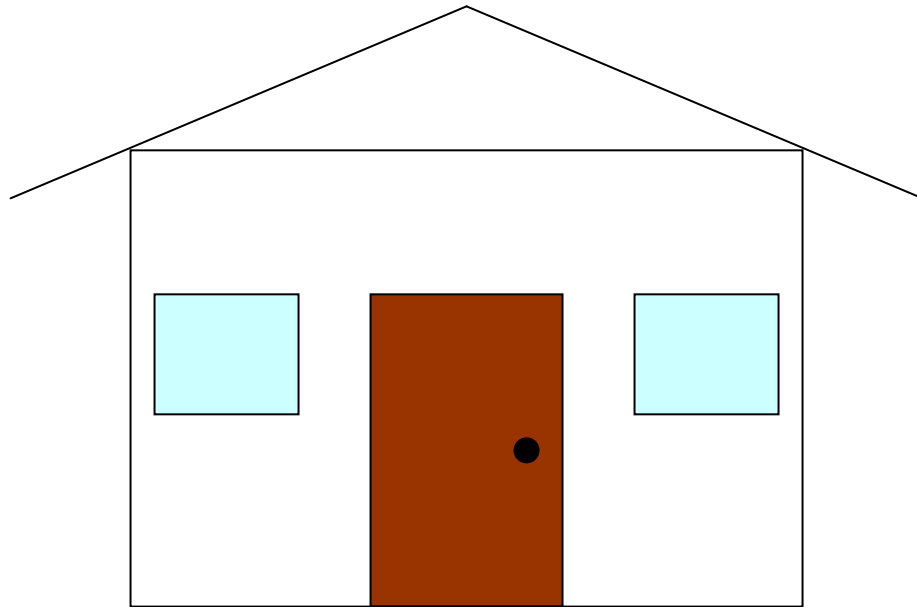


# Housing Rehabilitation / Reconstruction Application Package

## Community Development Block Grant Program FY 2010 – FY 2011



**STATE OF LOUISIANA**  
**Division of Administration**  
**Office of Community Development**  
**Community Development Block Grant Program**  
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# **FY 2010/ FY 2011 LCDBG Housing Program Application**

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## **Acronyms**

LCDBG	Louisiana Community Development Block Grant
CDBG	Community Development Block Grant
OCD	Office of Community Development
DOA	Division of Administration
LGR	Local Government Representative
HUD	U. S. Department of Housing and Urban Development
The Act	The Housing and Community Development Act of 1974, as amended

## **Definitions**

<b>Local Government Representative:</b>	OCD staff member whose responsibility is to oversee an assigned list of grants.
<b>Conditionally Closed-out:</b>	The status of a grant as evidenced by a letter of notification from OCD; generally receipt of a final audit is the last remaining task.
<b>Single-purpose Application:</b>	Funds requested for one major activity; i.e., sewer, potable water, streets, or fire protection
<b>Multi-purpose Application:</b>	Funds requested for two or more major activities; i.e., sewer, potable water, streets and fire protection

## I. Program Goals And Objectives

All activities funded by the Louisiana Community Development Block Grant (LCDBG) Program must address one of the following three national objectives.

- Principal benefit (at least fifty-one percent) to low and moderate income persons.
- Elimination or prevention of slums and blight.
- Urgent Need

In order to meet these national objectives, the Office of Community Development has the following goals.

- Benefit low and moderate income persons.
- Eliminate or aid in the prevention of slums or blight.
- Strengthen community and economic development through the creation of jobs, stimulation of private investment, and community revitalization, principally for the benefit of low and moderate income persons.
- Provide for other community development needs with a particular urgency due to existing conditions that pose a serious and immediate threat to the health or welfare of the community.

## II. General Information For Applicants

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## Introduction

**Purpose:** This application package must be used to apply to the Office of Community Development for housing rehabilitation and reconstruction projects. Units of local government, specifically Villages, Towns, Cities and Parishes, are the types of entities that may be eligible to apply. The LCDBG Housing Program does not fund individuals nor make decisions regarding which homeowners receive assistance. Individuals are not eligible to apply to the Office of Community Development for funding but are encouraged to make their needs known to local government officials. Local governments decide whether to apply for funding and determine the geographical area, called a target area(s), that contains housing units that will receive assistance. Basic elements of a typical application and funding process include:

1. A citizen's participation plan is adopted and a public hearing is conducted to receive comments from citizens regarding the needs of the community.
2. The local government decides to apply for a housing project.
3. The local government may choose to contract with an administrative consulting firm to prepare the application.
4. During the process of completing the application package the local government decides on a geographical target area for housing improvement.
5. The local government submits the application by the required deadline.
6. The application is rated competitively among other applications.
7. If the application is funded the local government is responsible for administering the housing program.
8. Sub-standard, owner-occupied, low/mod income housing units that are located in the target area(s) as established by the local government are rehabilitated or reconstructed.

**Two Year Funding Cycle:** The LCDBG Housing Program has a two year funding cycle. The Office of Community Development will accept housing project applications for the FY 2010/ FY 2011 cycle on February 1, 2010. Those applications will be reviewed for funding under the FY 2010 and FY 2011 program years. The applications are ranked among other housing applications submitted. Although the deadline for receiving housing applications is February 1, 2010, the threshold date for meeting eligibility requirements is November 23, 2009.

For the first year of the funding cycle, the Office of Community Development will not rate any housing applications that do not meet the threshold criteria as of November 23, 2009. Such applications will not be in consideration for funding for the FY 2010 program year. For the second year of the funding cycle, FY 2011, the Office of Community Development will rate and rank data from any applications that meet the threshold criteria as of November 23, 2010. Having two funding rounds, each being independent of the other, may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2011, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

**Entitlement Jurisdictions:** All municipalities and parishes in Louisiana are eligible to participate in the LCDBG program with the exception of the following HUD entitlement jurisdictions: Alexandria, Baton Rouge, Bossier City, Jefferson Parish (including Grand Isle, Gretna, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, Shreveport, Slidell, St. Tammany Parish, Terrebonne Parish Consolidated Government, and Thibodaux.

**Type of Grant:** This application package is to be used when applying for funds for housing projects. Only single purpose applications will be accepted. A single purpose grant provides funds for one primary need or activity, such as housing. While a housing grant may involve both housing rehabilitation and clearance demolition, which are two activities, it is still considered a single purpose application because those are two mechanisms for addressing a singular need for housing improvements. Multi-purpose applications, such as an application containing both housing improvements and street improvements are not eligible for funding.

**Size of Grants:** The State has established a funding ceiling of \$700,000 for housing grants.

Within the ceiling amounts, the applicant is allowed to request funds for the reimbursement of pre-agreement costs (application preparation fees), administrative costs, and engineering/architectural fees. A maximum of \$2,500 is allowed for housing applications. Of this amount, a maximum of \$1,000 will be allowed for the packaging of the application and a maximum of \$1,500 will be allowed for household surveying costs. The \$1,500 for household surveying is allowed only if the administrative consultant conducts the household survey. The administrative consultant is required to make a minimum of one on-site visit in order to request pre-agreement costs. In order to be eligible for the pre-agreement costs, the following requirements must be met:

- The application must be funded under the FY 2010/ FY 2011 LCDBG Program years,
- The LCDBG procurement procedures must have been followed in the procurement of engineering and/or administrative consulting firms,
- The application preparation tasks and corresponding costs must be identified in a written contract between the firms and the local governing body, and
- The application must be complete and accurate as determined by the Office of Community Development.

Only those local governing bodies that receive grant awards will be eligible for pre-agreement costs. The State has the option of reducing the reimbursable amount requested for pre-agreement costs. The component of the application that is deemed inadequate will be a determining factor in the amount of the reduction.

**Eligible Activities:** The Proposed FY 2010 Consolidated Annual Action Plan will identify all of the activities eligible for community development block grant funding under federal guidelines. Within those regulations, the State has established priorities for program categories and activities. The public infrastructure priorities are sewer, water (potable and fire protection), and streets. Ineligible activities are identified in Title 24, Section 570.207 of the Code of Federal Regulations.

The LCDBG Program has identified the broad activity categories of “Rehabilitation—Housing ” and “Clearance—Demolition” as funding priorities under the FY 2010/ FY 2011 Housing Program.

**Rehabilitation—Housing:** Rehabilitation--housing is an eligible activity that may consist of any or all of the following components:

- Substantial rehabilitation: Rehabilitation of a housing unit which brings it up to Section 8 Standards.
- Reconstruction: Reconstruction of a house or mobile home on the original site after demolition of the original structure.
- Spot rehabilitation: Rehabilitation of a house that eliminates specific condition(s) pertaining to one or more of the following household systems: plumbing, electrical, roofing and heating & air-conditioning. Spot rehabilitation must also bring a housing unit up to Section 8 Standards.

Substantial rehabilitation and spot rehabilitation are defined as the repair of an existing housing unit while reconstruction is defined as the demolition and replacement of an existing housing unit on the same site.

**Clearance Demolition:** Clearance demolition is an eligible activity that may consist of the following components:

- Demolition, without replacement, of a vacant substandard house that is not able to be rehabilitated under program guidelines.
- Demolition, without replacement, of a vacant substandard mobile home.
- Demolition of a structure other than a residential structure.

**Rehabilitation Administration:** Rehabilitation administration is an eligible activity involving the administration of the bidding and construction process pertaining to individual housing units. It is sometimes referred to as “construction administration”.

**General Program Administration:** General program administration is an eligible activity involving the overall program administration of an LCDBG grant.

## **Requirements, Definitions, Restrictions, and Procedures**

**Low/Mod Requirement:** Beneficiaries of the LCDBG housing program must be of low and moderate income according to the definitions provided in the current year Consolidated Annual Action Plan.

**Target Area(s):** Reconstruction, substantial rehabilitation and spot rehabilitation must be confined to a target area or at the most, two target areas. During application preparation a target area, must be established by the applicant which will delineate a specific area in which houses will rehabilitated or reconstructed. The target area(s) must be adequately described in the Project Description.

**The 75% Rule:** A housing unit is eligible to be rehabilitated when the estimated cost of the rehabilitation that results in Section 8 standards being met is less than seventy-five percent of the fair market value of the house after the rehabilitation work is complete.

**Owner/Occupancy Requirements for Eligibility:** A housing unit must be occupied by the owner (or a relative of the owner that can obtain legal “usufruct” in a timely manner that is compatible with the homeowner application deadline) to be eligible for substantial rehabilitation, spot rehabilitation or reconstruction. Additionally, the property on which a housing unit is located must be owned by the occupant of the home to be eligible for LCDBG funds. Rental units are not eligible for improvements under the LCDBG Housing Program. Housing units which are under a “rental purchase” agreement or a “rent-to-own” arrangement do not qualify as owner-occupied units.

The occupant must have been an owner for at least six months prior to the submittal of the application in order to be eligible for LCDBG funds. The owner must also presently occupy and intend to continue to occupy the premises upon completion of rehabilitation or construction.

A vacant substandard unit must be determined to be in need of demolition by the LCDBG application process to be eligible for clearance demolition. The local government must anticipate obtaining the right to demolish by mutual agreement with the owner or through a written and lawful condemnation process.

**Caution Regarding Demolition:** Houses that are vacant but not substandard are not eligible for demolition under this program. Demolition of vacant housing units that are not substandard is addressed by the Anti-Displacement regulations at Section 104 (d) of the Housing and Community Development Act of 1974, as amended. If a funded applicant (grantee) demolishes a vacant housing unit with LCDBG funds that is (a) standard or (b) substandard but not in need of demolition, then the local governing body would be required to replace the demolished housing unit on a one for one basis.

**Mobile Homes:** Mobile and modular homes may not be rehabilitated with LCDBG funds. However, mobile and modular homes may be reconstructed with “stick built” housing units with LCDBG funds. Prior to reconstruction of a mobile home with stick built housing the original substandard mobile home must be demolished. The intent of the program is not to relocate a substandard structure that needs demolition but rather to eliminate such a structure. Proof of demolition of a mobile home(s) must be maintained as part of grant records.

**Section C of the Most Recent Grantee Handbook:** Those who prepare a housing application will need to know procedures and requirements that must be followed and observed in the event the application is funded. Restrictions regarding construction will have a bearing on the preparation of the Cost Estimate that is part of the application. The most recent LCDBG Grantee Handbook available, which is the 2009 Grantee Handbook as of the publication date of this application package, will provide many details regarding the bidding and construction process of a housing program as well as limitations on square footage allowable. See Section C, the housing section of the Grantee Handbook. The Grantee Handbook is available on the LCDBG website at [www.doa.louisiana.gov/cdbg/cdbgHome.htm](http://www.doa.louisiana.gov/cdbg/cdbgHome.htm) →Grants Management→Grantee Handbook.

**Two Minor Program Changes:** Two minor changes have been implemented for applications funded under program years 2010 and later. These changes have occurred since the publication of the 2009 Grantee Handbook and are as follows: (1) Screen doors are allowable on units slated for reconstruction as well as in the rehabilitation of existing housing units and (2) one ceiling fan is allowable on units slated for reconstruction. On units slated for rehabilitation one ceiling fan is allowable if there were none initially and if more than one existed initially then replacement is allowable for all substandard ceiling fans. The FY 2010 (and later) Grantee Handbook will reflect these changes.

**Administration Allowances:** LCDBG funds are allowable for administrative costs up to the following amounts:

Pre-agreement costs for packaging the application .....	\$ 1,000
Pre-agreement costs for conducting the household survey .....	1,500
Regular administration.....	35,000
Construction administration per unit for rehabilitation & reconstruction .....	4,000
Construction administration per unit for spot rehab .....	1,000

## Spot Rehab

**Definition of Spot Rehab:** Spot rehab is a limited activity involving the treatment of health and safety deficiencies in the target area(s) that pertains to one or more of the following household systems:

1. Electrical
2. Plumbing
3. Roofing
4. Heating and air-conditioning

In order to be eligible for spot rehabilitation housing units must be identified as needing spot rehabilitation in the original LCDBG application or during a pre-funding staff site visit.

**The 75% Rule for Spot Rehabilitation:** A house will be eligible for spot rehabilitation if it is able to meet the 75% rule. The 75% rule states that a housing unit is eligible to be rehabilitated when the estimated cost of the rehabilitation that results in Section 8 standards being met is less than seventy-five percent of the fair market value of the house after the rehabilitation work is complete.

**Specific Home Types not Eligible:** Mobile homes and modular homes are not eligible for spot rehabilitation. Sub-standard structures that would be considered in need of demolition under our program guidelines are not eligible for spot rehabilitation.

**Maximums and Minimum per Spot Rehabilitation Housing Unit:** The project description in an LCDBG application for funding may list a minimum or a maximum per each house that will undergo spot rehabilitation. For instance, if a minimum of \$1,500, (material and labor but not admin), were established and made known publicly, then a resident who needs only one set of inexpensive steps replaced would realize that this kind of project would be ineligible for spot

rehabilitation due to minimum dollar amount requirements. Maximums and minimums for spot rehabilitation are to be established by the applicant and indicated in the Project Description.

**Timing Regarding Spot Rehab:** In the interest of closing the grant in a timely manner, delay in the implementation of spot rehabilitation should be avoided. Solicitation of the public to submit applications for spot rehabilitation improvements should begin early in the grant program, preferably no later than a month from the release of the LCDBG contract. Spot rehabilitation should be implemented simultaneously with other types of improvements or in such a way that insures a timely close-out of the grant.

Amounts unutilized (left over) from other grant activities may not be utilized for additional spot rehabilitation housing units that were not part of the original LCDBG application. Amounts unutilized from spot rehabilitation may be used on any of the homes in the original application which were identified in the original LCDBG application as needing substantial rehabilitation or reconstruction.

