

OFFICE OF COMMUNITY DEVELOPMENT
LOCAL GOVERNMENT ASSISTANCE PROGRAM

Grant Application Package

FISCAL YEAR 2011 -2012



Division of Administration
Office of Community Development
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FY 2011-2012
LOCAL GOVERNMENT ASSISTANCE PROGRAM

PURPOSE

The purpose of the Local Government Assistance Program (LGAP) is to assist units of local governments with funding for needed infrastructure and long-term capital improvements in rural areas. Other federal funds are available through USDA, CDBG, and EPA (Revolving Loan Funds) programs to also assist rural communities in these efforts. LGAP's purpose is to fill the gaps where there are no federal funds available to assist a unit of local government with an identified high priority need. Priority will be given to those projects which identify and resolve basic human health and safety needs.

ELIGIBILITY AND MAXIMUM GRANT AMOUNTS

All municipalities and parishes in Louisiana are eligible to participate in the LGAP program with the exception of the following HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.

Maximum grant ceiling amounts are based on the following population ranges.

Villages (1-999) are eligible to apply for up to \$25,000.

Towns (1,000-4,999) are eligible to apply for up to \$35,000.

Cities (5,000-35,000) are eligible to apply for up to \$50,000.

Parishes are eligible to apply for up to \$100,000. (If a parish's incorporated communities' combined maximum ceiling amounts are less than the allocation for the entire parish area, the parish can then apply for more than \$100,000.)

Parishes may apply for projects that serve a parish-wide area or an unincorporated area of the parish.

For the 2011-2012 fiscal year, the maximum allocation amount available per parish area will be approximately \$138,700.00. The Office of Community Development encourages all potential applicants within each parish to prioritize their requests.

APPLICATION DUE DATE

The deadline for submittal of applications for the FY 2011-2012 allocation is September 15, 2011. If hand delivered, the application must be received by the Office of Community Development by 4:30 pm on September 15, 2011. If mailed, the postmark must be stamped no later than September 15, 2011. Any application not meeting the deadline requirements will not be rated, unless there is a balance remaining in that parish's allocation after awards are made.

ELIGIBLE ACTIVITIES

Fire protection, sewer, water, renovations to essential governmental buildings, police protection, land acquisition, demolition, equipment, roads, drainage, and reasonable engineering costs (if associated with construction) are eligible for assistance under this program. In some cases an exception may be made to the above list. In those instances, an overwhelming case must be made for the need of the project and documentation must be included which supports that the project will alleviate the identified health, safety, or quality of life concerns of the citizens within that local government.

INELIGIBLE ACTIVITIES

Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering-only or planning-only projects, and **costs associated with recreational activities** are not eligible activities under this program.

EVALUATION PROCESS

The evaluation process involves several steps, including a staff review and rating. Rating will be based on the following criteria. For fire protection projects, question number 3 will be used for rating instead of question number 2.

1. Does the proposed project serve the maximum percentage of citizens in the jurisdiction?
2. Does the proposed project improve the health, safety, living conditions, and quality of life of the community?
3. In cases involving fire protection, will the proposed project improve the fire rating of the community?
4. Does the proposed project improve the economic conditions of the area?
5. Is the project cost reasonable/effective?
6. Will LGAP funds be used to match other local, state or federal funds?

The Office of Community Development will evaluate each application to determine its rating and award amount.

APPLICATION PROCEDURES

Complete all of the application forms included herein. An original and one copy of the application must be submitted to the Office of Community Development. If the project involves technical or engineering questions, you may need to consult a qualified expert for design descriptions or budget estimates. A resolution of support from the governmental body must be attached to the application. In addition, the application must include a letter of support from the

state senator and state representative who represents the district in which the project is located. Applications will not be accepted without both the legislative letters of support and the local government resolution of support.

LGAP will NOT provide administration funds to administer the project nor fees for completing the application package. In addition, LGAP will NOT pay for previously incurred debt. Should your project be funded, requests for payments, accompanied by invoices, will be sent to the Office of Community Development. Under no circumstances will the state reimburse costs for invoices dated prior to an executed contract with the unit of local government.

