

Application Package
Community Development Block Grant Program
Make A Difference
FY 2026



STATE OF LOUISIANA
Division of Administration
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Community Development Block Grant (CDBG) Program
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Heather Paul, Director

Acronyms

LCDBG	Louisiana Community Development Block Grant
CDBG	Community Development Block Grant
LGA	Local Government Assistance
OCD	Louisiana's Office of Community Development
DOA	Louisiana's Division of Administration
LGR	Local Government Representative
HUD	U. S. Department of Housing and Urban Development

Definitions

Local Government Representative	OCD staff member whose responsibility is to monitor an assigned list of grants.
Conditionally Closed-out	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.

FY 2026 LCDBG Make A Difference Program Application Package

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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 or blight.
- Urgent Need

In order to meet these national objectives, the Office of Community Development – Local Government Assistance (OCD-LGA) 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 MAKE A DIFFERENCE APPLICANTS

The Division of Administration's OCD-LGA administers the LCDBG Program. It is anticipated that Louisiana will receive approximately \$22 million from the U.S. Department of Housing and Urban Development (HUD) in Community Development Block Grant funds. Of that amount, \$2 million will be available for the LCDBG Make A Difference (MAD) Program.

Application Process

The LCDBG MAD Program application process is divided into two phases.

Phase I – For FY 2026 LCDBG MAD Program

Letters of Intent to Apply were accepted by the OCD-LGA on May 22, 2025. OCD-LGA reviewed letters for eligibility.

Phase II – For FY 2026 LCDBG MAD Program

OCD-LGA made determinations regarding the past performance threshold criteria beginning on page 8 as of July 21, 2025. All applicants meeting threshold criteria as of July 21, 2025, who submitted a Letter of Intent describing an eligible proposed project were invited to submit a full application to the MAD program. Invitations to submit a full application were issued on August 14, 2025. Full applications for the MAD program will be due to OCD-LGA on January 15, 2026.

Application Submission

Each eligible applicant may submit **only one application**. Applications will be accepted until 4:30 p.m. on January 15, 2026. You can submit your application to the following email address CDBG.APPLICATIONS@la.gov . Applications must be submitted electronically. Any application submitted through mail will not be considered

Citizen Participation Requirements

Prior to the submittal of the application, the local governments must complete certain Citizen Participation requirements, which include adopting a Citizen Participation Plan that is in compliance with Section 104 of the Housing and Community Development Act of 1974, as

amended, and conducting a public hearing to allow citizens the opportunity to comment on the needs of the community. The local Citizen Participation Plan must have been made available to the public at the public hearing. The public hearing should have been held prior to the submittal of the project severity package. Citizen Participation requirements can be found on the OCD-LGA's website at <https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/> OCD-LGA. Any questions regarding this information should be directed to OCD-LGA, Heather Paul at (225)-342-7412.

Procurement Procedures for the Selection of Professional Services

It is allowable to use LCDBG funds to pay for professional services. The relevant federal regulations (24 CFR 200.318-326) describe the standards required for securing professional services. Applicants must also have written procedures for conducting procurement of professional services. Procurement of these services may have been made prior to the submittal of the project severity package. Proper procurement procedures are discussed in detail in the procurement procedures document, which can be found on OCD-LGA's website at [OCD-LGA https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/](https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/). Any questions concerning this information may be directed to Denease McGee, or William Hall of the OCD-LGA at (225)342-7412.

Eligible Activities

Proposed activities must be eligible under Section 105(a) of the Housing and Community Development Act of 1974, as amended. Each proposed activity must address a national objective. Applications can and should contain multiple activities that address the needs of the community. Ineligible activities are identified in Title 24, Section 570.207 of the Code of Federal Regulations.

Size of Grants

The State has established the following funding ceilings:

A minimum of \$500,000 including administrative costs is required. If, during the rating process, an application's costs are reduced below the \$500,000 minimum, that application will not be considered or scored in any way.

A maximum of \$2,000,000 including administrative costs is allowed.

No more than 15% of the total amount requested can be spent on public services, planning and administrative costs (excluding funds for grant administration), and/or clearance/demolition.

