2011 called Communities for a Lifetime (CfAL). The ultimate goal of CfAL is to combine Aging in Place and Comprehensive Community Development initiatives. The pilot program resulted in three communities (Huntington, Linton and Valparaiso) being selected for \$16,000 planning grants each to develop implementation plans that focused on creating places to promote physical, social, mental and economic well-being for persons with all abilities, across the entire lifespan. In February 2013, IHCD designated each community a CfAL and identified implementation funding for several projects. A CfAL partner, Indiana Grantmakers Alliance, was recently awarded a national grant of \$150,000 from the Pfizer Foundation to expand upon the State's pilot program. The work from this grant will be focused in the City of Bloomington, City of Huntington and the Martindale-Brightwood neighborhood in Indianapolis. The grant requires a \$50,000 match, which Indiana Grantmakers Alliance is seeking partnerships, including IHCD, to achieve the required match.

Project Name:	Indiana Grantmakers Alliance Pfizer Foundation/GIA Age-Friendly Communities Initiative
IHCDA Amount Requested:	\$15,000
Development Fund Amount Recommended:	\$15,000
Per Unit Subsidy:	N/A
Total Project Costs:	\$200,000
Other Funding:	Pfizer Foundation, Huntington County Community Foundation, Indianapolis Senior Fund, Indianapolis Foundation Proctor Fund, Indiana Governor's Council on Disabilities, Community Foundation of Bloomington and Monroe County
Location:	City of Huntington, City of Bloomington, Martindale-Brightwood Neighborhood
Administrator:	N/A
Activity:	Matching grant
Award Type:	Development Fund Grant

Following discussion, a motion was made by Chris Conner to approve the allocation of Development Fund funding, in an amount not to exceed \$15,000, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff, which was seconded by David Miller; the motion passed unanimously:

RESOLVED, that the Board approve the allocation of Development Fund funding, in an amount not to exceed \$15,000, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff.

ii. Princeton Multi-Purpose Community Building

Project Summary

As part of its Stellar Communities Program, the City of Princeton will acquire and rehabilitate the former Princeton Theater in order to convert it into a multi-purpose public facility. The building will serve as a theater, meeting space, and special event center to fill a role that is not currently being met in Gibson County. The facility will be available to all residents of Princeton, 51% of whom are low- or moderate-income. This project will be developed under the Comprehensive Community Development priority.

Project Name:	Princeton Multi-Purpose Community Building
IHCDA Amount Requested:	\$3,359,859
CDBG-D Amount Recommended:	\$3,359,859
Per Unit Subsidy:	N/A
Total Project Costs:	\$3,955,735

Other Funding:	Cash grants from Toyota, Vectren, Duke Energy, Onsite Occupational Health and Safety, Inc., and the City of Princeton; building partially donated
Location:	Princeton, Gibson County
Administrator:	Economic Development Coalition of Southwest Indiana
Activity:	Acquisition, Rehabilitation
Award Type:	CDBG-D Grant

Following discussion, a motion was made by Lu Porter to approve the allocation of CDBG-D funding, in an amount not to exceed \$3,359,859, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff, which was seconded by Pat Gamble-Moore; the motion passed unanimously:

RESOLVED, that the Board approve the allocation of CDBG-D funding, in an amount not to exceed \$3,359,859, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff.

iii. Renaissance 16 – Disabled Homeless Housing
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Project Summary

ECHO Housing Corporation seeks a Development Fund grant to acquire ten adjacent one-bedroom units and undertake minor rehabilitation work. These units will be reserved for homeless individuals who also have a disability. Previously awarded Shelter Plus Care subsidies will be used to support the tenants in these properties. IHCD is recommending the award be in the form of a loan because the property will be able to support debt.

Project Name:	Renaissance 16
IHCDA Amount Requested:	\$255,930
Development Fund Loan Recommended:	\$255,930; 3% interest; 15 year term
Per Unit Subsidy:	\$25,593 (10 units)
Total Project Costs:	\$311,930
Other Funding:	ECHO cash contributions
Location:	Evansville, Vanderburgh County
Developer:	ECHO Housing Corporation
Activity:	Acquisition, Rehabilitation
Award Type:	Development Fund Loan

Following discussion, a motion was made by Lu Porter to approve the allocation of Development Fund funding, in an amount not to exceed \$255,930, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff, which was seconded by Chris Conner; the motion passed unanimously:

RESOLVED, that the Board approve the allocation of Development Fund funding, in an amount not to exceed \$255,930, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff.

iv. Community Action Program of Western Indiana, Inc. Owner-Occupied Repair Program

Project Summary

Community Action Program of Western Indiana, Inc. (CAPWI) is requesting funding for an owner-occupied repair program under the Aging in Place strategic priority. The program will provide home repair assistance to 15 homes located throughout Parke, Benton, Montgomery, Fountain and Vermillion Counties. All homes to receive repairs are occupied by persons 55 year of age or older.