**Housing Policy Regarding Spot Rehab:** Parishes and municipalities which receive funding under a housing grant program must prepare a “Housing Rehabilitation Policy”. A sample policy is available as Exhibit C-1 in the most recent LCDBG Grantee Handbook which is available on the LCDBG web site. Such a policy may have been prepared by the applicant under a previous housing grant. Whether writing a new policy or simply updating an existing Housing Rehabilitation Policy, spot rehabilitation guidelines must be incorporated into the policy if spot rehabilitation funds are requested. If spot rehabilitation is requested, the following are items which shall be included in the Housing Rehabilitation Policy:

- A statement that only households that were listed and were part of the original LCDBG application are eligible for spot rehabilitation.
- Description of the method which will be used to inform those who live in the target area(s) of the availability of spot rehabilitation in the target area(s)—whether by brochure, door to door presentation, etc.
- A description of spot rehabilitation especially as it pertains to the four household systems related to health and/or safety that are eligible: electrical, plumbing, roofing and heating & air/conditioning.
- Minimum and maximum dollar amount, if any, per each spot rehabilitation project.
- Description of the type of house eligible for spot rehabilitation especially concerning the 75% rule.
- A statement that spot rehabilitation will be initiated at an early stage of the bidding and awarding process and not exclusively after the completion of substantial rehabilitation and construction.
- Description of the rating/allocation process of applications received from the public. In addition to the requirement for a household to be of low/mod income additional rating factors could include but are not limited to the following: age, disability, type of project, or even a rating on a first come—first serve basis. The aspects of rating applications of citizens must be specified up front and conducted fairly.

## Application Details

**Application Deadline:** The deadline for submittal of housing applications is February 1, 2010. If hand delivered, applications must be received by the Office of Community Development by 4:30 p.m. on or before February 1, 2010. If mailed, the postmark must be stamped no later than February 1, 2010. The applicant must obtain a “Certificate of Mailing” from the Post Office, certifying the date mailed. The State may require the applicant to submit the “Certificate of Mailing” to document compliance with the deadline.

Any applications that do not meet the deadline requirements stated above will not be rated.

**Number of Copies of Applications:** An original and one copy of the complete application must be mailed to:

Division of Administration  
Office of Community Development  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

Or delivered to:

Division of Administration  
Office of Community Development  
Claiborne Building, Suite 7-270  
1201 North Third Street  
Baton Rouge, Louisiana 70802

## Restrictions on Applying For Grants

1. With the exception of municipalities with a population of more than 25,000 and parishes which have an unincorporated population of more than 25,000, each eligible applicant can apply for one housing (including physical accessibility) and one public facilities grant (including multi-purpose community centers) under the FY 2010 LCDBG Program; those applications not funded under the FY 2010 LCDBG Program will be considered for funding under the FY 2011 LCDBG Program. Those municipalities with a population of more than 25,000 and those parishes which have an unincorporated population of more than 25,000 can submit a maximum of three single purpose applications for housing or public facilities (at least one application must be a housing application, and at least one application must be a public facilities application) with a combined maximum request of \$2.7 million; the individual amounts requested per application cannot exceed the funding ceiling amount for that particular type of application as identified in Section II.F.1. (Refer to the additional stipulations in Section II.G.2.) A multi-jurisdictional, regional public facilities application counts as one application that may be submitted by parishes. According to 2000 census information obtained from the Louisiana Census Data Center as provided by the U.S. Bureau of the Census, those municipalities and unincorporated parishes with populations in excess

of 25,000 include: Acadia Parish, Ascension Parish, Bossier Parish, Caddo Parish, Calcasieu Parish, Iberia Parish, Lafourche Parish, Livingston Parish, City of New Iberia, Ouachita Parish, Plaquemines Parish, Rapides Parish, St. Bernard Parish, St. Charles Parish, St. John the Baptist Parish, St. Landry Parish, St. Martin Parish, Tangipahoa Parish, Vermilion Parish, Vernon Parish, and Washington Parish.

Any eligible applicant may apply for an economic development project, demonstrated needs grant or LaSTEP grant under the FY 2010 LCDBG Program, including those applicants previously funded under the housing or public facilities components of the FY 2010 LCDBG program. The number of demonstrated needs grants which an eligible applicant may receive during any program year is limited to one. Municipalities may only be funded for a demonstrated needs project every other program year. Generally, parishes may be funded for one demonstrated needs project every program year; however, the sewer, water, or gas system, etc. for which it receives demonstrated needs funds can only be funded every other program year under the demonstrated needs program category.

2. Capacity and performance: threshold considerations for grant approval. No grant will be made to an applicant that lacks the capacity to undertake the proposed program. In addition, applicants which have previously participated in the Community Development Block Grant Program must have performed adequately.

**In order to be eligible to receive one housing grant award and one public facilities grant award under the FY 2010 LCDBG Program, the following thresholds must have been met:**

Performance and capacity determinations for FY 2010 (housing and public facilities applications) will be made as of the deadline date for the submittal of the public facilities applications (November 23, 2009).

(a) Units of general local government will not be eligible to receive funding for a public facilities grant unless past LCDBG public facilities programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, and FY 2009) awarded by the State have been conditionally closed-out with the exceptions listed below.

Units of general local government will not be eligible to receive funding for a housing grant unless past LCDBG housing programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, and FY 2009) awarded by the State have been conditionally closed-out with the exceptions listed below.

For the following previously funded recipients, the State will, at its own discretion on a case-by-case basis, make a determination on the recipient's performance. If the State makes the determination that the recipient has performed adequately, the State may deem that recipient also eligible for FY 2010 funding. If, however, the recipients have an LCDBG program funded under another program category, that grant must meet the threshold requirements in order for the recipient to be eligible for other funding.

Economic Development - FY 2006, FY 2007, FY 2008, and FY 2009 Programs  
Demonstrated Needs – FY 2009 Program  
Disaster Recovery – FY 2006 Program  
LaSTEP - FY 2007, FY 2008, and FY 2009 Programs

The following stipulations in this paragraph relate to those parishes with an unincorporated population of more than 25,000 and cities with a population of more than 25,000 (identified in Section II. G.1.) which may be applying for funds under the FY 2010 LCDBG program year.

- If any of these local governing bodies have no open or ongoing housing or public facilities grants awarded prior to the FY 2010 LCDBG program, the local governing body will be eligible to receive three grants under the FY 2010 LCDBG Program, however, at least one of the three grants must be a housing grant and at least one must be a public facilities grant.
- If any of these local governing bodies have one housing or public facilities grant awarded prior to the FY 2010 LCDBG program year which has not been conditionally closed-out, the local governing body will be eligible to receive two grants under the FY 2010 LCDBG Program. However, if the prior year funded grant is a housing grant, the FY 2010 grants must both be public facilities grants, or one housing and one public facilities grant. If the prior year funded grant is a public facilities grant, the FY 2010 grants must both be housing grants, or one housing and one public facilities grant.
- If any of these local governing bodies have two housing or public facilities grants awarded prior to the FY 2010 LCDBG program year which have not been conditionally closed-out, the local governing body will be eligible to receive one grant under the FY 2010 LCDBG Program. However, if the prior year funded grants are both housing grants, the FY 2010 grant must be a public facilities grant. Likewise, if the prior year funded grants are both public facilities grants, the FY 2010 grant must be a housing grant. If the prior year funded grants are one housing and one public facilities grant, the FY 2010 grant can be either for housing or public facilities.
- If multiple applications are in a funding position under the FY 2010 program but eligibility requirements do not allow them all to be funded, the local governing body may choose which application(s) will be funded.
- If any of these local governing bodies have three open or ongoing housing and public facilities grants awarded prior to the FY 2010 LCDBG program year, the local governing body will not be eligible for any grants under the FY 2010 LCDBG program year.

(b) Audit and monitoring findings made by the State or HUD have been cleared.

(c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State.

(d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.

(e) The unit of general local government cannot be on the list of sanctioned communities which is maintained by the Office of Community Development.

**In order to be eligible to receive one housing grant award and one public facilities grant award under the FY 2011 LCDBG Program, the following thresholds must have been met:**

Performance and capacity determinations for FY 2011 (housing and public facilities applications) will be made on November 23, 2010.

(a) Units of general local government will not be eligible to receive funding for a public facilities grant unless past LCDBG public facilities programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, FY 2009, and FY 2010) awarded by the State have been conditionally closed-out with the exceptions listed below.

Units of general local government will not be eligible to receive funding for a housing grant unless past LCDBG housing programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, FY 2009, and FY 2010) awarded by the State have been conditionally closed-out with the exceptions listed below.

For the following previously funded recipients, the State will, at its own discretion on a case-by-case basis, make a determination on the recipient's performance. If the State makes the determination that the recipient has performed adequately, the State may deem that recipient also eligible for FY 2011 funding. If, however, the recipients have an LCDBG program funded under another program category, that grant must meet the threshold requirements in order for the recipient to be eligible for other funding.

Economic Development - FY 2007, FY 2008, FY 2009, and FY 2010 Programs  
Demonstrated Needs – FY 2010 Program  
LaSTEP – FY 2007, FY 2008, FY 2009, and FY 2010 Programs

The following stipulations in this paragraph relate to those parishes with an unincorporated population of more than 25,000 and cities with a population of more than 25,000 (identified in Section II. G.1.) which may be applying for funds under the FY 2011 LCDBG program year.

- If any of these local governing bodies have no open or ongoing housing or public facilities grants awarded prior to the FY 2011 LCDBG program, the local governing body will be eligible to receive three grants under the FY 2011 LCDBG Program, however, at least one of the three grants must be a housing grant and at least one must be a public facilities grant.
- If any of these local governing bodies have one housing or public facilities grant awarded prior to the FY 2011 LCDBG program year which has not been conditionally closed-out, the local governing body will be eligible to receive two grants under the FY 2011 LCDBG Program. However, if the prior year funded grant is a housing grant, the FY 2011 grants must both be public facilities grants, or one housing and one public facilities grant. If the prior year funded grant is a public facilities grant, the FY 2011 grants must both be housing grants, or one housing and one public facilities grant.
- If any of these local governing bodies have two housing or public facilities grants awarded prior to the FY 2011 LCDBG program year which have not been conditionally closed-out, the local governing body will be eligible to receive one grant under the FY 2011 LCDBG Program. However, if the prior year funded grants are both housing grants, the FY 2011 grant must be a public facilities grant. Likewise, if the prior year funded grants are both public facilities grants, the FY 2011 grant must be a housing grant. If the prior year funded grants are one housing and one public facilities grant, the FY 2011 grant can be either for housing or public facilities.
- If multiple applications are in a funding position under the FY 2011 program but eligibility requirements do not allow them all to be funded, the local governing body may choose which application(s) will be funded.
- If any of these local governing bodies have three open or ongoing housing and public facilities grants awarded prior to the FY 2011 LCDBG program year, the local governing body will not be eligible for any grants under the FY 2011 LCDBG program year.

(b) Audit and monitoring findings made by the State or HUD have been cleared.

(c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State.

(d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.

(e) The unit of general local government cannot be on the list of sanctioned communities which is maintained by the Office of Community Development.

For the FY 2010 program year, only those housing and public facilities applications which were submitted by grantees who meet the threshold requirements will be rated and ranked. For the FY 2011 program year, the eligibility status of the housing and public facilities applicants will be re-evaluated; at that time any additional applications that are determined to be eligible for FY 2011 funding will be rated and ranked. If an applicant does not meet the threshold requirements for either program year, its application(s) will not be rated.

The State may announce some FY 2010 and FY 2011 awards and issue “authorizations to incur costs” for those awards prior to the beginning of the FY 2010 and FY 2011 LCDBG Program years. Those issuances will be contingent upon the State’s receipt of FY 2010 and FY 2011 LCDBG funds from HUD.

The State is not responsible for notifying applicants as to their performance status.

All local governments participating in a funded multi-jurisdictional application will not be able to receive future public facilities grants until the multi-jurisdictional grant has been conditionally closed out with the following exception. For these local governments which may have three open housing and public facilities grants, the multi-jurisdictional grant will only count as one of those three open grants.

The capacity and performance thresholds do not apply to applicants for economic development, demonstrated needs and LaSTEP funds with the exception that no award will be made to a previous recipient who owes money to the State unless an arrangement for repayment of the debt has been made and payments are current or to a local governing body.

## Citizen Participation Requirements

**Importance of Following Citizen Participation Requirements:** Failure to follow LCDBG Citizen Participation requirements could derail the application rating process, or if an application is funded, could cause disallowed costs.

**Required—A Written and Adopted Citizen Participation Plan:** Prior to the submittal of the application, the local governing bodies must have a written and adopted Citizen Participation Plan that is in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended. The local Citizen Participation Plan must be made available to the public at the first public hearing. Instructions for developing a Citizen Participation Plan and a Sample Citizen Participation Plan for local governments are provided on the LCDBG website at:

[www.doa.louisiana.gov/cdbg/cdbgHome.htm](http://www.doa.louisiana.gov/cdbg/cdbgHome.htm) →Citizen Participation.

Previous LCDBG recipients that have already adopted a Citizen Participation Plan must revise their plan to reflect any changes herein. Local governing bodies that are not familiar with the State’s Citizen Participation Plan may request a copy by contacting Dotty Tapscott in the Office of Community Development at 225/342-7412. Only the citizen participation requirements that pertain to the application procedures are identified herein.

If the local governing body is not having an official meeting to adopt/amend the Citizen Participation Plan prior to the first public hearing, the local governing body can distribute the new or revised Citizen Participation Plan at the public hearing. However, the new or revised Citizen Participation Plan must be adopted prior to the second public notice announcing availability of the application for review and the notice must state that the adopted Citizen Participation Plan will also be available for review.

**First Public Hearing:** The local governing body must hold the first public hearing prior to the development of the application. The purpose of the hearing is to receive comments on the housing and community development needs of the jurisdiction. A notice of the public hearing (sample available on the LCDBG website under “Citizen Participation”) must be published in a local newspaper a minimum of five days prior to the date of the hearing. The day the notice is published does **not** count as one of the five days. The hearing can be held on the fifth day. The location and time of the hearing must be convenient to potential beneficiaries. Also, a location and time frame for the submittal of comments should be included for persons unable to attend the hearing. An interpreter must be present at the public hearing if a significant number of non-English speaking persons are expected. The notice must state that accommodations for persons with disabilities or non-English persons will be provided. Citizens, particularly persons of low and moderate income and those living in slum and blighted areas, should be encouraged to participate in this process.

**Requirements of the First Public Notice:** The following information must be identified in the public notice as items to be discussed at the hearing and provided to persons attending the meeting.

1. The amount of funds available for proposed community development and housing needs.
2. The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income.
3. The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided to persons actually displaced as a result of such activities.
4. If applicable, the applicant must provide citizens with information regarding the applicant’s performance in prior LCDBG programs funded by the State.

Written minutes of the hearing and an attendance roster must be maintained by the local governing body.

**Requirements of the Second Public Notice:** A second public notice (sample available on the LCDBG website under “Citizen Participation”) regarding the specific contents of the application must be published a minimum of seven calendar days prior to application submittal in a local newspaper. The purpose of the notice is to inform the citizens of the proposed objectives, proposed activities, location of the proposed activities, and amount of funds to be used for each activity. Citizens must be given the opportunity to review the application and to submit comments on the proposed application. The notice must state the proposed application submittal date and provide the location and time frame the application is available for review. **The application must be complete and available for public review when the notice is published in the newspaper.**

The applicant must provide technical assistance to facilitate citizen participation when requested, particularly to representatives of or low and moderate income persons. The level and type of technical assistance shall be determined by the applicant based upon the specific needs of the community’s residents.

# Procurement Procedures

**Importance of Procurement Procedures:** Failure to follow LCDBG procurement procedures could result in disallowed costs.