The State will allow applicants to request funds for administrative costs that do not exceed the ceiling amount with the following limitations. Each local government will be allowed up to a maximum of \$100,000 in LCDBG funds for administrative costs. The OCD-LGA reserves the right to make adjustments when deemed necessary. If, after a project has been funded, the scope of the project changes significantly, the State will make a determination as to the ceiling amount which will be allowed for administrative costs; this determination will be made on a case-by-case basis. In all instances, the local government may (but is not required to) retain up to five percent of the funds allowed for program administration to cover its costs of administering the LCDBG Program; such costs on the local governmental level include but are not limited to audit fees, advertising and publication fees, staff time, workshop expenses, etc.

Pre-agreement costs are not eligible under the FY 2026 MAD program.

In determining appropriate grant amounts for each application, the State shall consider the applicant's need, proposed activities, viability of proposed solutions, and ability to carry out the proposed program.

Eligible Applicants

Each eligible applicant may only submit one application. Eligible applicants to the MAD program are non-entitlement units of general local government, consisting of municipalities and parishes (42 U.S.C. 5306(d) and 42 U.S.C. 5302(a)(7)), and excludes the following entitlement areas: Alexandria, Baton Rouge, Bossier City, Hammond, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish (excluding Madisonville), Shreveport, Slidell, Terrebonne Parish Consolidated Government, and Thibodaux. In general, the applicant will be determined by the location of the potential sites of that project.

Restrictions on Applying for Grants

No grant will be made to an applicant that lacks the capacity to undertake the proposed program. In addition, applicants who have previously participated in the LCDBG Program must have performed adequately. Performance and capacity determinations for the FY 2026 MAD program will be made on July 21, 2025.

In order to be eligible to receive a grant award under the FY 2026 LCDBG MAD Program, the following thresholds must have been met:

- Units of general local government will not be eligible to receive funding if they have any open CDBG/CDBG-CV grants prior to FY 2026.
- Audit and monitoring findings made by the State or HUD have been cleared.
- All required reports, documents, and/or requested data have been submitted within timeframes established by the State. Also see Criteria for Disapproval of Application section below.
- 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.
- The unit of general local government cannot be on the list of sanctioned communities that is maintained by the OCD-LGA.
- Only those applications which are submitted by applicants who meet the threshold requirements and submit a full application will be rated and ranked. The closeout documents (with the exception of the clear lien certificate) for CDBG grants funded prior to FY 2026 must have been received by the OCD-LGA a minimum of one calendar week prior to the performance and threshold determination date of July 21, 2025, in order to be reviewed and considered for closeout. Therefore, the deadline for receipt of the closeout documents was July 14, 2025. The clear lien certificate must have been submitted by the performance and threshold determination date of July 21, 2025. The State will not be responsible for conditionally closing a grant if the closeout documents are submitted timely, but are determined to need revisions that cannot be completed prior to the established deadline.
- In addition to the requirement for closeout documents discussed above, CDBG grantees with grants prior to FY 2026 must have been monitored by the OCD-LGA forty-five (45) days prior to the performance and threshold determination date of July 21, 2025. Therefore, the monitoring must have occurred on or before June 6, 2025 in order to be considered for meeting threshold requirements as of July 21, 2025. The State will not

be responsible for conditionally closing out a grant if the monitoring occurs timely, but any monitoring findings cannot be cleared prior to the performance and threshold determination date of July 21, 2025.

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

The State may announce some FY 2026 awards and issue “authorizations to incur costs” for those awards prior to receiving funds from HUD for the FY 2026 funding year. Those issuances will be contingent upon the State’s receipt of FY 2026 LCDBG funds from HUD.

Only application packages submitted on the standard forms included herein will be accepted. The application package is available online at OCD-LGA <https://www.doa.la.gov/doa/oecd-lga/lcdbg-programs/make-a-difference/>.