Project Name:	CAPWI Owner-Occupied Repair Program
IHCDA Amount Requested:	\$300,000
CDBG-D Amount Recommended:	\$300,000
Per Unit Subsidy:	\$20,000
Total Project Costs:	\$300,000
Other Funding:	N/A
Location:	Parke, Benton, Montgomery, Fountain and Vermillion Counties
Administrator:	Community Action Program of Western Indiana, Inc.
Activity:	Owner-Occupied Repair
Award Type:	CDBG-D Grant; DR-2

Following discussion, a motion was made by David Miller to approve the allocation of CDBG-D DR-2 funding, in an amount not to exceed \$300,000, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff, which was seconded by Mark Pascarella; the motion passed unanimously:

RESOLVED, that the Board approve the allocation of CDBG-D DR-2 funding, in an amount not to exceed \$300,000, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff.

v. Community Investment Fund of Indiana – General Operating Support

Project Summary

CIFI is requesting a grant in the amount of \$200,000 for general operating support. The initial \$200,000 will be used for operating costs for 2013, with 2014 and 2015 funding contingent upon performance. CIFI will leverage these funds with program revenue and philanthropic support. During years one through three CIFI will have a staff of three – a CEO/Executive Director, a lending officer and an administrative assistant. CIFI is currently receiving applications for the Executive Director with interviews soon to follow and an anticipated hire date of April 1, 2013. CIFI will have four distinct lines of business: technical assistance, direct lending, and partnership lending and facilities loans. Staffing and operations cost to date has been provided on an in-kind basis by IHCDA. CIFI has the use of one full time IHCDA staff person and additional IHCDA support as needed for services such as accounting,

meeting space, marketing and underwriting. CIFI has made two loans to date and currently has eight loans in the pipeline.

This commitment represents an “exit grant” for IHCD A, meaning that IHCD A plans for this three-year award (\$200,000 per year, renewable up to two more years for a total of \$600,000) should be the final substantial commitment to the organization. IHCD A approved a \$1,000,000 grant in 2012 to fund a loan/loss reserve and funded CIFI’s first loan in 2011 (\$500,000 to Grameen America for partial capitalization of a \$3 million total microloan pool serving Indianapolis).

Project Name:	Community Investment Fund of Indiana General Operating Support
IHCD A Amount Requested:	\$200,000
Amount Recommended:	\$200,000 – Grant - IHCD A General Operating Funds
Per Unit Subsidy:	N/A - Non-Housing, Business Lending and Non-Residential Real Estate
Total Project Costs:	\$343,683 Annual Operating Budget
Other Funding:	Lilly Endowment, CDFI Fund, program revenue, other philanthropic support.
Location:	Eligible Investment Areas – State of Indiana
Administrator:	N/A
Activity:	General Operating Support
Award Type:	Grant – IHCD A General Operating Funds

Following discussion, a motion was made by David Miller to approve a grant of IHCD A General Operating Funds in an amount not to exceed \$200,000, for the above-referenced request received during the current review period of the 2012-2013 funding year with the CIFI Executive Director to report to the Board regarding activity of CIFI at future Board meetings, as recommended by staff, which was seconded by Mark Pascarella. The motion passed by majority vote, with one abstention from Pat Gamble-Moore.

RESOLVED, that the Board approve a grant of IHCD A General Operating Funds in an amount not to exceed \$200,000, for the above-referenced request received during the current review period of the 2012-2013 funding year with the CIFI Executive Director to report to the Board regarding activity of CIFI at future Board meetings, as recommended by staff.

C. IHCD A Tax Credit Assistance Program

Chairman Brothers-Bridge recognized the following individuals who presented information regarding IHCD A’s Tax Credit Assistance Program:

Darin Edwards	South Shore Commons
Alan Rakowski	Fairfield Community Home

Staff recommended two (2) projects for Board approval as follows:

i. South Shore Commons

Background

The American Recovery and Reinvestment Act of 2009 (ARRA) created the Tax Credit Assistance Program (TCAP) to enhance the Section 42 Rental Housing Tax Credit Program. The Indiana Housing and Community Development Authority (IHCDA) was charged with distributing the state’s \$38,048,333 in TCAP funding. As of May 2012, IHCDA had begun to receive repayment of these funds and is now making them available to eligible developments.

Process

On May 2, 2012, IHCDA issued Policies and Procedures for Recycled TCAP funds. IHCDA will follow TCAP’s overall purpose of creating jobs in the near term as well as the long-term benefit of increasing the affordable housing supply by using the appropriation to start the construction on shovel-ready developments.

IHCDA is offering TCAP to rental housing tax credit participants to enhance development strength and encourage investment from traditional syndicator and investor sources. Eligible developments must have an award of 9% tax credits and require additional funding to be completed and placed in service. TCAP funds may be used for capital investments in eligible rental housing tax credit developments. Furthermore, the development must meet either the Rural or Housing First set aside categories.

Project Summary

South Shore Commons, LP, is requesting a construction/bridge loan to be used for construction draws to cover the financing gap between start of construction and the first equity pay-in installment. The bridge loan is for a period of one year and will be repaid upon receiving equity pay-in at completion of construction. The project received an award of tax credits in the Housing First set aside in 2011. When completed, the project will offer 60 new construction units.

Project Name:	South Shore Commons
IHCDA Amount Requested:	\$1,433,123
TCAP Amount Recommended:	\$1,433,123
Per Unit Subsidy:	\$23,885
Total Project Costs:	\$12,607,642
Other Funding:	LIHTC Equity - \$10,771,642 FHLBI AHP - \$750,000 City of Gary HOME - 936,000 IHCDA HOME - \$150,000
Location:	Gary, Lake County
Developer:	NSP Consultants, LLC/Broadway Area CDC
Activity:	Rental New Construction
Award Type:	Equity Bridge Loan - \$1,433,123 at 0%, 1 – Year term repaid from LIHTC Equity

Following discussion, a motion was made by Chris Conner to approve the allocation of TCAP funding, in an amount not to exceed \$1,433,123 for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff, which was seconded by Pat Gamble-Moore; the motion passed unanimously:

RESOLVED, that the Board approve the allocation of TCAP funding, in an amount not to exceed \$1,433,123 for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff.

ii. Fairfield Community Home

Background and Process

See South Shore Commons request.