**Website Location of LCDBG Procurement Procedures:** LCDBG procurement procedures are posted on the LCDBG website at:

[www.doa.louisiana.gov/cdbg/cdbgHome.htm](http://www.doa.louisiana.gov/cdbg/cdbgHome.htm) → Procurement

**Procurement Policy:** Procure means to acquire goods or services by effort. An LCDBG procurement policy is a document that explains how a local government will acquire goods or services for an LCDBG application and/or funded program. All local governing bodies that receive LCDBG funds must prepare or have a current written and adopted procurement policy that contains all items required by 24 CFR 85.36 and the LCDBG Program. Procurement for an LCDBG application or project may involve professional services, construction services or materials.

**Procurement of Professional Services:** Local governments often procure the services of administrative consulting firms and engineering/architectural firm to assist in the preparation of LCDBG applications. If an applicant will be using LCDBG funds to pay for administrative consulting services or engineering/architectural services the LCDBG procurement procedures must be followed. If an applicant will be using local funds to obtain such service(s) LCDBG procurement procedures do not apply.

**Website Contents Regarding Procurement Procedures:** The LCDBG procurement procedures as posted on the website are of vital importance to LCDBG applicants and grantees. Although the LCDBG procurement procedures are not incorporated into the body of this application package the applicant (or funded grantee) is responsible to follow procurement procedures as posted on the LCDBG website. The LCDBG Procurement Procedures as posted on the website will include the following:

- Preparation of a procurement Policy
- Advertising requirements
- Methods of procurement
- Preparation of contract
- Sample advertisements
- Sample request for proposals for an administrative consultant
- Selection criteria
- Sample contract for administrative services

## Other Federal and State Statutes and Regulations

The following regulations apply to the LCDBG Program and should be considered in the preparation of your application.

1. **Property Rehabilitation Standards:** The local government will be required to adopt standards that apply to rehabilitation and reconstruction relative to the LCDBG program which must meet, at a minimum, (a) HUD's Section 8 Housing Quality Standards, (b) the International Building Code as adopted by the State of Louisiana, (c) asbestos detection and abatement requirements of the Louisiana Department of Environmental Quality (d) HUD's Lead-based Paint Controls and Abatement Standards, and the Fire Administration Authorization Act of 1992.
2. **Audit Requirements:** OMB Circular A-133 requires single audits of all grantees that have total annual federal expenditures in excess of \$500,000. Financial audits and/or certifications are required in accordance with State law when grantee has total annual federal expenditures less than \$500,000. Single audit costs may be eligible for reimbursement in part as an administrative expense.
3. **Uniform Act (Acquisition and Relocation):** The relocation provisions of Uniform Act as it pertains to permanent relocation of citizens are applicable to the LCDBG Housing Program. Housing programs usually do not cause permanent relocation but if such should happen the relocation provisions of the Uniform Act will be applicable.

The acquisition provisions of the Uniform Act will be applicable to a Housing application/grant only if acquisition of property is involved. It is rare for property to be acquired in association with an LCDBG Housing Program.

4. **Davis-Bacon Act & Contract Work Hours and Safety Standards Act (CWHSSA):** Davis-Bacon and CWHSSA apply only if there are more than seven housing units under one construction contract. It is rare for Davis Bacon and CWHSSA to be triggered with more than seven housing units let under one bid.

If Davis-Bacon is determined to be applicable, it requires that Federal prevailing wage rates be paid to all employees working under a construction contract of \$2,000 or more. Also, under CWHSSA, when it is applicable, all employees must be paid at least time and a half for any time they work more than forty hours per week.

### III. Project Selection Process

**Preliminary Review:** The LCDBG Staff will review each application to determine the following:

1. Timeliness of Submission – Applications that are postmarked after the deadline date will be returned to the applicant unopened and **will not be considered for funding**.
2. Completeness and Accuracy of the Application – Applications will be reviewed for completeness and accuracy. Failure to include all forms or the inclusion of incomplete or inaccurate forms may result in a lower overall score.

**If the determination is made during the review that the application did not contain items necessary to accurately rate the application, did not include all required forms, involved a local survey that was not conducted properly or was poorly packaged, etc., funds requested for pre-agreement costs may be reduced.**

**If the determination is made during the review that the application is so poorly packaged that it is unrateable as submitted then (a) the application may not be rated or (b) the application may be rated if proper additional and/or revised documentation is submitted in a timely manner.**

3. Activity Eligibility – State staff will review each proposed activity to determine that it is an eligible activity that meets one of the three national objectives identified on page one of this application package. **Ineligible activities will not be rated.**

#### **Applicant Selection**

**Rating of Applications According to Established Criteria:** After preliminary review, all housing applications that meet the threshold criteria described in Chapter II of this application package will be rated/scored according to the rating criteria described in the State's FY 2010 Consolidated Annual Action Plan.

The Office of Community Development will not rate applications that do not meet the threshold criteria identified in Chapter II of this application package as of November 23, 2009. Therefore, those applications will not be in consideration for funding for the FY 2010 program year. For the second year of the funding cycle, FY 2010, the Office of Community Development will rate and rank applications that meet the threshold criteria as of November 23, 2010. This may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2011, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

**Site Visits:** Housing applications will be assigned raw scores and then ranked highest to lowest. After ranking, the Office of Community Development may select some of the highest rated applicants and conduct a site visit. Site visits will verify the information provided in the application. If a site visit discloses information conflicting with that included in the application or the intent of the program, the State will exercise administrative discretion in making the determination as to whether or not the application will receive further consideration, or an adjustment to the score and/or the application itself. Selected applicants may be contacted by

telephone to arrange a time to visit and to identify items the State will review while on site. Items not specifically mentioned during this phone call may be reviewed during the site visit.

**Summary of Rating Criteria:** The rating criteria which is also discussed in the State’s (proposed) FY 2010 Consolidated Annual Action Plan is briefly summarized as follows:

Cost Effectiveness	49
Needs Assessment	49
<u>Renewal Community</u>	<u>2</u>
Total points available—housing applications	100 points

**Cost Effectiveness (Up to 49 points):** The average cost per housing unit listed for substantial rehabilitation and reconstruction in each local government’s housing application as compared with the same data of applications from other local governments will determine rating points under Cost Effectiveness. Forty-nine points are possible. Note: the lower the cost the more favorable the rating.

Applicants who have estimates which are deemed to appear too low may be called upon to justify their estimates. The most authoritative support, if available, will be the cost per square foot of similar housing units that have been built by the local government in a previously funded housing program or housing units (in other jurisdictions) that have been built with the oversight of the local government’s administrative consulting firm. Other types of support include: (a) a statement from an architect regarding estimated cost of construction for the area, (b) a statement from a knowledgeable real-estate professional or (c) a statement from a professional construction housing contractor. The Office of Community Development, during the rating process, reserves the right to adjust the average cost per unit as deemed appropriate.

If an housing application is funded, the cost of completed construction must be utilized, adjusted for inflation, in the preparation of future LCDBG applications.

If an application has only housing units which are slated for substantial rehabilitation the rating points assigned, with a total of 49 possible, will be based on the average cost of substantial rehabilitation. Likewise, if an application has only housing units which are slated for reconstruction the rating points assigned, with a total of 49 possible, will be based on the average cost of reconstruction.

If an application has a mixture of units, some slated for substantial rehabilitation and others slated for reconstruction then a weighted average based on the number of units of each type will be developed. The rating points assigned, with a total of 49 possible, will be based on the average cost of each type of unit along with the use of the weighted average. When there is a mixture of reconstruction and substantial rehabilitation units, the unit type with the most units will carry more weight in the allocation of rating points.

The cost of clearance demolition and spot rehabilitation will not affect Cost Effectiveness. Since the applications which meet thresholds for funding changes from year to year, Cost Effectiveness will be independently recalculated for each funding year of the two year application cycle.

**Needs Assessment (Up to 49 points):** Needs assessment is a rating factor that measures how much substantial rehabilitation, spot rehabilitation, reconstruction, and clearance demolition **will be addressed** in a target area(s) as compared to how much **needs to be addressed**. A proportion (or ratio) is developed using a numerator and a denominator. The Needs Assessment numerator will be the sum of substandard units to be addressed in a target area. The Needs Assessment denominator must include all substandard structures that exist in a given target area regardless of whether a structure is (a) vacant or occupied, (b) owned or rented (c) commercial or residential structure, or (d) occupied by a low mod income family or by an above income family. A Needs Assessment ratio is developed as follows:

**The sum of substandard units to be addressed in a target area:**

- Substantial rehabilitation units
- Reconstruction units
- Sub-standard vacant housing units that are in need of demolition
- Spot rehabilitation units
- Vacant substandard (non-institutional) structures, such as a vacant small business.

**Divided by the sum of substandard units which exist in the target area:**

- Substantial rehabilitation units
- Reconstruction units
- Substandard vacant housing units not in need of demolition
- Substandard vacant housing units in need of demolition
- Clearance demolition housing units
- Spot rehabilitation units
- Vacant substandard (non-institutional) structures, such as a vacant small business.

The Needs Assessment ratio (percentage) will be applied to the 49 total points to determine final rating points for Needs Assessment.

**Renewal Community (2 points):** If the applicant's housing target area(s) is completely located within the boundaries of a federally designated Renewal Community, that application will receive 2 points.

**Appeals:** Applicants may meet with State staff to review their application and program scores any time after grant awards have been announced. When an applicant requests an appeal, the following procedures apply:

1. Appeals will be granted only on the basis of miscalculation of numerical factors.
2. Applicants must submit a written request for an appeal within ten working days after notice of denial is received.
3. The State will respond in writing to appeal requests within ten working days.

**Complaint Procedures:** Persons wishing to object to the approval of an application by the State may make such objection known to the Office of Community Development, Division of Administration. The State will consider objections made only on the following grounds:

1. The applicant's description of needs and objectives is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate in meeting the needs and objectives identified by the applicant; and
3. The application does not comply with the requirements set forth in the FY 2010 and FY 2011 Action Plans or other applicable laws.

All complaints of this nature must be submitted to the Office of Community Development in writing. Such complaints must specifically identify the grounds upon which the complaint is being made. All objections must be supported by data to document the allegation.

## IV. Forms and Instructions for Housing Applicants

The information indicated on this form is needed to rate and/or rank your housing application. All forms listed on this page are to be made a part of the housing application. However, this form, the Application Completeness Form, should not be made part of the housing application.

<b>Application Completeness Form</b>	<b>Page No.</b>	<b>Completed</b>
General Description	23	
Supplemental Information	26	
Budget/Cost Summary	28	
LCDBG Program Time Schedule	30	
Activity Beneficiary	32	
Target Area Survey Form	37	
Income By Household Chart	41	
Map	44	
Tabulation of Structures	46	
Project Description	49	
Cost Effectiveness and Housing Program Cost Estimate	51	
Needs Assessment	53	
Designated Renewal Community	53	
Pre-agreement and Administrative Costs Certification	55	
Proofs of Publication	55	
Statement of Assurances	57	
Disclosure Report	62	

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) HOUSING PROGRAM General Description Form			1. Applicant Name	
2. Type of Application  <u>This is a housing application</u>			3. Address	
4. Name of City Clerk or Parish Secretary			5. Applicant's Email Address	
6. Name and Phone Number of Administrative Consultant Preparing Application			7. Name and Phone Number of Engineering/Architectural Firm Preparing Application	
8. Administrative Consultant Email Address			9. Engineering/Architectural Firm Email Address	
10. Applicant's Fax Number			11. Parish	
12. National Objective Addressed: <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Low/Moderate Income If Slum/Blight, please identify the following <input type="checkbox"/> Spot <input type="checkbox"/> Area			13. Total Amount of LCDBG Funds Requested  \$	
14. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	\$			
Local Funds	\$			
Private Funds	\$			
State	\$			
Federal Funds	\$			
Other Funds	\$			
TOTAL COST	\$			
15. Signature (Chief Elected Official)			16. Date	
17. Typed Name/Title			18. Telephone Number	

## Instructions

### General Description Form

- Item 1: Type of Application – Circle the type of project being applied for.
- Item 2: Enter applicant name (municipality or parish).
- Item 3: Enter mailing address of applicant (P.O. box or street address, name of city, and zip code plus four digits). (Note: For the four digit number, please contact your local post office).
- Item 4: Enter the name of the City Clerk or Parish Secretary.
- Item 5: Enter an Email address for the applicant. If the applicant does not have an Email address, enter “Not Applicable”.
- Item 6: Enter the name and phone number of the Administrative Consultant preparing the application. If the Consultant is self-employed, enter the individual’s name; otherwise, enter the name of the firm.
- Item 7: Enter the name and phone number of the engineering/architectural **firm** preparing the application. Enter the name of the firm, not the name of an individual.
- Item 8: Enter an Email address for the Administrative Consultant preparing the application. If the Administrative Consultant does not have an Email address, enter “Not Applicable”.
- Item 9: Enter an Email address for the Engineer/Architect preparing the application. If the Engineer/Architect does not have an Email address, enter “Not Applicable”.
- Item 10: Enter applicant’s FAX number. If the applicant does not have a FAX number, enter “Not Applicable”.
- Item 11: Enter the Parish in which the applicant is located.
- Item 12: Identify the national objective addressed by the proposed activity by placing an “x” in the [ ]. Mark only one national objective for the application.

Principal benefit to low/moderate income persons is an objective that will be addressed by an activity whose beneficiaries will be at least fifty-one percent low/moderate income.

In order to claim that the proposed activity meets the objective of elimination or prevention of slums and blight, the following must be included. An area must be delineated by the applicant that:

- (1) Meets the definition of slums and blight as defined in Act 570 of the 1970 Parish Redevelopment Act, Section Q-8 (See the proposed FY 2010 Action Plan), and
- (2) Contains a substantial number of deteriorating or dilapidated buildings or improvements throughout the area delineated.

The applicant must describe in the application the area boundaries (map), the conditions (number of deteriorated or dilapidated buildings or improvements) of the area at the time of its designation, and how the proposed activity will eliminate the conditions that qualify the area as slum and blight. Attach a narrative containing the above specifics as well as a map identifying the slum/blight area. If the slum/blight area is different from the target area, include a separate map.

- (3) Meets the definition of urgent need as defined in 24 CFR 570.483.

Item 13: Enter the total amount of LCDBG funds being requested.

Item 14: Identify all funds that will be used for completion of the project. Include funds requested through this application and any other funding sources to be utilized. List the amount of funds in each category and specific source of these funds. For example, "Local Funds" are any funds included in total project costs contributed by the unit of local government submitting the application. "Private Funds" are those from sources other than governmental entities such as private businesses, banks, etc. Any funds received through other state programs that are used for this specific project would be listed under "Other State Funds." Any federal funds, such as EPA, USDA Rural Development, etc., should be listed under "Federal Funds." Any other funds not previously identified to be used for the project should be listed under "Other" and the source specified. For each funding source, indicate the status of the funds, i.e., application being prepared, application submitted, preliminary approval, final approval.

Item 15: The chief elected official must sign on line 15.

Item 16: Enter the date the application was signed by the chief elected official.

Item 17: Type or print the name and title of the chief elected official signing the application.

Item 18: Enter the applicant's telephone number.

LCDBG PROGRAM  
SUPPLEMENTAL INFORMATION

APPLICANT NAME \_\_\_\_\_

1. Identify the name and telephone number of the State Senator(s) representing your jurisdiction. Also identify the district number for each.

<u>Name</u>	<u>Senate District #</u>
_____	_____
_____	_____
_____	_____

2. Identify the name and telephone number of the State Representative(s) representing your jurisdiction. Also identify the district number for each.