EMERGENCY SET-ASIDE

One million dollars has been set-aside for projects determined to be of an emergency nature which affect the health and safety of residents of an area. The ceiling amount for an individual emergency grant is \$250,000. A unit of local government may receive an emergency grant only once during the fiscal year under this category. The emergency situation must have occurred within 3 months of application submission. Applications will be accepted on a continuous basis. Local governments interested in applying for these funds should first contact the Office of Community Development to discuss the proposed project. If it is determined by the Office of Community Development that the proposed project meets the intent of the program, the local government will be invited to submit an application.

****Please be aware that if a local government currently has two open grant contracts with our office, it will not be awarded another until one of the others is closed.**

THE FOLLOWING FORMS MUST BE SUBMITTED TO THE

OFFICE OF COMMUNITY DEVELOPMENT

LGAP Program

Post Office Box 94095

Baton Rouge, LA 70804-9095

- 1) Cover page
- 2) Classification page
- 3) Project description
- 4) Proposed budget summary and instructions
- 5) Local government assurances
- 6) Resolution of support from governmental agency/governing body
- 7) Support letter from state senator and state representative

**LOCAL GOVERNMENT ASSISTANCE PROGRAM
2011 - 2012 GRANT APPLICATION**

COVER PAGE

COMPLETE ALL SECTIONS: (Incomplete forms may disqualify or reduce a grant award.)

GOVERNMENTAL FISCAL AGENCY: (Name of Municipality or Parish)

ADDRESS OF LOCAL GOVERNMENT:

PHYSICAL ADDRESS OF PROJECT (Including the 9-digit Zip Code):

CHIEF ELECTED OFFICIAL: (Mayor or Parish President's Name)

CONTACT PERSON (if different from the head of government)

PHONE:

FAX: _

EMAIL ADDRESS:

APPLICATION PREPARED BY *(if different from the contact person):*

AMOUNT REQUESTED: \$

FEDERAL TAX IDENTIFICATION NUMBER:

CLASSIFICATION PAGE

COMPLETE ALL SECTIONS: (Incomplete forms may disqualify or reduce a grant award.)

NAME OF PARISH:

NAME OF MUNICIPALITY:

POPULATION: Please check the appropriate category based on 2000 Census figures.

- | | |
|---|------------|
| <input type="checkbox"/> Village (1 - 999 citizens) | population |
| <input type="checkbox"/> Town (1,000 - 4,999 citizens) | population |
| <input type="checkbox"/> City (5,000 - 35,000 citizens) | population |
| <input type="checkbox"/> Parish | population |

OTHER LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES/PARTICIPANTS IN PROJECT:

IS THE PROPOSED PROJECT LOCATED ON PUBLICLY OWNED LAND? Yes No

IS THE BUILDING PUBLICLY OWNED? Yes No

IF THIS PROJECT INVOLVES FIRE PROTECTION, ESTIMATE THE CHANGE IN FIRE RATING:
Current Future

LEGISLATIVE REPRESENTATION: Please provide the names of the State Senator and the State Representative for the area where the project will occur.

State Senator:

State Representative:

PROJECT DESCRIPTION

Should you need more space, you may continue on another page.

COMPLETE ALL SECTIONS: (Incomplete forms may disqualify or reduce a grant award.)

Be specific and state what you plan to spend the money on and what you want to do (what, where, why, how), if awarded. We need all information to process, review and rate applications. Grant applications cannot be reviewed without detailed information on the benefit to the local community and how the money will be spent.

1. BRIEFLY DESCRIBE THE FULL INTENT (PURPOSE) OF THE PROPOSED PROJECT:

2. DETAILED DESCRIPTION OF PROJECT. (Specify what the funds will be used for) 1) Itemize any equipment to be purchased. 2) If sewer/water lines or streets, how many feet, miles, or blocks? 3) If constructing a building, how many square feet, type of structure, etc. 4) If renovating a building, please specify: interior/exterior, roofing, plumbing, electrical, ADA handicapped access / fire code requirements, et cetera.

3. What impact will the proposed project have on the community? (Include in your explanation the answers to the following: How many citizens will be assisted in the affected area? Does the project improve safety, health, living conditions, and quality of life of citizens? Does the project improve the environment or economic conditions of the area?)