Project Summary

SCAN, Inc. is requesting a construction/bridge loan to be used for construction draws and as a bridge loan during the two year construction period. Originally awarded tax credits through the Housing First set-aside in August 2012, the project is seeking gap financing due to increased construction costs associated with recently increased Davis-Bacon wage rates. When completed, the project will offer 36 fully furnished units to be marketed to young adults (18 – 25 years old) who have documented need for extensive support services. This will include youths aging out of foster care. SCAN, Inc., the developer, has experience working with this population.

Project Name:	Fairfield Community Home
IHCDA Amount Requested:	\$6,610,865
TCAP Amount Recommended:	\$6,610,865
Per Unit Subsidy:	\$183,635
Total Project Costs:	\$8,698,826
Other Funding:	Fort Wayne NSP 3 - \$1,000,000 FHLBI - \$500,000 Private Foundation - \$100,000 IHCDA CDBG-D - \$377,950 Deferred Dev. Fee - \$129,467
Location:	Fort Wayne, Allen County
Developer:	SCAN, Inc.
Activity:	Rental New Construction
Award Type:	Loan - \$5,856,018 at 0%, repaid in January 2015; \$150,000 due at year 15; \$604,847 forgiven

Following discussion, a motion was made by Lu Porter to approve the allocation of TCAP funding, in an amount not to exceed \$6,610,865, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff, which was seconded by Pat Gamble-Moore; the motion passed unanimously:

RESOLVED, that the Board approve the allocation of TCAP funding, in an amount not to exceed \$6,610,865, for the above-referenced request received during the current review period of the 2012-2013 funding year, as recommended by staff.

D. Harrison Center for the Arts/City Gallery Marketing Plan/Rebuilding Neighborhoods

Chairman Brothers-Bridge recognized Brian Philps who presented information regarding Harrison Center for the Arts/City Gallery Marketing Plan/Rebuilding Neighborhoods.

Background

The Rebuilding Neighborhoods Pilot Program, a partnership between IHCD and King Park Community Development Corporation, is a new initiative targeting an area in the King Park Smart Growth District. It is anticipated that this program will result in the construction of new single-family, multi-family housing, and also address some owner-occupied repair for qualified households. The program would be for both affordable and market rate homes that would allow construction of homes up to a certain price point. King Park staff have been fostering new partnerships and engaging those that they currently work with to ensure that the community is aware, involved, and invested.

Currently, King Park has secured an entity to support their direct marketing efforts for this program, and is awaiting the selection of a financial institution to administer the loan loss reserve associated with this program

The City Gallery has been cultivating interest in urban living since July 2011 and offers programming to promote interest in urban living through place-based gallery exhibits, themed events, and community building activities. They offer a customer service representative located in the City Gallery space to assist customers in connecting to culture, community and place in urban Indianapolis. A portion of their current marketing efforts will be focused specifically on the King Park Smart Growth District and the Rebuilding Neighborhoods program to assist with the efforts to promote “downtown living” in this area along with the other four major neighborhoods that they serve.

Process

As IHCD continues to work with King Park on the implementation of the pilot program, City Gallery also works very closely with King Park and is positioned to continue their current marketing efforts for this targeted area. To date, it has exceeded its goals promoting urban living and currently has over 60 hot leads (self-identified as desiring to buy within 6 months) and 75 cultivating leads (want to buy within 2 years) in its data base. The City Gallery has recognized the success of concentrated redevelopment efforts and believes that it is well-equipped to connect buyers with this project.

The efforts of City Gallery will be done in conjunction with King Park CDC but will not overlap or duplicate any efforts.

Following discussion, a motion was made by Pat Gamble-Moore to approve a Development Fund grant to the Harrison Center for the Arts in an amount not to exceed \$50,000, for the above-referenced purposes for the Rebuilding Neighborhoods Pilot with IHCD staff or Harrison Center Executive Director to report to the Board regarding activity related to this request at future Board meetings, as recommended by staff, which was seconded by Lu Porter; the motion passed unanimously:

RESOLVED, that the Board approve a Development Fund grant to the Harrison Center for the Arts in an amount not to exceed \$50,000, for the above-referenced purposes for the Rebuilding Neighborhoods Pilot with IHCD staff or Harrison Center Executive Director to report to the Board regarding activity related to this request at future Board meetings, as recommended by staff.

III. Neighborhood Stabilization Program

A. NSP1 Reallocation of Grant Funds

Chairman Brothers-Bridge recognized Peter Hunt who presented information regarding Reallocation of Grant Funds.

Background

The Housing and Economic Recovery Act 2008 created the first Neighborhood Stabilization Program (NSP1), with the aims of:

- Stabilizing communities affected by foreclosures caused by sub-prime lending.
- Removing blight from neighborhoods caused by vacant properties
- Providing opportunities for low, moderate and middle income families to become homeowners through the purchase of NSP-assisted properties
- Providing affordable rental housing in communities.