<u>Name</u>	<u>Representative District #</u>
_____	_____
_____	_____
_____	_____
_____	_____

3. Identify the U.S. Congressman representing your jurisdiction and congressional district number.

<u>Name</u>	<u>Congressional District #</u>
_____	_____
_____	_____
_____	_____

4. Target Area Zip Code + Four digits: \_\_\_\_\_  
\_\_\_\_\_

5. List the name of the target area(s).

	<u>Census Tract / Block Group(s)</u>
Name of target area _____	_____
Name of target area _____	_____

6. Applicant's fiscal year end date \_\_\_\_\_

## Instructions

### Supplemental Information

- Item 1: Enter the name, telephone number, and district number of each State Senator representing the local governing body for community-wide projects. If the project involves a target area(s), enter the names of only those State Senators representing the target area(s).
- Item 2: Enter the name, telephone number, and district number of each State Representative representing the local governing body for community-wide projects. If the project involves a target area(s), enter the names of only those State Representatives representing the target area(s).
- Item 3: Enter the name and district number of each Congressman representing the local governing body.
- Item 4: Enter the zip code + four digits for the project target area. (Note: If you are unsure of your + four digits of your zip code, please contact your local post office.) Please refer to the following scenarios which best describe the location of your project area.
- The zip code + four digits of the city/town/village hall should be used for applicants whose project is community-wide.
  - For a project with multiple target areas, the zip code + four digits of the target area where the majority of the construction funds will be spent must be used.

Note: If you have any questions or need assistance, please call Carol Newton at (225) 342-7412.

- Item 5: Name or brief description of the target area(s). Indicate the census tract and block group(s) The path to finding census tract and block group numbers is as follows:  
[www.census.gov](http://www.census.gov) → American Fact Finder → Data Sets → Decennial Census → Census 2000 SF-1 → Reference Maps → Louisiana → Click on the approximate map location of the project → Adjust Boundaries and features → Activate Boundary and feature checkboxes → click on update → observe the census tract and block group numbers on the map.
- Item 6: Enter the applicant's fiscal year end date.

**BUDGET/COST SUMMARY FORM**

**APPLICANT NAME:**

I. Costs by Activity (Read Instructions Before Completing)					
Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds <sup>1</sup> (E)	
1.					
2.					
3.					
4.					
5.					
TOTAL					
II. Line Item Budget – LCDBG Funds Only			Sub Totals	Activity Totals	State Use Only
1. Acquisition of Real Property					
2. Clearance Demolition					
3. Rehabilitation Loans and Grants					
a. Substantial Rehabilitation					
b. Spot Rehabilitation					
c. Reconstruction					
4. Rehabilitation Administration (Constr Admin)					
a. Substantial Rehabilitation Administration					
b. Spot Rehabilitation Administration					
c. Reconstruction Administration					
5. Relocation Payments & Assistance (Permanent)					
6. General Program Administration					
a. Pre-agreement Costs					
b. General Administration					
7. Total					

\* If other funds are being injected in a housing project, attach a document certifying the other funding.

## Budget/Cost Summary--Instructions

Enter Name of Applicant.

### SECTION I. COSTS BY ACTIVITY

Column A: List each activity on a separate line. Administration (including pre-agreement costs) is shown separately on line 5.

Columns B,

C, D, & E: For each activity, complete the cost columns. Indicate all LCDBG money you are requesting in Column B. In column (C) list other funds you will use to accomplish the activity. Add together LCDBG (B) and Other (C) and record the result in Column D. In Column E, identify the sources of the funds listed in Column C.

Be sure to include all costs related to an activity in the cost columns. For example, if you intend to construct a new sewer treatment plant, you must include the engineering costs, construction costs, inspection costs, etc.

### SECTION II: LINE ITEM BUDGET

Include LCDBG costs only in this budget. In this section, the costs shown in the LCDBG column of Costs by Activity in Section I should be broken down by the type of cost.

Example:

- **Item 2:** Three Houses will be demolished but not replaced costing \$5,000 each. (Enter \$15,000 for Clearance Demolition in the Activity Total column)
- **Item 3:** Enter the total activity cost for Rehab Loans and Grants (Enter \$532,000 for the total from 3a, 3b, and 3c. in the Activity Total Column)
- **Item 3a:** 6 Houses will be substantially rehabilitated costing \$22,000 each (Enter \$132,000 for Substantial Rehabilitation in the sub-total column)
- **Item 3b:** 2 Houses will spot rehabilitated at a cost of \$5,000 each (Enter \$10,000 for Spot Rehabilitation in the sub total column)
- **Item 3c:** 6 Houses will be demolished and reconstructed at an cost of \$65,000 each (Enter \$390,000 for Reconstruction in the subtotal column)
- **Item 4:** Enter the total activity cost for Rehab Administration (Construction Admin) (Enter \$50,000 for the total from 4a, 4b, and 4c. in the Activity Total column.)
- **Item 4a:** Rehab Administration for six substantial rehab units at \$4,000 per unit (Enter \$24,000 for Substantial Rehabilitation Administration in the sub-total column)
- **Item 4b:** Rehab Administration for two spot rehab units at \$1,000 per unit (Enter \$2,000 for Spot Rehabilitation Administration in the sub-total column)
- **Item 4c:** Rehab Administration for six reconstruction units at \$4,000 per unit (Enter \$24,000 for Reconstruction Administration in the sub-total column)
- **Item 6, 6a and 6b:** Complete in like manner as Items 3, 3a, & 3b.
- **Item 7:** Enter the total of all activities in the Activity Total column. (LCDBG costs only)

Note: If the applicant is requesting reimbursement for pre-agreement costs for engineering/architectural and/or administrative consulting services, those funds must be identified on line 6a. In addition, the amount of funds requested for general program administration must be identified on line 6b. The amount of funds requested for pre-agreement costs and general program administration must be identified separately.

LCDBG PROGRAM TIME SCHEDULE						APPLICANT NAME:						
ACTIVITIES	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10	Quarter 11	Quarter 12
Activity #1 Milestones a. b. c. d..												
Activity #2 Milestones a. b. c. d.												
Activity #3 Milestones a. b. c. d.												
Activity #4 Milestones a. b. c. d.												
Total—Other Funds												
Total—LCDBG Funds												
This row—State Use Only												

## Instructions—Program Time Schedule

The LCDBG program may have a duration period up to three years (twelve quarters). On this schedule, for each major activity, indicate when completion of major project milestones is expected. For example, on a housing project, milestones could be release of funds, engineering, bidding, awarding, construction, acceptance of work, and closing-out.

Consider the activities and decide what major tasks must be accomplished to complete them. List these tasks as milestones under **each** activity. Then indicate by lines on the twelve quarter schedule showing when these tasks will occur. **For each activity also estimate projected expenditures by dollar amount for each quarter. The expenditures should reflect all funds (LCDBG and other) being used to complete the activity. Distinguish between the funds by source and amount. Identify other funds with the use of parenthesis.**

The “Total—Other Funds” row allows space for a quarterly summary of the total amount of other funds utilized for all activities. The “Total—LCDBG Funds” row allows space for a quarterly summary of the total amount of LCDBG funds to be utilized for all activities.

If more space is needed, attach additional sheets.

When completing this form, identify **each** activity as it corresponds to the line item budget (Section II. of the Budget/Cost Summary Form).

Note: Although pre-agreement costs will have been incurred prior to the award of a grant, identify those costs as administrative costs incurred in the first quarter.

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant \_\_\_\_\_  
 2 Application Type/FY \_\_\_\_\_  
 3 \_\_\_\_\_

4 Target Area \_\_\_\_\_  
 5 Comments \_\_\_\_\_

6	Name of Activity	
7		Persons
8	Total--All Income Levels	
9	LMI % (See Instructions)	
10	Extremely Low Income	
11	Low Income	
12	Moderate Income	
13	Above Income	
14	American Indian or Alaskan Native	Total
		Hispanic
15	Asian	Total
		Hispanic
16	Black or African American	Total
		Hispanic
17	Native Hawaiian or Pacific Islander	Total
		Hispanic
18	White	Total
		Hispanic
19	American Indian and White	Total
		Hispanic
20	Asian and White	Total
		Hispanic
21	Black and White	Total
		Hispanic
22	American Indian and Black	Total
		Hispanic
23	Other Multi-racial	Total
		Hispanic
24	Total--All Racial Groups	Total
		Hispanic
25	Disabled Persons	
26	Disabled Head of HH	
27	Female-Headed Households	
28	Elderly-Occupied Households	
29	Total Occupied Households	

30	Rehabilitation Loans and Grants			
31	Persons		Households	
	Owner	Renter	Owner	Renter
32				
33				
34				
35				
36				
37	Persons		Owner	Renter
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49	Disab. Pers			
50	Disabled Head of HH			
51	Fem. Headed O/R HH			
52	Elderly-Occupied HH			
53	Total HH			

## Activity Beneficiary Form--Instructions

**Actual Beneficiaries Only:** Housing applicants are required to conduct a one hundred percent survey of the target area(s). A Target Area Survey Form must be filled out for every household or structure in the target area(s)—as discussed later in this chapter. A map, having map key numbers, must be prepared with map key number linked to the Target Area Survey Form—as discussed later in this chapter. However, beneficiaries as listed on the Activity Beneficiary Form are to be only those persons and households slated to receive assistance via one of three types of improvement: (a) substantial rehabilitation (b) reconstruction and (c) spot rehabilitation. Beneficiary data involving vacant units slated for clearance demolition will not be listed on the Activity Beneficiary Form.

**Procedure for Two Target Areas:** If there is more than one target area, then the information must be determined for each target area independently of the others. An Activity Beneficiary Form for each target area and an additional Activity Beneficiary Form with combined totals from the target areas must be submitted. Beneficiaries for Housing Programs will always be 100% of low and moderate income.

**Definitions:** The following definitions must be used when completing this form.

- **Household** – a dwelling unit and all persons who reside therein. The occupants may be a single family, one person living alone, unrelated individuals, two families, etc.
- **Family** – all persons living in the same household who are related by blood or contract (birth, marriage, adoption). In some instances, two families could reside in one household. Therefore, a household could involve one or more families.
- **Low/Moderate Income** – persons, families, or households whose combined annual income does not exceed eighty percent of the parish median income.
- **Moderate Income** – persons, families, or households whose combined annual income exceeds fifty percent but does not exceed eighty percent of the parish median income.
- **Low Income** – persons, families, or households whose combined annual income exceeds thirty percent but does not exceed fifty percent of the parish median income.
- **Extremely Low Income** – persons, families, or households whose combined annual income does not exceed thirty percent of the parish median income.
- **Elderly** – persons or head of family aged 62 or above.
- **Disabled** – persons or head of family receiving disability payments or having an obvious handicap.
- **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** – A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Activity Beneficiary Form—Row by Row Instructions**

**General Comments:** For Housing grants use the right panel of the Activity Beneficiary Form. The left panel will remain blank. The left panel of the Activity Beneficiary Form is to be used for sewer, water, street, community center, and other infrastructure projects.

<b>Rows 1-5</b>	<b>The Activity Beneficiary Form heading (Rows 1 through 5)</b>
1	Enter the name of the local government applying for funding.
2	Enter initials of application type and program year of the application. Examples of “Type”: public facilities (PF), economic development (ED), public accessibility (PA) and housing (HO). Examples of “FY”: 08/09, 08, 09
3	This row may be left blank or additional comments may be entered.
4	“Target Area” Examples: 1,2,3, etc., Community Wide, or Combined.
5	Comments should include source of data or other pertinent information.
Note	If this application is for a Housing grant skip to Row 30.
<b>Rows 30-36</b>	<b>Income levels for rehabilitation by persons, households, owner/renter</b>
30	<b><u>Rehabilitation Loans and Grants:</u></b> The name of the HUD activity under which the LCDBG Housing program operates is called Rehabilitation Loans and Grants. <b><u>Blank Left Hand Panel of the Page</u></b> For consistency throughout all program types rows 6 through 29 have been retained on the Activity Beneficiary Form although those rows will be left blank for housing programs. <b><u>Data Source</u></b> The beneficiaries in a Housing Program are based on 100% surveys. The source documentation for Activity Beneficiary Form data is the Target Area Survey Form, and more accurately, those Target Area Survey Forms having occupied households which are slated to receive assistance under the LCDBG program.
31	<b><u>Persons—Households—Owner—Renter:</u></b> Applications having rehabilitation as an activity must indicate data by number of persons and number of households. Additional components must include owner/renter status for certain categories.
32	<b><u>Total—All Income Levels:</u></b> In Row 32, from left to right, enter the following data for all households in the target area(s) which are slated to receive assistance: <ul style="list-style-type: none"> <li>• Enter the total persons of all income levels who own/rent.</li> <li>• Enter the total households of all income levels who own/rent.</li> </ul>
33	<b><u>LMI%:</u></b> <ul style="list-style-type: none"> <li>• Do not enter data in Row 33.</li> </ul>

34	<p><b><u>Extremely Low Income:</u></b> In Row 34, from left to right, enter the following data for households slated to receive assistance:</p> <ul style="list-style-type: none"> <li>• Enter the total persons of extremely low income status who own/rent.</li> <li>• Enter the total households of extremely low income status who own/rent.</li> </ul>									
35	<p><b><u>Low Income:</u></b> In Row 35, from left to right, enter the following data for households slated to receive assistance:</p> <ul style="list-style-type: none"> <li>• Enter the total persons of low income status who own /rent.</li> <li>• Enter the total households of low income status who own/rent.</li> </ul>									
36	<p><b><u>Moderate Income:</u></b> In Row 36, from left to right, enter the following data for households slated to receive assistance:</p> <ul style="list-style-type: none"> <li>• Enter the total persons of moderate income status who own/rent.</li> <li>• Enter the total households of moderate income status who own/rent.</li> </ul>									
37	<p><b><u>Above Income:</u></b> There is intentionally no room provided to enter any above income information. All Rehabilitation beneficiaries must be of LMI income status.</p>									
<p><b>Rows 38-48</b></p>	<p><b><u>Racial/Ethnic beneficiary data by persons, households, and owner/renter status</u></b>  <b><u>Note About Hispanic Ethnicity:</u></b> Each racial group will have a total number of persons and within that number of persons there may be persons of Hispanic ethnicity. Hispanic is considered an ethnicity—not a racial group. The number of Hispanic persons is a subset of the number of total persons of a particular race.</p> <p><b><u>Data Source</u></b> The beneficiaries in a Housing Program are based on 100% surveys. The source documentation for Activity Beneficiary Form data is the Target Area Survey Form, and more accurately, those Target Area Survey Forms having occupied households which are slated to receive assistance under the LCDBG program. Racial data will be collected from the Target Area Survey Form.</p>									
38	<p><b><u>American Indian or Alaskan Native:</u></b> Row 38 shall be considered subdivided as follows. Information must be entered as subdivisions indicate.</p> <table data-bbox="406 1260 1136 1375" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Persons</th> <th style="text-align: center;">Owner HH</th> <th style="text-align: center;">Renter HH</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">38 A</td> <td style="text-align: center;">38 C</td> <td style="text-align: center;">38 E</td> </tr> <tr> <td style="text-align: center;">38 B</td> <td style="text-align: center;">38 D</td> <td style="text-align: center;">38 F</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• 38A: American Indian or Alaskan Native persons</li> <li>• 38B: The subset of American Indian or Alaskan Native persons who also consider the household (actually the head of the household) to be of Hispanic ethnicity</li> <li>• 38C: American Indian or Alaskan Native number of households that own (their home)</li> <li>• 38D: The subset of American Indian or Alaskan Native number of households that own who also consider the household (actually the head of the household) to be of Hispanic ethnicity.</li> <li>• 38E: American Indian or Alaskan Native number of households that rent.</li> <li>• 38F: The subset of American Indian or Alaskan Native number of households that rent who also consider the head of household to be of Hispanic ethnicity.</li> </ul>	Persons	Owner HH	Renter HH	38 A	38 C	38 E	38 B	38 D	38 F
Persons	Owner HH	Renter HH								
38 A	38 C	38 E								
38 B	38 D	38 F								

39-47	<b>Remaining categories:</b> For each racial/ethnic category use the procedure of Row 38.									
48	<p><b>Racial totals for the rehabilitation activity:</b> Row 48 shall be considered subdivided:</p> <table border="0"> <thead> <tr> <th>Persons</th> <th>Owner HH</th> <th>Renter HH</th> </tr> </thead> <tbody> <tr> <td>48 A</td> <td>48 C</td> <td>48 E</td> </tr> <tr> <td>48 B</td> <td>48 D</td> <td>48 F</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• 48A: Add the persons in the Total field for each racial group in Rows 38 through 47. Enter the sum in field 48A.</li> <li>• 48B: Add the persons in the Hispanic field for each racial group in Rows 38 through 47. Enter the sum in 48B</li> <li>• 48C: Add the households in the Total/Owner field for each racial group in Rows 38 through 47. Enter the sum in 48C</li> <li>• 48D: Add the households in the “Total/Owner and of Hispanic ethnicity” fields for each racial group in Rows 38 through 47. Enter the sum in 48D.</li> <li>• 48E: Add the households in the Total/Renter field for each racial group in Rows 38 through 47. Enter the sum in 48E.</li> <li>• 48F: Add the households in the “Total/Renter and of Hispanic ethnicity” fields for each racial group in Rows 38 through 47. Enter the sum in 48F.</li> </ul>	Persons	Owner HH	Renter HH	48 A	48 C	48 E	48 B	48 D	48 F
Persons	Owner HH	Renter HH								
48 A	48 C	48 E								
48 B	48 D	48 F								
Rows 49-53	<b>Categories other than income and race</b>									
49	<b>Disabled:</b> Enter the number of disabled (handicapped) persons from households that are slated to receive assistance based on the Target Area Survey Forms.									
50	<b>Disabled Head of Households:</b> Enter the number of disabled (handicapped) head of households for households slated to receive assistance. Use the data from the Target Area Survey Form.									
51	<b>Female Headed Households by Owner/Renter Status:</b> Enter the number of Female Headed Households by owner or renter status based on households slated to receive assistance and as listed on the Target Area Survey Form.									
52	<b>Elderly-Occupied HH:</b> Number of households in which an elderly person (62 years of age and up) lives. An elderly person is not necessarily the head of the household.									
53	<b>Total HH:</b> The total number of occupied households. This entry should agree with the sum of owner households plus renter households from row 32.									