Instructions for Completing LGAP Proposed Budget Summary

The following instructions for each budget category are based on the **LOUISIANA ACCOUNTING AND UNIFORM GOVERNMENTAL HANDBOOK**, which is available on the Division of Administration's website at <http://www.doa.la.gov/cdbg/lgap.htm>, or upon request to OCD, a hard copy of the handbook will be provided to any applicant. Please carefully review these instructions before completing the budget categories.

The LGAP will pay for contract labor only. Ongoing or administrative salaries can be shown in this budget summary for credit as part of the local government's matching funds.

Construction Contract

Amounts to be paid by the grant recipient for construction contracts.

Supplies

Only project related materials will be reimbursed.

Permanent Property

Expenditures for acquiring fixed assets including land or existing buildings, improvements of ground, initial equipment, additional equipment, and replacement of equipment.

Other Items

Amounts paid for goods and services not otherwise listed in the above categories.

NO PAYMENT WILL BE MADE FOR INVOICES FOR PROJECT WORK COMPLETED PRIOR TO AWARD. PAYMENTS FOR APPROVED INVOICES WILL BE MADE ACCORDING TO TERMS OF A SIGNED AND EXECUTED CONTRACT AFTER AN AWARD IS MADE.

"Local Funds" are any funds included in the total project costs, which are contributed by the unit of local government making the application. "Private Funds" are those from sources other than governmental entities, such as private businesses, bank, etc. "Other State Funds" include any other funds received through other state programs. "Federal funds" include funds from EPA, USDA, etc.

PROPOSED BUDGET SUMMARY

COMPLETE ALL SECTIONS: (Incomplete forms may disqualify or reduce a grant award.)

Refer to next page for an explanation of the spending categories.

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
SPENDING CATEGORY	AMOUNT REQUESTED FROM LGAP	AMOUNT OF MATCH BY LOCAL GOVERNMENT	SPECIFY OTHER FUNDS AND SOURCE (private, federal, other state monies)	TOTAL
SALARIES				
CONSTRUCTION CONTRACT				
SUPPLIES Not Permanent				
PERMANENT PROPERTY Includes Equipment				
OTHER Explain Below				
PROJECT TOTAL				

***SHADED AREAS CANNOT BE USED TO ENTER REQUEST FOR FUNDS**

Local Government Assurances

COMPLETE ALL SECTIONS: (Incomplete forms may disqualify or reduce a grant award.)

FISCAL ASSURANCES

1. The local government agency (LGA) assures that all programs, activities, and expenditures of funds conducted in association with this program are in direct compliance with the provisions of the LGAP.
2. The LGA assures that funding received under the LGAP will not replace or reduce funding for existing programs.
3. The LGA assures that it will provide for proper fiscal control and accounting procedures as may be required for fiscal audit.

PROGRAMMATIC ASSURANCES

1. The LGA assures that it will comply with R.S. 24:513 (State Audit Law), and the State of Louisiana public bidding procedures.
2. The LGA assures that, as applicable, it will comply with all federal and state laws, executive orders, and/or regulations.
3. The recipient of this grant assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this grant.
4. The LGA assures that no funds will be used on private property.
5. By acceptance of this grant, the LGA acknowledges that any LGAP grant will not be open beyond three years from the effective date of the signed contract, unless an extension request has been approved. The LGA will not be eligible for further LGAP funding until that grant is closed.
6. The recipient of the grant assures that funds requested in the grant will be used for the stated purpose only and within the time frame stated. Proof of proper expenditure of these funds will be required through invoices, canceled checks, copies of contracts, and other documentation. Failure to comply with any part of this agreement will result in termination of this grant and require any funds paid to be returned to the Office of Community Development.

I UNDERSTAND THAT, UNDER STATE LAW, NO REIMBURSEMENT CAN BE MADE FOR ANY INVOICES FOR WORK OR PURCHASES BEFORE THERE IS AN EXECUTED WRITTEN CONTRACT SIGNED BY BOTH THE LOCAL GOVERNMENT AND THE DIVISION OF ADMINISTRATION.

Chief Elected Official

Title

Type Name Here

Date