NSP1 provided a four year term to expend all grant funds (until March 2013), and IHCDA was awarded \$83m in 2008 to meet these needs in Indiana. NSP1 has 5 activities: Providing Financing Mechanisms (Use A); Acquisition/Rehabilitation (Use B); Land bank (Use C); Demolition (Use D); Redevelopment (Use E). NSP1 allowed recipients to use funding for foreclosed homes, vacant buildings, abandoned homes and also to provide public facilities. IHCDA split the NSP1 funding between two programs: the Market Stabilization Program run by the Single Family Team to provide up to \$15,000 as down-payment assistance, and the Comprehensive Neighborhood Revitalization Fund which provided awards to communities to acquire and redevelop real estate for affordable housing. The Market Stabilization Program was completed in September 2010, but the Comprehensive Neighborhood Revitalization Fund will continue until all activities are completed.

Process

There is currently an amount of \$269,890.74 of unspent NSP1 grant funds allocated to recipients (City of Bicknell = \$15,025.52; City of New Castle = \$6,717.51; Near North Development Corporation = \$3,337.43; City of East Chicago = \$93,380.52; City of Anderson = \$85,132.39; City of Richmond = \$38,448.27; and City of Washington = \$27,849.10) who are unable to expend this funding before the Expenditure Deadline on March 19, 2013. Additionally, IHCDA is holding Administration funds of \$370,606.19. This funding needs to be re-allocated in order to meet our obligations by the Expenditure Deadline. All recipients were informed that they must expend their grant funds by February 15, 2013 in order that any remaining funds could be reallocated. In this manner the program will ensure that all funds are expended by the Expenditure Deadline.

Following discussion, a motion was made by Mark Pascarella to approve the recapture of unspent grant funds, in the amounts previously specified, from city of Bicknell, City of New Castle, Near North Development Corporation, City of East Chicago, City of Anderson, City of Richmond, and City of Washington, as recommended by staff, which was seconded by David Miller; the motion passed unanimously:

RESOLVED, that the Board approve the recapture of unspent grant funds, in the amounts previously specified, from city of Bicknell, City of New Castle, Near North Development Corporation, City of East Chicago, City of Anderson, City of Richmond, and City of Washington, as recommended by staff.

Following discussion, a motion was made by Pat Gamble-Moore to approve the reallocation of recaptured grant funds to the City of Tell City to repay the Development Fund loan in full (\$550,000.00) provided to the city by the Board in August 2012, as recommended by staff, which was seconded by Mark Pascarella; the motion passed unanimously:

RESOLVED, that the Board approve the reallocation of recaptured grant funds to the City of Tell City to repay the Development Fund loan in full (\$550,000.00) provided to the city by the Board in August 2012, as recommended by staff.

Following discussion, a motion was made by Chris Conner to approve the reallocation of recaptured grant funds to the City of Terre Haute in the amount of \$90,496.93, as recommended by staff, which was seconded by David Miller; the motion passed unanimously:

RESOLVED, that the Board approve the reallocation of recaptured grant funds to the City of Terre Haute in the amount of \$90,496.93, as recommended by staff.

Following discussion, a motion was made by Chris Conner to approve the reallocation of any additional unspent NSP1 funds from the original recipient to the City of Terre Haute, should IHEDA identify unspent funds before the expenditure deadline (March 19, 2013), and further resolved that the Executive Director shall include any activities taken under this resolution in the next month's delegation report to the Board, as recommended by staff, which was seconded by Mark Pascarella; the motion passed unanimously:

RESOLVED, that the Board approve the reallocation of any additional unspent NSP1 funds from the original recipient to the City of Terre Haute, should IHEDA identify unspent funds before the expenditure deadline (March 19, 2013), and further resolved that the Executive Director shall include any activities taken under this resolution in the next month's delegation report to the Board, as recommended by staff.

B. NSP1 Program Income

Chairman Brothers-Bridge again recognized Peter Hunt who presented information regarding NSP1 Program Income.

Background

See "NSP-1 Reallocation of Grant Funds".

Process

Following the publication of HUD NSP Closeout Notice in late November 2012, a number of changes have been made to the NSP regulations to provide a guide for closing out the program. All funds have to be expended by March 19, 2013, and only once all activities (including those funded by program income) have been completed (e.g. all homes sold or leased) can the program be closed out. Any program income produced is to be retained by IHEDA and used for additional NSP activities thereafter.

This means that the properties that were placed into Eligible Use C – Land Bank need to move to an NSP eligible end use before IHEDA can close out the program. At present there are 16 properties currently held by 5 different recipients. All of these properties need to be redeveloped and sold/leased before IHEDA can close out the program. Alternatively, they can be converted to Public Facilities as green space/park or sold to an adjacent homeowner as a side-lot.

As part of the close out analysis, IHEDA is allowed to allocate 10% of program income towards administration. However, this also includes any administration allocated to our recipients.

Recommendation

It is proposed to use leftover program income according to the following waterfall: (1) first, to redevelop remaining land bank properties; and (2) second, to finance additional NSP homes.

Further, it is proposed that a final date of October 31, 2013 be placed on all recipients to achieve the sale of their remaining NSP1 homes. If there are any unsold homes at this date they should be converted to rental and leased. Recipients would have until December 31, 2013 to lease all remaining homes and close out their awards. This should allow IHEDA to approach HUD in early 2014 to close out the NSP1 program.

It is proposed that IHEDA retains 5% of the program income held after March 19, 2013 for administration, and that a further 5% be offered to recipients with land-banked properties to redevelop these lots. For any remaining program income used to develop additional lots, it is proposed that recipients also be allowed to claim 5% administration.