**Target Area Survey Form      Map Key # \_\_\_\_\_**

I, \_\_\_\_\_, rent or own at \_\_\_\_\_, in  
 (Occupant's or owner's name) (EMS/911 Street Address)

\_\_\_\_\_, Louisiana and certify the following:  
 (Village, Town, City, Parish)

1. Type of structure?

\_\_\_\_\_ Single Family Detached      \_\_\_\_\_ Mobile Home/Modular Housing Unit  
 \_\_\_\_\_ Apartment      \_\_\_\_\_ Other (Specify) \_\_\_\_\_

(If the structure is something other than residential, skip to #5, provide signature, and then go to #6)

a. How many rooms are there in the home, excluding bathrooms, hallways, and closets? \_\_\_\_\_

2. Please answer the following questions concerning persons living in the home:

a. How many persons live in the home? \_\_\_\_\_

b. What is the ethnic/racial background of the persons?	Total	(Subset) Hispanic/Latino
American Indian/Alaskan Native	_____	_____
Asian	_____	_____
Black/African American	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
White	_____	_____
American Indian /Alaskan Native <i>and</i> White	_____	_____
Asian <i>and</i> White	_____	_____
Black/African American <i>and</i> White	_____	_____
American Indian/Alaskan Native <i>and</i> Black	_____	_____
Other Multi Racial	_____	_____

c. Is the head of household: \_\_\_\_\_ Female      \_\_\_\_\_ Elderly      \_\_\_\_\_ Handicapped

d. How many persons in the house are: \_\_\_\_\_ Elderly      \_\_\_\_\_ Handicapped

e. Annual Household Income (Use income figures provided in the application package):  
 \_\_\_\_\_ Extremely Low      \_\_\_\_\_ Low      \_\_\_\_\_ Moderate      \_\_\_\_\_ High

3. Do you:    Own         Rent         Have or Can Obtain Permanent Usufruct

a. The house I reside in was constructed in the year of \_\_\_\_\_.

b. I (We) have owned/rented this house since the year of \_\_\_\_\_.

c. Do you plan to continue to reside in this house for the foreseeable future? \_\_\_\_\_

d. \_\_\_\_\_  
 Signature of Homeowner      Date

4. \_\_\_\_\_  
 Name of Surveyor      Date

5. Statements 3a. and 3b. above have been verified by the grant applicant (community).

\_\_\_\_\_  
 Signature of Verifier      Date

**(continued) Target Area Survey Form Page 2**

6. Common Problems

Below is a list of common problems. Please check the problems that apply to your home.

- a. Roof leaks, water stains on ceiling \_\_\_\_\_
- b. Roof sags or is buckled \_\_\_\_\_
- c. Walls have holes or open cracks \_\_\_\_\_
- d. Walls lean or sag \_\_\_\_\_
- e. Outside paint is peeling, chipping, flaking \_\_\_\_\_
- f. Flooring and or foundation problems \_\_\_\_\_
- g. Porches, stairs or chimney sags or leans, or has missing bricks, stairs, etc. \_\_\_\_\_
- h. Windows are broken or missing \_\_\_\_\_
- i. Windows do not have screens \_\_\_\_\_
- j. Doors are loose or broken \_\_\_\_\_
- k. Plumbing fixture deficiency \_\_\_\_\_
- l. Plumbing piping deficiency \_\_\_\_\_
- m. No hot and cold running water \_\_\_\_\_
- n. No heating system \_\_\_\_\_
- o. Heating system does not work \_\_\_\_\_
- p. Fuses burn out when several appliances are turned on at the same time \_\_\_\_\_
- q. Electrical wires are outside of walls, not inside the walls \_\_\_\_\_
- r. There is no or very little ceiling insulation \_\_\_\_\_
- s. Other \_\_\_\_\_

7. Please make the following determination regarding this house in terms of the type of assistance to be provided. Check only one item below:

OCCUPIED:

- Substandard, provide spot rehabilitation \_\_\_\_\_
- Substandard, provide substantial rehabilitation \_\_\_\_\_
- Substandard, provide reconstruction \_\_\_\_\_
- Substandard (not eligible because \_\_\_\_\_) \_\_\_\_\_
- Substandard (owner does not wish to participate in the program) \_\_\_\_\_
- Standard \_\_\_\_\_

VACANT:

- Substandard, provide clearance demolition \_\_\_\_\_
- Substandard, not in need of demolition, provide no assistance \_\_\_\_\_
- Substandard, (not eligible because \_\_\_\_\_) \_\_\_\_\_
- Substandard (owner does not wish to participate in the program) \_\_\_\_\_
- Standard \_\_\_\_\_

## Target Area Survey Form--Instructions

A separate Target Area Survey Form must be completed for every household, major structure, or business in the target area. One complete set of these individual household survey/homeownership verification forms must be submitted with the application. A Housing Target Area Map as on page 44 must be prepared based, in part, on the structures listed in the Target Area Survey Forms. These two forms, the Target Area Survey Form and the Housing Target Area Map, are to have matching map key numbers. The Target Area Survey Form must be used for structures involving substantial rehabilitation, spot rehabilitation, reconstruction, clearance demolition as well as for housing units and structures that are not slated for any type of LCDBG assistance. Here is the rule of thumb: All major structures in a target area(s) require a Target Area Survey Form. Note: A barn, shed, or small storage building is not considered a major structure.

The following definitions must be used when completing this form.

- Household – a dwelling unit and all persons who reside therein. The occupants may be a single family, one person living alone, unrelated individuals, two families, etc.
- Family – all persons living in the same household who are related by blood or contract (birth, marriage, adoption). In some instances, two families could reside in one household. Therefore, a household could involve one or more families.
- Low/Moderate Income – persons, families, or households whose combined annual income does not exceed eighty percent of the parish median income.
- Moderate Income – persons, families, or households whose combined annual income exceeds fifty percent but does not exceed eighty percent of the parish median income.
- Low Income – persons, families, or households whose combined annual income exceeds thirty percent but does not exceed fifty percent of the parish median income.
- Extremely Low Income – persons, families, or households whose combined annual income does not exceed thirty percent of the parish median income.
- Elderly – persons or head of family aged 62 or above.
- Handicapped – persons or head of family receiving disability payments or having an obvious handicap.
- American Indian or Alaskan Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

(Continued—Instructions for Target Area Survey Form)

1. Mark the space that corresponds with the type structure. If the structure is non-residential, such as a business, we will not need information contained in Questions 1 through 4, so skip to question 5, provide a signature and date before going on to question six.
  - a. Enter the number of rooms in the home, excluding bathrooms, hallways and closets.
2. Enter the following demographic information.
  - a. Enter the number of persons living in the home. Mark the selection that applies to the persons permanently living in the home. Occasional or weekend visitors, or relatives temporarily visiting, would not be listed as persons permanently living in the home.
  - b. Enter the number of persons living in the home in the appropriate racial category under the “Total” column. Use the racial definitions as explained in the instructions for the Activity Beneficiary Form. The listing of persons of Hispanic/Latino ethnicity will be a subset, if applicable, of racial categories. Of the number in the “Total” column, enter the number of persons that are of Hispanic or Latino ethnicity in the “Hispanic/Latino” column.
  - c. If the head of household is female, elderly, or handicapped, please indicate in this space.
  - d. Enter the number of persons living in the household that are elderly or handicapped.
  - e. To identify the income category, you must consider the income of the **entire** household. Complete and use the “Income by Household Chart” on page 41 as a basis from which to choose proper income categories. In the event that the application becomes a funded grant each homeowner will have to formally prove, with documentation attached to a homeowner application, the income status of the household.
3. The homeowner will be asked to state whether he or she owns, rents, or has/can obtain usufruct. Enter the response of the homeowner regarding owning, renting, and obtaining usufruct. Also,
  - a. Enter the year the home was constructed.
  - b. Enter the year ownership of the home was obtained.
  - c. Verify whether the owner plans to continue to dwell in the housing unit or if there are plans to move in the foreseeable future.
  - d. The homeowner must sign and date this form.
4. Enter the name of the person conducting the survey and the date the survey was conducted. Enter the map key number from the Housing Target Area map that corresponds to the home at the top right of the form. If the Housing Target Area map has not been completed then enter the map key number as it becomes available.
5. The community submitting the owner-occupied applications for rehabilitation must verify items 3a and 3b informally without documentation. The individual who verifies this information must sign and date this form. Later, if the application is funded the income status and ownership status will have to be formally verified, with documentation, when the homeowner makes a formal application for assistance.
6. This section identifies common housing or structural problems. Mark any problems that are appropriate for each structure.
7. Mark the category of treatment that is appropriate for the structure. When marking “Occupied Substandard not eligible because \_\_\_\_\_” the reason why the household is not eligible should be entered. Reasons may include, but are not limited to: Rental, No verification of ownership, Income Level, Usufruct not easily obtainable, homeowner serving long jail term, temporary occupancy anticipated, Occupied Business, Occupied Institution. Check only one item.

The State will conduct a site visit of some of the higher rated housing applicants prior to making grant awards. The State reserves the right to make determinations regarding the assessment of housing units concerning substantial rehabilitation, spot rehabilitation reconstruction, and demolition.

**Income by Household Chart**  
**Household Survey for Housing Projects**

Choose the income category below that corresponds to the total annual household income per household size.

CATEGORY	HOUSEHOLD SIZE									
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 or more persons*	
Extremely Low Income	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	Number Of Persons _____  Annual Household Income \$ _____
Low Income	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	
Moderate Income	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	
High Income	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	

\* For households with 9 or more persons, enter the number of persons in the household and the annual household income figure and later contact Wayne Dale, Office of Community Development, at 225/342-7412.

**A copy of this chart with the income figures inserted that is used to conduct the actual survey must be submitted with the application.**

**Example: Income by Household Chart – Acadia Parish**

CATEGORY	FAMILY SIZE								
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 or more persons*
Extremely Low Income	\$ <u>- 0 -</u> to \$ <u>9,900</u>	\$ <u>- 0 -</u> to \$ <u>11,350</u>	\$ <u>- 0 -</u> to \$ <u>12,750</u>	\$ <u>- 0 -</u> to \$ <u>14,150</u>	\$ <u>- 0 -</u> to \$ <u>15,300</u>	\$ <u>- 0 -</u> to \$ <u>16,450</u>	\$ <u>- 0 -</u> to \$ <u>17,550</u>	\$ <u>- 0 -</u> to \$ <u>18,700</u>	Number Of Persons
Low Income	\$ <u>9,901</u> to \$ <u>16,500</u>	\$ <u>11,351</u> to \$ <u>18,900</u>	\$ <u>12,751</u> to \$ <u>21,250</u>	\$ <u>14,151</u> to \$ <u>23,600</u>	\$ <u>15,301</u> to \$ <u>25,500</u>	\$ <u>16,451</u> to \$ <u>27,400</u>	\$ <u>17,551</u> to \$ <u>29,250</u>	\$ <u>18,701</u> to \$ <u>31,150</u>	
Moderate Income	\$ <u>16,501</u> to \$ <u>26,450</u>	\$ <u>18,901</u> to \$ <u>30,200</u>	\$ <u>21,251</u> to \$ <u>34,000</u>	\$ <u>23,601</u> to \$ <u>37,750</u>	\$ <u>25,501</u> to \$ <u>40,800</u>	\$ <u>27,401</u> to \$ <u>43,800</u>	\$ <u>29,251</u> to \$ <u>46,800</u>	\$ <u>31,151</u> to \$ <u>49,850</u>	Annual Household Income
High Income	Over \$ <u>26,450</u>	Over \$ <u>30,200</u>	Over \$ <u>34,000</u>	Over \$ <u>37,750</u>	Over \$ <u>40,800</u>	Over \$ <u>43,800</u>	Over \$ <u>46,800</u>	Over \$ <u>49,850</u>	

### **Income By Household Chart--Instructions**

The table on page 73 identifies the extremely low income categories by number of persons in the household for each parish, the table on page 74 identifies the low income categories by number of persons in the household for each parish, and the table on page 75 identifies the moderate income categories by number of persons in the household for each parish. Those figures should be inserted on the survey form for the corresponding household sizes. Refer to the completed chart for Acadia Parish on the next page as an example. Please note that the extremely low income figure by household size directly corresponds to the figure shown in the table on page 73.

If there are five persons in a household located in Acadia Parish and the annual household income is \$42,000, (more than \$40,800) then the household would be classified as high income. If that same household had an annual income of \$10,000, (less than \$15,301) then the household would be classified as extremely low income.

A copy of the completed chart identifying the income limits for each household size and income category that is actually used to conduct the survey must be submitted with the application package.

**(Sample) Housing Target Area Map**

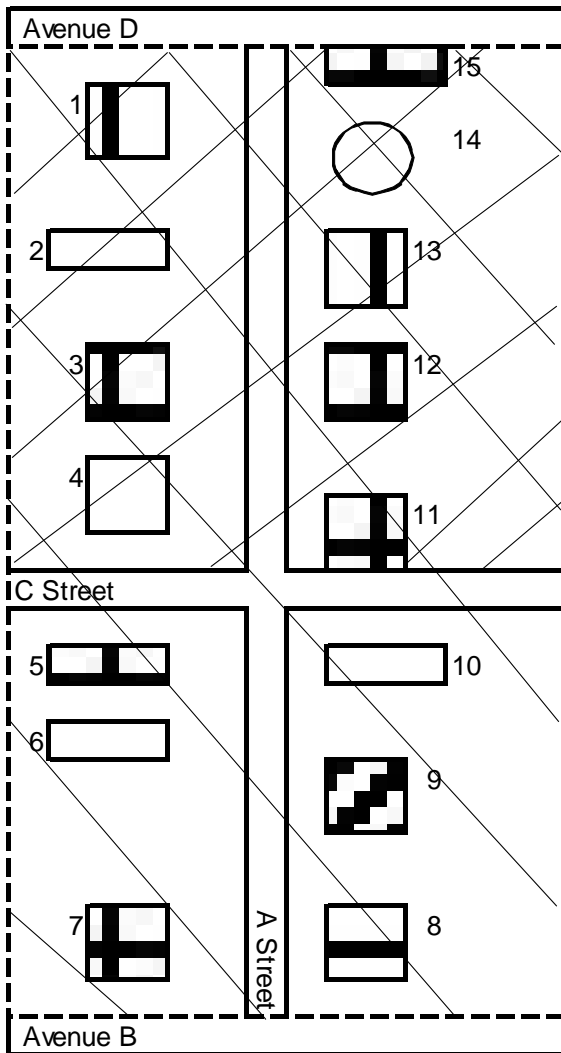
LCDBG Housing Application

Local Government \_\_\_\_\_  
 Target Area \_\_\_\_\_

Census Tract \_\_\_\_\_  
 Block Group(s) \_\_\_\_\_

Tip: Use multiple pages if necessary.