Following discussion, a motion was made by Pat Gamble-Moore to approve the use of program income according to the following waterfall: (1) first, to repay the Development Fund loan to Tell City for their Visitor's Center (if funds are needed following reallocation of NSP1 grant funds); (2) second, to redevelop remaining Land Bank properties; and (3) finally, to finance additional NSP homes, as recommended by staff, which was seconded by Lu Porter; the motion passed unanimously:

RESOLVED, that the Board approve the use of program income according to the following waterfall: (1) first, to repay the Development Fund loan to Tell City for their Visitor's Center (if funds are needed following reallocation of NSP1 grant funds); (2) second, to redevelop remaining Land Bank properties; and (3) finally, to finance additional NSP homes, as recommended by staff.

Following discussion, a motion was made by David Miller to approve implementing October 31, 2013 as the date by which all NSP1 recipients must have sold or converted to rental and leased all remaining NSP1 homes, as recommended by staff, which was seconded by Mark Pascarella; the motion passed unanimously:

RESOLVED, that the Board approve implementing October 31, 2013 as the date by which all NSP1 recipients must have sold or converted to rental and leased all remaining NSP1 homes, as recommended by staff.

Following discussion, a motion was made by Chris Conner to approve the use of up to 5% of program income to be retained by IHCD to fund administration costs and the availability of up to 5% of program income for administration for activities (2) and (3) of the above-referenced waterfall, should program income be available for these uses, as recommended by staff, which was seconded by Pat Gamble-Moore; the motion passed unanimously:

RESOLVED, that the Board approve the use of up to 5% of program income to be retained by IHCD to fund administration costs and the availability of up to 5% of program income for administration for activities (2) and (3) of the above-referenced waterfall, should program income be available for these uses, as recommended by staff.

IV. Community Services

A. Homeless Management Information System Professional Services Contract

Chairman Brothers-Bridge recognized Lori Dimick who presented information regarding Homeless Management Information System Professional Services Contract.

Background

The Homeless Management Information System (HMIS) is a computerized, web-based data collection system that tracks the nature and scope of human service needs at an individual agency as well as across Indiana. HMIS is specifically designed to capture uniform client level data over time to understand the characteristics and service needs of men, women, and children.

The U.S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state, and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service, use, and measure the effectiveness of homeless programs. HMIS is a required software for all agencies that are funded with McKinney-Bento Funds. HUD encourages all homeless shelters and agencies that provide service to the homeless population to utilize this system.

Process

@Work Solutions is a multi-disciplinary group of project managers and IT professionals with many years of combined experience in case management systems implementation and support, policy analysis, program development, service delivery strategies, communications, research, and management of day-to-day operations. Their services include, but are not limited to, providing system administration, administration training, ClientTrack configuration and customization, custom report development, help desk support and 24 hour cell phone access to the dedicated project manager.

@Work Solutions specialize in case management systems implementation and support for HUD, Workforce Development, Veteran, Domestic Violence, Education, and other human services organizations. Presently, @Work Solutions provides HMIS support to IHCD in a more limited capacity.

Funding for the expanded services to be provided by @Work Solutions under this contract would come directly from the HMIS grant. The HMIS grant is federally funded and specific to ongoing implementation and improvement of the current homeless management information system. During the term of this agreement, @Work Solutions will provide comprehensive support for IHCD's HMIS system, ClientTrack™. @Work Solutions will assign a project manager, technical staff and additional support staff as required during the term of the Agreement in support of IHCD. The requested term of the contract is one year. The contract is to start March 1, 2013.

Following discussion, a motion was made by Chris Conner to approve IHCD staff to enter into a contract with @Work Solutions, Inc. for an amount not to exceed \$258,000 to execute the continued implementation of a robust HMIS, as recommended by staff, which was seconded by Mark Pascarella; the motion passed unanimously:

RESOLVED, that the Board approve IHCD staff to enter into a contract with @Work Solutions, Inc. for an amount not to exceed \$258,000 to execute the continued implementation of a robust HMIS, as recommended by staff.

B. Amendment to the IHCD Section 8 Housing Choice Voucher Program Administrative Plan

Chairman Brothers-Bridge recognized Tamela Royston who presented information regarding an Amendment to the IHCD Section 8 Housing Choice Voucher Program Administrative Plan.

Background

The Indiana Housing and Community Development Authority (IHCD) Housing Choice Voucher Program (HCVP) must verify information used to establish all applicant and participant families' eligibility and level of assistance. IHCD is required to collect and verify information as it relates to the family's household composition, income, assets and expenses.

Verification guidance is provided by the U.S. Department of Housing and Urban Development (HUD) and outlined in the IHCD HCVP Administrative Plan. The Verification Hierarchy is a process which Public Housing Agencies (PHA) must follow in order to ensure compliance with program requirements.

Recently, HUD has begun to recognize the strain the verification procedures puts on PHAs. HUD also acknowledges that the increased demand for housing assistance without corresponding increased resources hinders the PHAs ability to assist families.

Process

HUD Notice PIH 2013-03(HA) allows PHAs to adopt temporary compliance provisions to increase administrative flexibility by reducing administrative burden.

IHCD is proposing changes in to the HCVP Administrative Plan which will allow the use of the following temporary provisions:

1. Use of participants' actual past income in verifying income.
2. Household ability to self-certify assets of less than \$5,000.00.
3. IHCD ability to establish payment standard of not more than 120% of the fair market rent without HUD approval as a reasonable accommodation.

The public comment on the above Administrative Plan changes began on February 6, 2013. No comments have been received to date.

Following discussion, a motion was made by Lu Porter to approve amending the IHCDA Housing Choice Voucher Administrative Program Plan effective as of March 7, 2013 to include the above described temporary provisions , as recommended by staff, which was seconded by David Miller; the motion passed unanimously:

RESOLVED, that the Board approve amending the IHCDA Housing Choice Voucher Administrative Program Plan effective as of March 7, 2013 to include the above described temporary provisions, as recommended by staff.

V. Policy and Research

A. Individual Development Account Award Allocations

Chairman Brothers-Bridge recognized Jackie Troy who presented information regarding Individual Development Account Award Allocations.

Background

The Individual Development Account (IDA) program is a matched savings program designed to assist low-income Hoosiers develop personal finance skills and build assets. The typical IDA participant is between the ages of 20 and 40, a single parent and working full time. Thirty three percent are of minority descent and 70% are female.

Process

IDA accounts are administered by local community non-profit organizations (CDCs) in partnership with area financial institutions. Individual participants receive matching funds for their IDA account from the State of Indiana (IHCDA) and the federal government (AFI).

Last month, the IHCDA Board of Directors approved staff recommendations to approve 100 new IDA accounts. The below recommendation corrects a mistake in last month's recommendation, as staff intended to recommend Pathfinder Services instead of Providence Housing Corp. This error was identified before any award documents were issued.

Recommendation

Staff recommends that the Board cancel the following award made at its January 2013 meeting to Providence Housing Corporation and reallocate the award to Pathfinder Services.

Accounts	Match Award	Admin	Total
4	\$25,600	\$5,120	\$30,720

Following discussion, a motion was made by Mark Pascarella to approve cancelling the above-referenced award at its January 2013 meeting to Providence Housing Corp, and reallocate the award to Pathfinder Services, as recommended by staff, which was seconded by Pat Gamble-Moore; the motion passed unanimously:

RESOLVED, that the Board approve cancelling the above-referenced award at its January 2013 meeting to Providence Housing Corp, and reallocate the award to Pathfinder Services, as recommended by staff.

B. Reallocation of Surplus Individual Development Account Funds

Chairman Brothers-Bridge again recognized Jackie Troy who presented information regarding Reallocation of Surplus Individual Development Account Funds.

Background

The Individual Development Account (IDA) program is a matched savings program designed to assist low-income Hoosiers develop personal finance skills and build assets. The typical IDA participant is between the ages of 20 and 40, a single parent and working full time. Thirty three percent are of minority descent and 70% are female.

Process

In December 2012, IHCDA Board of Directors approved staff recommendations to approve funding approximately 950 previously obligated IDA accounts. In January 2013, IHCDA Board of Directors approved the allocation of 100 new accounts.

During the process of evaluating the status of participant files associated with the awards for previously obligated (existing) accounts, the CDCs discovered that in some cases, the current allocation exceeds the amount actually needed since nearly 20% of all IDA participants “fast track”, or more aggressively save, thus maximizing their benefit amount in a shorter period of time. As such, this frees up extra funding to allow the IDA program to open up additional accounts for new participants.

Due to the limitations of our database reporting and because the CDCs are still in the process of verifying the status of their existing accounts, the exact amount of surplus is currently unknown.

Following discussion, a motion was made by Chris Conner to approve the delegation of authority to IHCDA’s Executive Director to approve the reallocation of IDA surplus funds and that the Executive Director report activity under this delegated authority in the monthly delegation report, as recommended by staff, which was seconded by Mark Pascarella; the motion passed unanimously:

RESOLVED, that the Board approve the delegation of authority to IHCDA’s Executive Director to approve the reallocation of IDA surplus funds and that the Executive Director report activity under this delegated authority in the monthly delegation report, as recommended by staff.

C. Individual Development Accounts – Program Update

Chairman Brothers-Bridge again recognized Jackie Troy who presented an update regarding Individual Development Accounts.

No action was required, as this was an update to the Board on Individual Development Accounts.

VI. Executive

A. Report of Delegation and Economic Stimulus Update

Chairman Brothers-Bridge recognized Jacob Sipe who updated the Board on contracts which fell under the Board’s delegation of authority to staff. On February 26, 2009 the IHCDA Board authorized the Executive Director to take all action necessary to obtain, accept and begin distributing ARRA funds, if those actions are approved by the Stimulus Panel and are recommended by the executive management committee created for this purpose. On July 23, 2009 the IHCDA Board also approved a Delegation Policy by which the Board delegated certain decision-making authority to the Executive Director. On October 28, 2010, the IHCDA Board approved revising the 2009-2010 Delegation Policy. The Executive Director has approved the items attached hereto as Exhibit A.

No action was required, as this was an update to the Board on delegated authority.

VII. Other Business

There being no further business a motion was made by David Miller to adjourn the meeting, which was seconded by Pat Gamble-Moore; the motion passed unanimously and the meeting was adjourned at 11:51 a.m.