Option: Put the legend on a separate page



**Legend**

- Substantial Rehabilitation
- Spot Rehabilitation
- Reconstruction
- Clearance Demolition
- No Improvement Scheduled
- House
- Trailer
- Business/Church/Other Structure
- Target Area Boundary
- Areas with Heavy Minority Concentrations
- Areas with LMI Income

## Target Area Map(s)

Enter the name of the local government and a description of the target area for which a map will be prepared. Census tract and block group data will be required to be entered on a Housing Target Area Map on the top right hand side of the page.

In order to find the census tract(s) and block number(s) for the target area(s) do the following:

Go to [www.census.gov](http://www.census.gov) → American Fact Finder → Maps → Reference Maps → 2000 Census tracts and Blocks → Choose a State and enter zip code of a residence in the target area

A map of the zip code area will open. Change the map size as needed. Change the “Features and Boundaries” as needed which will help you to more clearly identify census tracts and block groups.

A map of the target area(s) must be prepared which illustrates all housing units and major structures such as a business or church. Barns, storage sheds, and other minor accessory structures should not be listed on the map. See the sample Target Area Map. Provide a map that is similar to the sample map with structure shapes based on the type of structure and fill patterns based on the type of anticipated improvement for each unit to be done under the LCDBG program. Note: Do not indicate with the patterns what needs to be done but, rather, what is expected to be done under the LCDBG Housing program. The sample map utilizes shapes with fill patterns. The preparer of the application is free to develop their own specialized shapes and fill patterns. The map is only a sample map. The improvement types which should be identified by “fill patterns” include

- substantial rehabilitation
- spot rehabilitation
- reconstruction
- clearance demolition and
- no improvement.

Overall diagonal marks, as shown at the bottom right hand side of the sample map, should be used to specify heavy minority concentrations and heavy low and moderate income concentrations. Please consider using overall diagonal marks as shown on the sample map since highlighting does not work well when trying to copy highlighted material on a black and white copy machine.

Once the diagram has been prepared each housing unit and major structure should be given a map key number. The map key numbers on the map should match the map key numbers entered on the Target Area Survey Forms.

Housing applications may only have two target areas. In delineating the target areas, it must be kept in mind that the boundaries must be coincident, when possible, with visually recognized boundaries such as streets, streams, canals, etc. Target areas must not have the appearance of being gerrymandered.

<b>Tabulation of Structures</b>					
Map Key #	Standard	Substandard but not to be treated	Reasons for not treating	Substandard and to be treated	Type of Treatment and/or Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Totals					

### Sample Illustration of the Tabulation of Structures Form

Map Key #	Standard and not to be treated	Substandard but not to be treated	Reasons for not treating	Substandard and to be treated	Type of Treatment and/or Comments
1				1	Substantial Rehabilitation
2	1		Standard		
3				1	Reconstruction
4		1	Refuses to participate		
5				1	Reconstruction
6		1	above income		
7				1	Reconstruction
8				1	Spot rehabilitation
9				1	Clearance demolition
10		1	Renter		
11				1	Reconstruction
12				1	Reconstruction
13				1	Substantial Rehabilitation
14	1		standard, occupied business structure		
15				1	Reconstruction
101	If there were two target areas a distinctive numbering set for each area should be used. In this example the numbering for structures in target area two could begin with 101, etc.				
102					
etc.					
Totals	2	3		10	

## Tabulation of Structures--Instructions

The Target Area Survey Form must include the target area map key numbers and will give information regarding the type of treatment needed for each substandard unit. Some units which need treatment, as indicated by reading the back page of the Target Area Survey Form for each respective unit, will not be slated to be treated under the LCDBG program for various reasons that will be indicated on the Tabulation of Structures form.

Every major structure must have a map key number as listed on the Target Area Map and the Target Area Survey form. The tabulation will include housing units and other major structures, such as businesses but not minor accessory structures such as sheds or barns. A sample form has been provided for instructional purposes.

Enter a "1" in one of the three status columns to indicate a status selection. Three columns are provided that deal with the status of map key numbers as follows:

- Standard
- Substandard but not to be treated and
- Substandard and to be treated.

When a unit will not be treated enter the reason why in the "Reasons for not treating" column. Reasons could include but are not limited to the following:

- "Standard"—A housing unit is in standard condition
- "Not owner-occupied"—A housing unit is not owner occupied
- "Rental"—A housing unit is renter occupied
- "Income Status"—The owner is not of low and moderate income status
- "Refused"—The owner does not wish to participate
- "Usufruct"—Usufruct cannot be obtained
- "Not residential"—A structure is part of a business or institution

When a unit will be treated enter one type of anticipated treatment in the "Type of Treatment" column. The four types of treatment available under the LCDBG program are as follows:

- Substantial rehabilitation
- Spot rehabilitation
- Reconstruction
- Demolition

Use more pages if necessary. At the very bottom "Total" row, enter the total number of "Standards", the total number of "Substandard but not to be treated" and the total number of "Substandard and to be treated". The total number of structures, when combined should agree with the Target Area Survey and the Target Area Map. The map key numbers on the Housing Target Area Map, Tabulation of Structures, and Target Area Survey Form should be in agreement for each structure in the target area(s).

LCDBG PROGRAM  
HOUSING REHABILITATION

APPLICANT NAME:

**PROJECT DESCRIPTION**

**Intended Improvements:**

**Minimums and Maximums:**

**Cost Cutting Efforts:**

**Target Area:**

**Other:**

## **Project Description—Instructions**

The information needed in the Project Description will normally fit on one single spaced page. Items discussed may include the following:

**Intended Improvements:** Describe intended improvements regarding substantial rehabilitation, spot rehabilitation, reconstruction and clearance demolition. (Intended improvements will, of course, be contingent on the homeowner meeting program requirements such as income status and proof of ownership/usufruct.) Indicate the estimated number of houses for each type of improvement.

**Minimums and Maximums:** Indicate the estimated maximum anticipated costs per housing unit for each type of improvement included in the application. Also indicate the estimated minimum costs to be expected for spot rehabilitation and substantial rehabilitation.

**Description of Cost Cutting Efforts:** Indicate efforts to control costs that may include such items as

- (a) a limitation on the square footage available for new homes
- (b) a description of economy appliances where applicable
- (c) a description of economy floor covering
- (d) a description of other economy measures to be taken

**Target Area:** The description of each activity must clearly identify the boundaries of the target area(s) by street names or numbers or other notable boundaries such as a canal or the corporate limits. The written description must clearly match the boundaries defined on the project map.

**Other:** State any facts or discuss any topics deemed necessary to adequately describe the project.

**COST EFFECTIVENESS AND HOUSING PROGRAM COST ESTIMATE (LCDBG funds)**

		Avg. LCDBG	
1. Construction	<u>No. of Units</u>	<u>Cost per Unit</u>	<u>Total LCDBG Cost</u>
Substantial Rehabilitation	_____	\$ _____	\$ _____
Reconstruction (including demo portion of recon)	_____	\$ _____	\$ _____
Spot Rehabilitation	_____	\$ _____	\$ _____
Clearance Demolition	_____	\$ _____	\$ _____
<b>TOTAL CONSTRUCTION COST</b>			<b>\$ _____</b>
2. Construction Administration for substantial rehabilitation			\$ _____
3. Construction Administration for reconstruction			\$ _____
4. Construction Administration for spot rehab			\$ _____
5. General Program Administration			\$ _____
6. Pre-agreement Costs			\$ _____
7. Other _____			\$ _____
—			\$ _____
8. <b>TOTAL PROJECT COST</b>			<b>\$ _____</b>

## INSTRUCTIONS

### **Cost Effectiveness and Housing Program Cost Estimate (LCDBG Funds Only)**

Spot rehabilitation and Clearance demolition will not affect the rating factor of Cost Effectiveness. The cost of substantial rehabilitation and reconstruction will be factors utilized in the calculation of Cost Effectiveness. Another factor considered in calculating rating points for Cost Effectiveness will be the relative cost of substantial rehabilitation and reconstruction as compared to other competing applications.

1. Item 1 covers material, labor, equipment, construction plans, asbestos testing, and incidental costs for the major construction activities. This form, once completed, should be in agreement with the Budget/Cost Summary Form.
2. Construction administration costs for substantial rehabilitation (improvements to an existing home) includes the work write-ups, bidding processes, contract writing processes, inspection, etc. The maximum allowable cost is \$4,000 per completed unit.
3. Construction administration costs for reconstruction (demolition and replacement of a home on the same site) includes the bidding processes, contract writing processes, inspection, etc. The maximum allowable cost is \$4,000 per completed unit.
4. Construction administration for spot rehabilitation (limited treatment of a safety or health condition) includes the work write-ups, bidding processes, contract writing processes, inspection, etc. The maximum allowable cost is \$1,000.
5. The maximum allowable cost for general program administration is \$35,000. These costs include overall program administration, ownership verification, income verification, application verification, title searches, demolition administration, etc.
6. Pre-agreement costs and those costs associated with application preparation cannot exceed \$2,500. Of this amount, a maximum of \$1,000 will be allowed for the packaging of the application and a maximum of \$1,500 will be allowed for household surveying costs. The \$1,500 for household surveying is allowed only if the administrative consultant conducts the household survey. The administrative consultant is required to make a minimum of one on-site visit in order to request pre-agreement costs.
7. Other: Insert here if it does not fit anywhere else. Describe, in the blank provided, or on a reference second sheet what the "other" involves.
8. Enter total LCDBG funds for the entire project. This amount should agree with the Budget Cost Summary Form.

## Needs Assessment

1. Number of substandard units to be treated in the target area(s).	
2. Number of substandard units that will not be treated in the target area(s)	
3. Total number of substandard units that exist in the target area(s)	
4. Needs Assessment percentage. (Item one divided by item three)	
5. Comments:	

## Designated Renewal Community

1. Is the target area(s) within the boundaries of a federally designated Renewal Community?	
<p>If yes, a map identifying the boundaries of the appropriate federally designated area and the location of the target area must be included behind this form. The map should also identify the name of the federally designated area and the census tract/block group numbers involved</p>	

## **Needs Assessment--Instructions**

The completed Tabulation of Structures form will be the source for the completion of the Needs Assessment form.

1. Indicate the number of substandard units in the target area that are scheduled for treatment under the LCDBG Housing program. The treatment may be any one of the four types available under the program: spot rehabilitation, substantial rehabilitation, reconstruction, and clearance demolition.

2. From the Tabulation of Structures form, transfer the total number of units in the target area that are classified as substandard units that are not scheduled for treatment under the LCDBG Housing program. The total number of units that will not be treated will include vacant substandard housing units that are not in need of demolition, renter occupied units, vacant substandard business buildings or other structures that are not in need of demolition, owner-occupied units that are above income status, owner-occupied units whose owner refuses to participate, units where the occupant cannot obtain usufruct, etc. In other words, if a structure is substandard, then it is entered on line 2.

Note: Institutions, such as vacant substandard school buildings in need of demolition, are not normally within the scope of treatment via clearance demolition under the LCDBG program. However, such institutions should be clearly indicated on the Target Area Map and given a map key number. Since such institutions are not normally eligible for demolition with LCDBG funds, primarily due to the great cost that would be incurred, then substandard institutional buildings will not be considered as an input factor for the Needs Assessment rating criteria. For rating purposes, such an institutional substandard building will be considered exempt from the rating process. If your application has a building which is a substandard institutional building make note of this on line 5, the "Comments" line, of the Needs Assessment form.

3. Add the substandard units to be treated, line one, to the substandard units that will not be treated, line 2, to get the total number of substandard structures in the target area(s) that exist.

4. Enter the Needs Assessment percentage by dividing line one, units to be treated, by line 3, substandard units that exist. This percentage will be applied to the total points available for the rating criteria of Needs Assessment.

4. Enter any applicable comments.

## **Designated Renewal Community—Instructions**

1. If the target area(s) is located within the boundaries of a federally designated Renewal Community, then enter yes. Otherwise, enter no. The entire target area(s) must be located within the boundaries of the federally designated area in order for the applicant to get the rating points.

If yes, provide a map identifying the following: (1) Name of renewal community, (2) Boundaries of the renewal community, and (3) Location of the target area(s).

## G. Pre-agreement and Administrative Costs Certification

I certify that our local governing body will pay all of the pre-agreement and administrative costs associated with the implementation of this LCDBG program; such costs will include, but not be limited to application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, and/or administrative consultant fees. I have marked the following box which indicates who will be responsible for administering the LCDBG program. The documentation to support this is included in this application in accordance with the instructions.

\_\_\_\_\_ The local governing body will utilize an administrative consultant to administer the LCDBG Program. The proposed consultant is \_\_\_\_\_. Attached is a copy of the required resolution by the local governing body.

\_\_\_\_\_ The local governing body will utilize its own staff for the purpose of administering the LCDBG Program. Attached are a resolution and a sheet containing the required documentation requested in the instructions.

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

## Proofs of Publication

1. After this page attach a copy of the first public notice and proof of publication.
2. After this page attach a copy of the second public notice and proof of publication.

## INSTRUCTIONS

### **Pre-agreement and Administrative Costs Certification**

This form must be completed by those applicants that will pay all of the pre-agreement and administrative costs associated with the implementation of the LCDBG Program. This is a rare occurrence in the LCDBG Housing program but since it could happen this form is made available. Such administrative costs may include, but not be limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, etc.

An applicant may intend to utilize the services of an administrative consultant, to utilize local staff, or to utilize both. The certification must identify which circumstances apply by marking one or both boxes.

If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services. To substantiate that the local governing body will pay the administrative costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. A copy of the resolution passed by the local governing body identifying the administrative consultant hired and the proposed amount of the contract must be included in the application. That resolution should also state that local funds will be used to pay the pre-agreement costs, administrative consultant fees and any other administrative costs incurred by the local governing body.

If the local governing body maintains full-time permanent staff for the sole or partial purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. To substantiate that the local governing body will pay the pre-agreement and administrative costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. A sheet should be attached that identifies the staff person(s) who will be responsible for program administration, their job title or position, and a brief listing of their previous experience in administering LCDBG or other federal programs. A copy of the resolution passed by the local governing body stating that local funds will be used to pay all pre-agreement and general program administration costs incurred by the local governing body must be included in the application.

### **Proofs of Publication—Instructions**

A copy of the two public notices and proofs of publication must be included in the application package. An affidavit from the newspaper is considered as acceptable proof of publication. The actual publication on newsprint is acceptable as proof of publication if the publication date is clearly identifiable. A mere copy of the wording of the advertisement that was sent to the newspaper is not sufficient as proof of publication since the existence of type-written wording does not guarantee that such wording was published. The Procurement Procedures, as listed in Chapter Two, apply to the advertising of public notices. The LCDBG web site also provides for a discussion of procurement procedures.