Respectfully Submitted,



Tonya Brothers-Bridge as designee of
Lieutenant Governor, Sue Ellspermann

ATTEST:



J. Jacob Sipe
Executive Director for IHCD

IHCDA DELEGATION OF AUTHORITY

Department: Asset Preservation				
Purpose: Agreement to abide by Indiana's HHF guidelines in accepting payments on homeowners' behalf.				
Month	Program	Vendor	Action Taken	Amount
February	HHF	All States Investments, LLC	Servicer Participation Agreement	N/A
February	HHF	Diamond Valley FCU	Servicer Participation Agreement	N/A
February	HHF	First Bank of Richmond	Servicer Participation Agreement	N/A
February	HHF	Greenfield Banking	Servicer Participation Agreement	N/A
February	HHF	Jacksonville Savings Bank	Servicer Participation Agreement	N/A
February	HHF	Pacesetter Bank	Servicer Participation Agreement	N/A

Department: Community Services				
Purpose: Administration of HCVP				
Month	Program	Vendor	Action Taken	Amount
February	HCVP	Area IV Agency on Aging	Administrative Agreement CY2013	N/A
February	HCVP	Community Action of East Central Indiana	Administrative Agreement CY2013	N/A
February	HCVP	Community Action of Greater Indianapolis	Administrative Agreement CY2013	N/A
February	HCVP	Community Action of Northeast Indiana	Administrative Agreement CY2013	N/A
February	HCVP	Community Action of Southern Indiana	Administrative Agreement CY2013	N/A
February	HCVP	Community and Family Services	Administrative Agreement CY2013	N/A
February	HCVP	Community Action Program of Western Indiana	Administrative Agreement CY2013	N/A
February	HCVP	Human Services Inc.	Administrative Agreement CY2013	N/A
February	HCVP	Hoosier Uplands Economic Development Corporation	Administrative Agreement CY2013	N/A
February	HCVP	Interlocal Community Action Program	Administrative Agreement CY2013	N/A
February	HCVP	Lincoln Hills Development Corporations	Administrative Agreement CY2013	N/A
February	HCVP	Northwest Indiana Community Action Corporation	Administrative Agreement CY2013	N/A
February	HCVP	Ohio Valley Opportunities, Inc.	Administrative Agreement CY2013	N/A
February	HCVP	Peru Housing Authority	Administrative Agreement CY2013	N/A
February	HCVP	South Central Community Action Program	Administrative Agreement CY2013	N/A
February	HCVP	Southeastern Indiana Economic Opportunity Corporation	Administrative Agreement CY2013	N/A
February	HCVP	Warsaw Housing Authority	Administrative Agreement CY2013	N/A

Exhibit A

IHCDA DELEGATION OF AUTHORITY

Department: Energy Programs				
Purpose: Support and supplement the EAP and community focused programs provided by Community Action Agencies				
Month	Program	Vendor/Recipient	Action Taken	CSBG Distribution 2013
February	Community Service Block Grant (CSBG)	Area IV Agency on Aging and Community Action Programs, Inc.	Funds for 2013 CSBG Program Year distributed \$99,499.14 (Dec 13) \$97,119.16 (Jan 22)	\$196,618.30
February	Community Service Block Grant (CSBG)	Area V Agency on Aging and Community Services, Inc.	Funds for 2013 CSBG Program Year distributed \$88,096.59 (Dec 13) \$85,914.60 (Jan 22)	\$174,011.19
February	Community Service Block Grant (CSBG)	Community Action of East Central Indiana, Inc.	Funds for 2013 CSBG Program Year distributed \$54,725.64 (Dec 13) \$53,491.38 (Jan 22)	\$108,217.03
February	Community Service Block Grant (CSBG)	Community Action of Greater Indianapolis, Inc.	Funds for 2013 CSBG Program Year distributed \$322,573.74 (Dec 13) \$314,857.88 (Jan 22)	\$637,431.62
February	Community Service Block Grant (CSBG)	Community Action of Northeast Indiana, Inc.	Funds for 2013 CSBG Program Year distributed \$158,724.78 (Dec 13) \$154,778.64 (Jan 22)	\$313,503.43
February	Community Service Block Grant (CSBG)	Community Action Program of Evansville and Vanderburgh County, Inc.	Funds for 2013 CSBG Program Year distributed \$80,932.62 (Dec 13) \$79,071.49 (Jan 22)	\$160,004.12
February	Community Service Block Grant (CSBG)	Community Action of Southern Indiana, Inc.	Funds for 2013 CSBG Program Year distributed \$70,130.36 (Dec 13) \$68,527.62 (Jan 22)	\$138,657.98
February	Community Service Block Grant (CSBG)	Community and Family Services, Inc.	Funds for 2013 CSBG Program Year distributed \$80,733.12 (Dec 13) \$78,652.51 (Jan 22)	\$159,385.63