## Louisian CDBG Program

### Statement of Assurances

This applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. It has facilitated citizen participation by:
  - a. Providing adequate notices that provide the information specified in the Application Package.
  - b. Holding a hearing to obtain citizens' views on housing and community development needs and to provide citizens with the information specified in the Application Package.
4. It has adopted a detailed written citizen participation plan that:
  - a. Provides for and encourages citizen participation,
  - b. Provides citizens with reasonable and timely access to local meetings, information, and records,
  - c. Provides for technical assistance,
  - d. Provides for public hearings
  - e. Provides for timely responses to written complaints and grievances, and
  - f. Accommodates the needs of non-English speaking residents and persons with disabilities in public hearings.
5. Its chief executive officer or other officer of applicant approved by the State:
  - a. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the Louisiana Community Development Block Grant Program; and
  - b. Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the federal courts for the purpose of enforcement of his responsibilities as such an official.
6. The community development program has been developed so as to give maximum feasible priority to activities that will benefit low and moderate income families or aid in the prevention or elimination of slums or blight.

7. It will comply with the regulations, policies, guidelines, requirements of OMB Circulars Numbers A-87, A-102, as amended and made part of the State regulations, A-133, revised, and 24 CFR 85.36, as they relate to the application, acceptance, and use of federal funds under this part.
8. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and regulations issued to implement such requirements.
9. It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement water pollution.
10. It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this part to comply with the “American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped,” Number A-117.1-R 1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
11. It will comply with:
  - a. Title VI of the Civil Rights Acts of 1964 (Pub. L. 88-252) as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.
  - b. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.
  - c. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under this Part. Section 109 further prohibits discrimination to an otherwise qualified individual with handicap as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975.
  - d. Executive Order 11063 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.

- e. Executive Order 11246, and the regulations issued pursuant thereto and Section 4(b) of the Grant Agreement, which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts. Contractors and subcontractors on federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
12. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.
  13. It will:
    - a. To the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 24 CFR Part 42; and
    - b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42.
  14. It will:
    - a. Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.606;
    - b. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and
    - c. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income.
    - d. It will follow a residential antidisplacement and relocation assistance plan and it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under Section 570.606(a) and HUD implementing regulations at 24 CFR Part 42; the requirements in Section 570.606(b) governing the residential antidisplacement and relocation assistance plan under Section 104(d) of the Housing and Community Development Act of 1974; the relocation requirements of Section 505.606(c) governing displacement subject to Section 104(k) of the Act; and the relocation requirements of Section 505.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.

15. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
16. It will comply with the provisions of the Hatch Act that limits the political activity of employees.
17. It will give the State and HUD, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.
18. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
19. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat.975, approved December 31, 1973 Section 103(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
20. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C.470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et.seq.) by:
  - a. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse affects (see 36 CFR Part 800.8) by the proposed activity; and
  - b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
21. It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements, approved in accordance with OMB Circular A-102, revised as it existed prior to its publication in revised form in the March 11, 1988 Federal Register, Vol. 53, No. 48.
22. It will minimize displacement of persons as a result of activities assisted with such LCDBG funds.
23. It will not attempt to recover any capital costs for public improvements financed in whole or in part with LCDBG funds, through assessments against properties owned and occupied by low and moderate income persons including any fees charged or assessed made as a condition of obtaining access to such public improvements.

Exception to the Requirement - The first sentence of Section 570.200(c)(2) of the regulations prohibits levying special assessments to recover any CDBG funds used to pay for public improvements, and remains applicable. There are, however, two exceptions or circumstances in which an assessment or fee may be made to recover the non-CDBG share of the capital costs:

- a. Where funds received under the State's CDBG allocation are used to pay the proportion of a fee or assessment against properties owned and occupied by low and moderate income persons. (Such payments are eligible CDBG activities subject to the provisions of S570.200(c)(3) of the regulations); or
  - b. Where the grantee certifies that it lacks sufficient CDBG funds to comply with the requirements, for the payment of assessments against properties owned and occupied by persons of low and moderate income who are not very low income (i.e., not below 50 percent of median). In this case, the assessment may be made against such properties without paying for the assessment with CDBG funds.
24. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations in accordance with Section 519 of Public Law 101-1448 (the 1990 HUD Appropriations Act).
25. It certifies that no federally appropriated funds will be paid for any lobbying purposes regardless of the level of government.

Signing these assurances means that the municipality/parish agrees to implement its program in accord with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending municipality/parish funds to correct deficiencies. A training session will be held to describe these requirements to all funded applicants. Municipality/parish staff attendance will be mandatory.

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SIGNATURE OF CHIEF ELECTED OFFICIAL

---

TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

---

DATE

## DISCLOSURE REPORT

### PART I – APPLICANT / GRANTEE INFORMATION

1. Applicant/grantee name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Phone # \_\_\_\_\_ Federal Employer ID# \_\_\_\_\_
2. This is an:                      Initial Report \_\_\_\_\_                      Updated Report \_\_\_\_\_
3. Project Assisted/to be Assisted \_\_\_\_\_
- a. Fiscal year: \_\_\_\_\_
- b. Competitive Grant \_\_\_\_\_
- c. Amount requested/received: \_\_\_\_\_
- d. Program income to be used with c. above \_\_\_\_\_
- e. Total of c. and d: \_\_\_\_\_

### PART II – THRESHOLD DETERMINATIONS

1. Is the amount listed at 3.e. (above) more than \$200,000?                      Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you received or applied for other HUD assistance (through programs listed in Appendix A of the Instructions) which when added to 3.e. (above) amounts to more than \$200,000?                      Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer to either 1 or 2 of this Part is “yes”, then you must complete the remainder of this report.

If the answer to both 1. and 2. of this Part is “no”, then you are not required to complete the remainder of this report, but you must sign the following certification.

I hereby certify that this information is true.

\_\_\_\_\_  
(Chief Elected Official)

\_\_\_\_\_  
(Date)

**PART III – OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR**

Provide the requested information for any other Federal, State and/or local governmental assistance, on hand or applied for, that will be used in conjunction with the LCDBG program. (See Appendix A of the Instructions for a listing of the HUD programs subject to disclosure.)

Name and Address of Agency Providing or to Provide Assistance	Name of Program	Type of Assistance (loan, grant, etc.)	Amount Requested or Provided

**PART IV – INTERESTED PARTIES**

Alphabetical Listing of All Persons With a Reportable Financial Interest in the Project	Social Security # or Employer Identification # (Optional)	Type of Participation in Project	Contract Execution Date	Financial Interest In Project \$ and %

PART V – EXPECTED SOURCES AND USES OF FUNDS

This Part requires you to identify the sources and uses of all assistance, including LCDBG funds that have been or may be used in the project.

Source

Use

PART V - CERTIFICATION

I hereby certify that the information provided in this disclosure is true and correct and I am aware that making any materially false, fictitious, or fraudulent statement or representation may subject me to criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I materially violate any required disclosure of information, including concealing a material fact, I am subject to being fined under this title or imprisoned not more than five years, or both

\_\_\_\_\_  
(Chief Elected Official)

\_\_\_\_\_  
(Date)

## INSTRUCTIONS FOR COMPLETION OF DISCLOSURE REPORT

All applicants for or recipients of LCDBG Funds must complete and submit Parts I and II of the Disclosure Report. At the completion of Part II of the report, some applicants/recipients will find that they must also complete Parts III, IV, V and VI of the Report.

Part I requires the applicant's name, address, phone and federal employer identification number; indicate as to whether this is an initial report or an updated report (all FY 2010 - FY 2011 applicants/recipients will check the initial report box when preparing this report for the first time); provide a brief description of the project and include contract number, if known; identify the fiscal year of the LCDBG funds requested (FY 2010 - FY 2011); the amount of FY 2010 - FY 2011 LCDBG funds being requested or received; the amount of any LCDBG program income that will be used with the FY 2010 - FY 2011 LCDBG funds; and, the total amount (FY 2010 - FY 2011 funds plus program income). The requirements for updated reports are discussed on the following page.

Part II asks two questions. If the answer to both questions is "no", then the chief elected official must sign the certification at the end of Part II, but is not required to complete the remainder of the Report. If the answer to either question is "yes", then the applicant must complete the remainder of the Report.

Part III requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the FY 2010 - FY 2011 LCDBG program. "Other government assistance" is defined as including any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit or any other form of direct or indirect assistance from the Federal government, the State (other than the LCDBG assistance requested/received the application/grant award), or a unit of general local government, or any agency or instrumentality thereof, that is available, or is expected to be made available with respect to the LCDBG project or activities. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there is reasonable grounds to anticipate that the assistance will be forthcoming or if other funds were identified in the application. If the applicant has no other government assistance to disclose, then state "No other government assistance has been applied for or will be provided" on this form.

Part IV requires the identification of interested parties. Interested parties are persons and entities with a reportable financial interest in the project. Person and "entity" means an individual (including a consultant, lobbyist, or lawyer), corporation, company, association, authority, firm, partnership, society, state, unit of general local government, governmental entity or agency, Indian tribe, and any other organization or group of people. If an entity is being disclosed, the disclosure in Part IV must include an identification of each officer, director, principal stockholder or other official of the entity. All consultants, developers or contractors involved in the application for LCDBG assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds \$50,000 or ten percent of the LCDBG assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which an individual or entity has an equity interest in the project, shares in any profit or resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local LCDBG administrative staff, recipients of housing rehab assistance, and rehab contractors as long as the rehab agreement is between the property

owner and the contractor.) The financial interest in the project must be identified both as a dollar amount and as a percentage of the total amount of the LCDBG funds.

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. Subsequent to grant award, as projects are being implemented, funds will be committed to interested parties which will necessitate the submission of an updated Disclosure Report. However, if other governmental assistance is identified under Part II of the Disclosure Report to be used in conjunction with the LCDBG funds and, if these other funds have been committed to interested parties, then those interested parties must be identified in Part IV of the initial report.

Entry of the social security number or federal employer identification number is optional.

Part V requires applicants/recipients to identify the sources and uses of all funds to be used in conjunction with the LCDBG funded project. The sources and uses must include all the other assistance identified in Part III as well as the LCDBG funds identified in Part I, items 3c. and 3d.

Part VI requires a signed certification by the Chief Elected Official.

#### Updated Reports

All applicants/grantees who have submitted initial disclosure reports are required to submit updated disclosure reports whenever any of the following instances occur:

1. The applicant/grantee discovers that information was omitted from its initial report or any updated reports.
2. Additional persons or entities can be identified as interested parties. These are persons or entities that did not have a pecuniary interest when the initial or last updated report was submitted.
3. There is a change in other government assistance that exceeds the amount of assistance that was previously disclosed.
4. There is a change in the pecuniary interest of any person or entity that exceeds the amount of all previously disclosed interests by the lesser of \$50,000 or ten percent of such interest.
5. For all projects receiving a tax credit under federal, state, or local law, there has been a change in the expected sources or uses of funds that were previously disclosed.
6. There is a change in the expected source of funds from a single source that exceeds the lesser of the amount previously disclosed for that source of funds by \$250,000 or ten percent of the funds previously disclosed for that source.
7. There is a change in the expected sources of funds from all sources previously disclosed that exceeds the lesser of \$250,000 or ten percent of the amounts previously disclosed from all sources of funds.

8. There is a change in a single expected use of funds that exceeds the lesser of \$250,000 or ten percent of the previously disclosed uses for all funds.
9. There is a change in the use of all funds that exceeds the lesser of \$250,000 or ten percent of the previously disclosed uses for all funds.

Grantees must constantly monitor their project to ensure that an updated disclosure report is submitted within thirty days of any change that meets one of the nine criteria discussed above. Updated reports are required until the project is closed out.

## APPENDIX A

This Appendix contains a list of all the HUD Programs that are subject to the disclosure requirements of the Housing and Urban Development Reform Act of 1989. All applicants for or recipients of FY 2010 - FY 2011 LCDBG assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered HUD programs besides the LCDBG Program. HUD funds that are received either directly from HUD or through the State must also be considered. The State administered LCDBG Program is listed as item 3(v).

It is the total amount of funds received from all of the below sources that the applicant/recipient uses to answer the second question of Part II of the Disclosure Report.

- (1) Section 312 Rehabilitation Loans under 24 CFR part 510, except loans for single family properties.
- (2) Applications for grant amounts for a specific project or activity under the Rental Rehabilitation Grant program under 24 CFR part 511 made to:
  - (i) A State grantee under Subpart F;
  - (ii) A unit of general local government or a consortium of units of general local government receiving funds from a State or directly from HUD (whether or not by formula) under Subparts D, F, and G; and
  - (iii) HUD, for technical assistance under S511.3.

(Excludes formula distributions to States, units of general local government, or consortia of units of general local government under Subparts D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities program under Subpart F.)

- (3) Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:
  - (i) HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study program or Historically Black colleges,
  - (ii) HUD, for a loan guarantee under 24 CFR part 470, Subpart M;
  - (iii) HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974; and
  - (iv) HUD, for a grant under the HUD-administered Small Cities program under CFR part 570, Subpart F; and
  - (v) A State or unit of general local government under 24 CFR part 570.
- (4) Applications for grant amounts for a specific project or activity under the Emergency Shelter Grants program under 24 CFR part 576 made to a State or to a unit of general local government, including a Territory.

(Excludes formula distributions to States and units of general local government [including Territories]; reallocations to States, units of general local government [including Territories] and non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government.)

- (5) Transitional Housing under 24 CFR part 577.
- (6) Permanent Housing for Handicapped Homeless Persons under 24 CFR part 578.
- (7) Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR part 882, including the Moderate Rehabilitation Program for Single Room Occupancy Dwellings for the Homeless under Subpart H).
- (8) Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped under 24 CFR part 885.
- (9) Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).
- (10) Section 8 Housing Assistance Payments - Special Allocations - under 24 CFR part 886.
- (11) Flexible Subsidy under 24 CFR part 219 - both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.
- (12) Low-Rent Housing Opportunities under 24 CFR part 904.
- (13) Indian Housing under 24 CFR part 905.
- (14) Public Housing Development under 24 CFR part 941.
- (15) Comprehensive Improvement Assistance under 24 CFR part 968.
- (16) Resident Management under 24 CFR part 964, Subpart C.
- (17) Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.
- (18) Nehemiah Grants under 24 CFR part 280.
- (19) Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.
- (20) Congregate Services under the Congregate Housing Services Act of 1978.
- (21) Counseling under Section 106 of the Housing and Urban Development Act of 1968.
- (22) Fair Housing Initiatives under 24 CFR part 125.

- (23) Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.
- (24) Fair Housing Assistance under 24 CFR part 111.
- (25) Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.
- (26) Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multifamily and non-residential).
- (27) Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR part 579.
- (28) Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.
- (29) Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing Act.
- (30) Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing Act.
- (31) HOPE for Elderly Independence Demonstration under Section 803 of the Cranston-Gonzalez National Affordable Housing Act.

## **Income Limits**

The following income limits, as established by HUD, are provided in a chart format and are based on the number of occupants per household.