IHCDA DELEGATION OF AUTHORITY

Department: Energy Programs				
Purpose: Support and supplement the EAP and community focused programs provided by Community Action Agencies				
Month	Program	Vendor/Recipient	Action Taken	CSBG Distribution 2013
February	Community Service Block Grant (CSBG)	Community Action Program, Inc. of Western Indiana	Funds for 2013 CSBG Program Year distributed \$67,516.01 (Dec 13) \$65,751.55 (Jan 22)	\$133,267.57
February	Community Service Block Grant (CSBG)	Human Services, Inc.	Funds for 2013 CSBG Program Year distributed \$92,891.32 (Dec 13) \$90,594.64 (Jan 22)	\$183,485.96
February	Community Service Block Grant (CSBG)	Hoosier Uplands Economic Development Corp.	Funds for 2013 CSBG Program Year distributed \$62,906.73 (Dec 13) \$61,402.02 (Jan 22)	\$124,308.74
February	Community Service Block Grant (CSBG)	Interlocal Community Action Program, Inc.	Funds for 2013 CSBG Program Year distributed \$89,827.67 (Dec 13) \$87,679.02 (Jan 22)	\$177,506.69
February	Community Service Block Grant (CSBG)	Board of Commissioners of the County of Madison d/b/a JobSource CICAP	Funds for 2013 CSBG Program Year distributed \$72,306.04 (Dec 13) \$70,726.44 (Jan 22)	\$143,032.94
February	Community Service Block Grant (CSBG)	Lincoln Hills Development Corporation	Funds for 2013 CSBG Program Year distributed \$39,934.04 (Dec 13) \$39,053.59 (Jan 22)	\$78,987.65
February	Community Service Block Grant (CSBG)	North Central Community Action Agencies, Inc.	Funds for 2013 CSBG Program Year distributed \$62,006.48 (Dec 13) \$60,598.06 (Jan 22)	\$122,604.54
February	Community Service Block Grant (CSBG)	Northwest Indiana Community Action Corp.	Funds for 2013 CSBG Program Year distributed \$201,553.21 (Dec 13) \$196,732.12 (Jan 22)	\$398,285.32

IHCDA DELEGATION OF AUTHORITY

Department: Energy Programs				
Purpose: Support and supplement the EAP and community focused programs provided by Community Action Agencies				
Month	Program	Vendor/Recipient	Action Taken	CSBG Distribution 2013
February	Community Service Block Grant (CSBG)	Ohio Valley Opportunities Inc.	Funds for 2013 CSBG Program Year distributed \$50,374.63 (Dec 13) \$49,244.43 (Jan 22)	\$99,619.06
February	Community Service Block Grant (CSBG)	PACE Community Action Agency, Inc.	Funds for 2013 CSBG Program Year distributed \$65,511.16 (Dec 13) \$63,944.15 (Jan 22)	\$129,455.30
February	Community Service Block Grant (CSBG)	REAL Services, Inc.	Funds for 2013 CSBG Program Year distributed \$175,013.50 (Dec 13) \$170,752.49 (Jan 22)	\$345,765.30
February	Community Service Block Grant (CSBG)	South Central Community Action Program, Inc.	Funds for 2013 CSBG Program Year distributed \$98,047.01 (Dec 13) \$95,701.76 (Jan 22)	\$193,748.77
February	Community Service Block Grant (CSBG)	Southeastern Indiana Economic Opportunity Corp.	Funds for 2013 CSBG Program Year distributed \$57,605.82 (Dec 13) \$56,153.16 (Jan 22)	\$113,758.98
February	Community Service Block Grant (CSBG)	Dubois-Pike-Warrick Economic Opportunity d/b/a TRI-CAP	Funds for 2013 CSBG Program Year distributed \$44,364.41 (Dec 13) \$43,377.97 (Jan 22)	\$87,742.38
February	Community Service Block Grant (CSBG)	Western Indiana Community Action Agency, Inc.	Funds for 2013 CSBG Program Year distributed \$73,554.98 (Dec 13) \$71,870.32 (Jan 22)	\$145,425.30
TOTAL				\$4,364,824.50

IHCDA DELEGATION OF AUTHORITY

Department: Energy Programs				
Purpose: Support and supplement the EAP and community focused programs provided by Community Action Agencies				
Month	Program	Vendor/Recipient	Action Taken	CSBG Distribution 2013
February	Low Income Home Energy Assistance Program (LIHEAP)	Hoosier Uplands Economic Development Corp.	Funds for 2013 EAP Program Year distributed <u>Oct 11, 2012</u> EAP \$333,589 (LEV \$3,526) <u>Nov 2, 2012</u> EAP \$333,589 <u>Nov 9, 2012</u> EAP \$791,439 <u>Jan 28, 2013</u> \$311,293	\$1,769,911
February	Low Income Home Energy Assistance Program (LIHEAP)	Lincoln Hills Development Corporation	Funds for 2013 EAP Program Year distributed <u>Oct 11, 2012</u> EAP \$129,329 (LEV \$1,339) <u>Nov 2, 2012</u> EAP \$129,329 <u>Nov 9, 2012</u> EAP \$306,833 <u>January 23, 2013</u> \$287,950	\$853,442
February	Low Income Home Energy Assistance Program (LIHEAP)	North Central Community Action Agencies, Inc.	Funds for 2013 EAP Program Year distributed <u>Oct 11, 2012</u> EAP \$364,677 (LEV \$4,059) <u>Nov 2, 2012</u> EAP \$364,677 <u>Nov 9, 2012</u> EAP \$865,194 <u>Feb 18, 2013</u> \$150,000	\$1,744,549

IHCDA DELEGATION OF AUTHORITY

Department: Energy Programs					
Month	Program	Vendor/ Recipient	Action Taken	CSBG Distribution 2013	Purpose
February	Low Income Home Energy Assistance Program (LIHEAP)	INCAA	First Renewal of Contract	\$40,565	Provide Training and Technical Assistance
February	Low Income Home Energy Assistance Program (LIHEAP)	Engaging Solutions	First Renewal of Contract	\$160,000	Provide EAP monitoring as a part of program integrity and compliance.
February	Dept. of Energy	INCAA	Realignment of budget lines to maximize contract	\$0	Provide Training and Technical Assistance