<b>FY 2009 E-Low Income Limits by Household Size (30% Median)</b>								
<b>Metro Areas</b>	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Alexandria MSA</b>								
Grant Parish	10100	11550	13000	14450	15600	16750	17900	19050
Rapides Parish	10100	11550	13000	14450	15600	16750	17900	19050
<b>Baton Rouge MSA</b>								
Ascension Parish	12550	14350	16150	17950	19400	20800	22250	23700
East Baton Rouge Par	12550	14350	16150	17950	19400	20800	22250	23700
East Feliciana Parish	12550	14350	16150	17950	19400	20800	22250	23700
Livingston Parish	12550	14350	16150	17950	19400	20800	22250	23700
Pointe Coupee Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. Helena Parish	12550	14350	16150	17950	19400	20800	22250	23700
West Baton Rouge Par	12550	14350	16150	17950	19400	20800	22250	23700
West Feliciana Parish	12550	14350	16150	17950	19400	20800	22250	23700
Iberville Parish	9750	11100	12500	13900	15000	16100	17250	18350
<b>Houma MSA</b>								
Lafourche Parish	11250	12850	14450	16050	17350	18600	19900	21200
Terrebonne Parish	11250	12850	14450	16050	17350	18600	19900	21200
<b>Lafayette MSA</b>								
Lafayette Parish	12100	13800	15550	17250	18650	20000	21400	22750
St. Martin Parish	12100	13800	15550	17250	18650	20000	21400	22750
<b>Lake Charles MSA</b>								
Calcasieu Parish	11400	13050	14650	16300	17600	18900	20200	21500
Cameron Parish	11400	13050	14650	16300	17600	18900	20200	21500
<b>Monroe MSA</b>								
Ouachita Parish	10550	12050	13550	15050	16250	17450	18650	19850
Union Parish	10550	12050	13550	15050	16250	17450	18650	19850
<b>New Orleans MSA</b>								
Jefferson Parish	12550	14350	16150	17950	19400	20800	22250	23700
Orleans Parish	12550	14350	16150	17950	19400	20800	22250	23700
Plaquemines Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. Bernard Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. Charles Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. John the Baptist Par	12550	14350	16150	17950	19400	20800	22250	23700
St. Tammany Parish	12550	14350	16150	17950	19400	20800	22250	23700
<b>Shreveport MSA</b>								
Bossier Parish	11000	12550	14150	15700	16950	18200	19450	20700
Caddo Parish	11000	12550	14150	15700	16950	18200	19450	20700
De Soto Parish	11000	12550	14150	15700	16950	18200	19450	20700

<b>FY 2009 E-Low Income Limits by Household Size (30% Median)</b>								
<b>Non-Metro Areas</b>	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Acadia Parish	9900	11350	12750	14150	15300	16450	17550	18700
Allen Parish	9400	10750	12100	13450	14550	15600	16700	17750
Assumption Parish	10000	11450	12850	14300	15450	16600	17750	18900
Avoyelles Parish	9050	10350	11650	12950	14000	15000	16050	17100
Beauregard Parish	10500	12000	13500	15000	16200	17400	18600	19800
Bienville Parish	9050	10350	11650	12950	14000	15000	16050	17100
Caldwell Parish	9350	10700	12000	13350	14400	15500	16550	17600
Catahoula Parish	9050	10350	11650	12950	14000	15000	16050	17100
Claiborne Parish	9050	10350	11650	12950	14000	15000	16050	17100
Concordia Parish	9050	10350	11650	12950	14000	15000	16050	17100
East Carroll Parish	9050	10350	11650	12950	14000	15000	16050	17100
Evangeline Parish	9050	10350	11650	12950	14000	15000	16050	17100
Franklin Parish	9050	10350	11650	12950	14000	15000	16050	17100
Iberia Parish	10100	11500	12950	14400	15550	16700	17850	19000
Jackson Parish	10100	11500	12950	14400	15550	16700	17850	19000
Jefferson Davis Parish	9200	10500	11850	13150	14200	15250	16300	17350
La Salle Parish	10050	11500	12900	14350	15500	16650	17800	18950
Lincoln Parish	10750	12300	13800	15350	16600	17800	19050	20250
Madison Parish	9050	10350	11650	12950	14000	15000	16050	17100
Morehouse Parish	9050	10350	11650	12950	14000	15000	16050	17100
Natchitoches Parish	9050	10350	11650	12950	14000	15000	16050	17100
Red River Parish	9050	10350	11650	12950	14000	15000	16050	17100
Richland Parish	9050	10350	11650	12950	14000	15000	16050	17100
Sabine Parish	9500	10850	12200	13550	14650	15700	16800	17900
St. James Parish	11750	13450	15100	16800	18150	19500	20850	22200
St. Landry Parish	9900	11350	12750	14150	15300	16450	17550	18700
St. Mary Parish	9200	10500	11850	13150	14200	15250	16300	17350
Tangipahoa Parish	10100	11500	12950	14400	15550	16700	17850	19000
Tensas Parish	9050	10350	11650	12950	14000	15000	16050	17100
Vermilion Parish	10100	11550	13000	14450	15600	16750	17900	19050
Vernon Parish	9500	10900	12250	13600	14700	15800	16850	17950
Washington Parish	9050	10350	11650	12950	14000	15000	16050	17100
Webster Parish	10100	11500	12950	14400	15550	16700	17850	19000
West Carroll Parish	9050	10350	11650	12950	14000	15000	16050	17100
Winn Parish	9050	10350	11650	12950	14000	15000	16050	17100

<b>Metro Areas</b>									
<b>FY 2009 Low Income Limits by Household Size (50% Median)</b>									
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
<b>Alexandria MSA</b>									
Grant Parish	16850	19250	21650	24050	25950	27900	29800	31750	
Rapides Parish	16850	19250	21650	24050	25950	27900	29800	31750	
<b>Baton Rouge MSA</b>									
Ascension Parish	20950	23900	26900	29900	32300	34700	37100	39450	
East Baton Rouge Par	20950	23900	26900	29900	32300	34700	37100	39450	
East Feliciana Parish	20950	23900	26900	29900	32300	34700	37100	39450	
Livingston Parish	20950	23900	26900	29900	32300	34700	37100	39450	
Pointe Coupee Parish	20950	23900	26900	29900	32300	34700	37100	39450	
St. Helena Parish	20950	23900	26900	29900	32300	34700	37100	39450	
West Baton Rouge Par	20950	23900	26900	29900	32300	34700	37100	39450	
West Feliciana Parish	20950	23900	26900	29900	32300	34700	37100	39450	
Iberville Parish	16200	18500	20850	23150	25000	26850	28700	30550	
<b>Houma MSA</b>									
Lafourche Parish	18750	21400	24100	26750	28900	31050	33150	35300	
Terrebonne Parish	18750	21400	24100	26750	28900	31050	33150	35300	
<b>Lafayette MSA</b>									
Lafayette Parish	20150	23000	25900	28750	31050	33350	35650	37950	
St. Martin Parish	20150	23000	25900	28750	31050	33350	35650	37950	
<b>Lake Charles MSA</b>									
Calcasieu Parish	19050	21750	24500	27200	29400	31550	33750	35900	
Cameron Parish	19050	21750	24500	27200	29400	31550	33750	35900	
<b>Monroe MSA</b>									
Ouachita Parish	17550	20050	22550	25050	27050	29050	31050	33050	
Union Parish	17550	20050	22550	25050	27050	29050	31050	33050	
<b>New Orleans MSA</b>									
Jefferson Parish	20950	23900	26900	29900	32300	34700	37100	39450	
Orleans Parish	20950	23900	26900	29900	32300	34700	37100	39450	
Plaquemines Parish	20950	23900	26900	29900	32300	34700	37100	39450	
St. Bernard Parish	20950	23900	26900	29900	32300	34700	37100	39450	
St. Charles Parish	20950	23900	26900	29900	32300	34700	37100	39450	
St. John the Baptist Par	20950	23900	26900	29900	32300	34700	37100	39450	
St. Tammany Parish	20950	23900	26900	29900	32300	34700	37100	39450	
<b>Shreveport MSA</b>									
Bossier Parish	18300	20900	23550	26150	28250	30350	32450	34500	
Caddo Parish	18300	20900	23550	26150	28250	30350	32450	34500	
De Soto Parish	18300	20900	23550	26150	28250	30350	32450	34500	

<b>Non-Metro Areas</b>									
<b>FY 2009 Low Income Limits by Household Size (50% Median)</b>									
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Acadia Parish	16500	18900	21250	23600	25500	27400	29250	31150	
Allen Parish	15700	17950	20200	22450	24250	26050	27850	29650	
Assumption Parish	16700	19100	21450	23850	25750	27650	29550	31500	
Avoyelles Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Beauregard Parish	17500	20000	22500	25000	27000	29000	31000	33000	
Bienville Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Caldwell Parish	15600	17800	20050	22250	24050	25800	27600	29350	
Catahoula Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Claiborne Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Concordia Parish	15100	17300	19450	21600	23350	25050	26800	28500	
East Carroll Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Evangeline Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Franklin Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Iberia Parish	16800	19200	21600	24000	25900	27850	29750	31700	
Jackson Parish	16800	19200	21600	24000	25900	27850	29750	31700	
Jefferson Davis Parish	15350	17500	19700	21900	23650	25400	27150	28900	
La Salle Parish	16750	19150	21550	23950	25850	27800	29700	31600	
Lincoln Parish	17900	20500	23050	25600	27650	29700	31750	33800	
Madison Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Morehouse Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Natchitoches Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Red River Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Richland Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Sabine Parish	15800	18100	20350	22600	24400	26200	28000	29850	
St. James Parish	19600	22400	25200	28000	30250	32500	34700	36950	
St. Landry Parish	16500	18900	21250	23600	25500	27400	29250	31150	
St. Mary Parish	15350	17550	19750	21950	23700	25450	27200	28950	
Tangipahoa Parish	16800	19200	21600	24000	25900	27850	29750	31700	
Tensas Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Vermilion Parish	16850	19250	21650	24050	25950	27900	29800	31750	
Vernon Parish	15900	18150	20450	22700	24500	26350	28150	29950	
Washington Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Webster Parish	16800	19200	21600	24000	25900	27850	29750	31700	
West Carroll Parish	15100	17300	19450	21600	23350	25050	26800	28500	
Winn Parish	15100	17300	19450	21600	23350	25050	26800	28500	

<b>Metro Areas</b>		<b>FY 2009 Moderate Income Limits by Household Size (80% Median)</b>							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
<b>Alexandria MSA</b>									
Grant Parish	26950	30800	34650	38500	41600	44650	47750	50800	
Rapides Parish	26950	30800	34650	38500	41600	44650	47750	50800	
<b>Baton Rouge MSA</b>									
Ascension Parish	33500	38300	43050	47850	51700	55500	59350	63150	
East Baton Rouge Par	33500	38300	43050	47850	51700	55500	59350	63150	
East Feliciana Parish	33500	38300	43050	47850	51700	55500	59350	63150	
Livingston Parish	33500	38300	43050	47850	51700	55500	59350	63150	
Pointe Coupee Parish	33500	38300	43050	47850	51700	55500	59350	63150	
St. Helena Parish	33500	38300	43050	47850	51700	55500	59350	63150	
West Baton Rouge Par	33500	38300	43050	47850	51700	55500	59350	63150	
West Feliciana Parish	33500	38300	43050	47850	51700	55500	59350	63150	
Iberville Parish	25950	29650	33350	37050	40000	43000	45950	48900	
<b>Houma MSA</b>									
Lafourche Parish	29950	34250	38500	42800	46200	49650	53050	56500	
Terrebonne Parish	29950	34250	38500	42800	46200	49650	53050	56500	
<b>Lafayette MSA</b>									
Lafayette Parish	32200	36800	41400	46000	49700	53350	57050	60700	
St. Martin Parish	32200	36800	41400	46000	49700	53350	57050	60700	
<b>Lake Charles MSA</b>									
Calcasieu Parish	30450	34800	39150	43500	47000	50450	53950	57400	
Cameron Parish	30450	34800	39150	43500	47000	50450	53950	57400	
<b>Monroe MSA</b>									
Ouachita Parish	28050	32100	36100	40100	43300	46500	49700	52950	
Union Parish	28050	32100	36100	40100	43300	46500	49700	52950	
<b>New Orleans MSA</b>									
Jefferson Parish	33500	38300	43050	47850	51700	55500	59350	63150	
Orleans Parish	33500	38300	43050	47850	51700	55500	59350	63150	
Plaquemines Parish	33500	38300	43050	47850	51700	55500	59350	63150	
St. Bernard Parish	33500	38300	43050	47850	51700	55500	59350	63150	
St. Charles Parish	33500	38300	43050	47850	51700	55500	59350	63150	
St. John the Baptist Par	33500	38300	43050	47850	51700	55500	59350	63150	
St. Tammany Parish	33500	38300	43050	47850	51700	55500	59350	63150	
<b>Shreveport MSA</b>									
Bossier Parish	29300	33500	37650	41850	45200	48550	51900	55250	
Caddo Parish	29300	33500	37650	41850	45200	48550	51900	55250	
De Soto Parish	29300	33500	37650	41850	45200	48550	51900	55250	

<b>Non-Metro Areas</b>		<b>FY 2009 Moderate Income Limits by Household Size (80% Median)</b>							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Acadia Parish	26450	30200	34000	37750	40800	43800	46800	49850	
Allen Parish	25150	28700	32300	35900	38750	41650	44500	47400	
Assumption Parish	26700	30500	34350	38150	41200	44250	47300	50350	
Avoyelles Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Beauregard Parish	28000	32000	36000	40000	43200	46400	49600	52800	
Bienville Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Caldwell Parish	24900	28500	32050	35600	38450	41300	44150	47000	
Catahoula Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Claiborne Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Concordia Parish	24200	27650	31100	34550	37300	40100	42850	45600	
East Carroll Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Evangeline Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Franklin Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Iberia Parish	26900	30700	34550	38400	41450	44550	47600	50700	
Jackson Parish	26900	30700	34550	38400	41450	44550	47600	50700	
Jefferson Davis Parish	24550	28050	31550	35050	37850	40650	43450	46250	
La Salle Parish	26800	30650	34450	38300	41350	44450	47500	50550	
Lincoln Parish	28650	32750	36850	40950	44250	47500	50800	54050	
Madison Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Morehouse Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Natchitoches Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Red River Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Richland Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Sabine Parish	25300	28900	32550	36150	39050	41950	44850	47700	
St. James Parish	31350	35850	40300	44800	48400	51950	55550	59150	
St. Landry Parish	26450	30200	34000	37750	40800	43800	46800	49850	
St. Mary Parish	24550	28100	31600	35100	37900	40700	43500	46350	
Tangipahoa Parish	26900	30700	34550	38400	41450	44550	47600	50700	
Tensas Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Vermilion Parish	26950	30800	34650	38500	41600	44650	47750	50800	
Vernon Parish	25400	29050	32650	36300	39200	42100	45000	47900	
Washington Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Webster Parish	26900	30700	34550	38400	41450	44550	47600	50700	
West Carroll Parish	24200	27650	31100	34550	37300	40100	42850	45600	
Winn Parish	24200	27650	31100	34550	37300	40100	42850	45600	

## **V. Displacement Policy**

Division of Administration

Office of Community Development

The State will review and determine whether any subgrantee activity will cause temporary or permanent displacement as a result of the operation of its LCDBG program. If the State determines that an individual, family, or business will be displaced as a result of any activity, then the locality will insure that reasonable benefits will be provided.

Reasonable benefits include but are not limited to:

- (1) counseling and referral services;
- (2) providing assistance in obtaining suitable living quarters/business location whether renting or purchasing;
- (3) provide some form of benefits for moving expenses consisting of the cost of the actual move or a fixed payment based on the number of rooms as allowed by the U. S. Department of Transportation's moving schedule.

In accordance with federal regulations, the State requires each recipient locality to prepare and implement a residential antidisplacement and relocation assistance plan. That plan must include:

- (a) A requirement that all low/moderate income dwelling units that are demolished or converted to a use other than low/moderate income housing as a direct result of the use of LCDBG assistance will be replaced and
- (b) A relocation assistance component.

Substandard but economically repairable units that have been demolished or converted must be replaced under this provision, but more seriously deteriorated units need not be replaced. A sample guide to follow when preparing this plan is attached.

Guide for Residential Antidisplacement and Relocation Assistance  
Plan under Section 104(d) of the Housing and Community  
Development Act of 1974, as Amended.

The (jurisdiction) will replace all occupied and vacant (but suitable for occupancy) low/ moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1). The contact person for antidisplacement in (jurisdiction) is \_\_\_\_\_ who can be reached at (address and telephone number).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the (jurisdiction) will make public and submit to the State the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten years from the date of initial occupancy.

The (jurisdiction) will provide relocation assistance, as described in 570.606(b)(2), to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the (jurisdiction) will take the following steps to minimize the displacement of persons from their homes.

1. All public facilities projects (water, sewer, gas, et cetera) will be designed so that there will be no displacement of any residences or businesses;
2. No homes will be demolished that can be rehabilitated;
3. There will be no displacement of any residential or business occupants on LCDBG projects.