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

1. Uniform Act (Acquisition and Relocation) – Requires appraisals for all acquisition (valued over \$10,000) undertaken in connection with activities included in the application, including easements/servitudes for public facilities. The local governing body is required to pay at least fair market value for all properties acquired. Acquisition must be completed before construction begins. Acquisition and relocation can be very time consuming. Please develop your program time schedule accordingly.
2. Davis-Bacon and Contract Work Hours and Safety Standards – Requires that Federal prevailing wage rates are paid to all employees working under a construction contract of \$2,000 or more. Also, all employees must be paid at least time and a half for any time they work more than forty hours per week. The Federal Labor Standards Provisions and the applicable federal wage decision(s) must be included in bid packages and contract documents as well as referenced in all bid advertisements. Prevailing wage rates are higher than regular wages in many rural areas and may affect the project budget.
3. Audit Requirements – 2 CFR Part 200 Subpart F requires single audits of all grantees that have total annual federal expenditures in excess of \$750,000. Financial audits and/or certifications are required in accordance with State law when grantee has total annual federal expenditures less than \$750,000. Single audit costs may be eligible for reimbursement in part as an administrative expense.
4. Architectural Barriers Act – Requires that all non-residential structures and public facilities constructed, renovated, or rehabilitated with federal funds be accessible to the physically disabled. Entrances must have ramps; bathrooms must accommodate wheelchairs; etc.

III. PROJECT SELECTION PROCESS

Preliminary Review

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

1. Timeliness of Submission – Applications must be **received** by the OCD-LGA by the deadline date and time. Applications that are received after the deadline date and time **will not be considered for funding**.
2. Completeness of the Application – Applications will be reviewed for completeness. Failure to include all forms or the inclusion of incomplete forms may result in a lower overall score (see Rating Criteria below). **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 on a random or representative basis, or was poorly packaged, etc., the application may be removed from further consideration for funding at the State's discretion.**
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 6 of this application package. **Ineligible activities will not be rated.**

Method of Selecting Grantees – Make A Difference - (Maximum of 100 Points)

The State has established selection and rating systems that identify the criteria used in selecting grantees. All applications submitted for MAD projects will be rated according to the following criteria established. Only those local governments that submit an application on the required forms and meet the FY 2026 threshold requirements within established deadlines will be rated/ranked for the FY 2026 program.

After all rating points have been assigned, a final ranking list will be produced for all applications that are being considered for the FY 2026 program year ranked from highest to lowest according to the total number of points received by each application. The OCD-LGA will award funding based on this final ranking list as funds are available.

1. **Citizen Participation Efforts (15 Points)** While Citizen Participation is a threshold requirement for CDBG grants, the MAD program encourages local governments to exceed the minimum requirement and use additional and innovative techniques to include residents in determining the needs of the community. In order to receive points for these efforts, documentation must be included in the application.
 - Effective use of any media (newspapers, radio, TV, etc.) beyond the minimum requirements to further public awareness and participation
 - Additional methods of outreach to residents – surveys, focus groups, etc.
 - How overall citizen participation process directly relates to identification of solution strategies and application development
 - Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development
2. **Community Support (15 Points)** Provide documentation of broad-based support for the activities to be included in the application from multiple persons, groups, and organizations.
3. **Benefit to Low/Moderate Income Persons (Maximum Possible Points - 25)** A project funded under the MAD program must meet at least one of the national

objectives: benefit to persons of low/moderate income, elimination of slum and blight or urgent need. Additional points will be awarded to projects that focus on benefiting a larger population of persons with low/moderate income as follows:

Low/Moderate Income Percentage:

- 51.00%-61.00% (5 points)
- 61.01%-75.00% (15 points)
- 75.01%-90.00% (20 points)
- 90.01%-100.00% (25 points)

The percentage of low/moderate income persons benefiting will be calculated by dividing the number of low/moderate income persons benefiting (as defined by the State) by the total persons benefiting. Only those applications in which the percentage of low/moderate income persons benefiting is at least fifty-one percent are eligible for funding under this national objective. The percentage of low/moderate persons benefitting to the 100th decimal place will be used to determine the number of points for this category.

4. **Measurable Impact to Community (45 Points)** The applicant must identify measurable outcomes for the project submission and demonstrate how this project will benefit the community.

Appeals

Applicants may meet with OCD-LGA 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 OCD-LGA. 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 2026 proposed Consolidated Annual Action Plan or other applicable laws.

All complaints of this nature must be submitted to the OCD-LGA 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. Application Forms

CHECKLIST FOR MAD APPLICATIONS

This checklist should not be included in the submitted application. This checklist is only provided for informational purposes during application preparation. All forms listed on this page are required for MAD applications.

FORM	Completed
Applicant Information	
Contact Information Summary	
Budget/Cost Summary Form	
Project Description	
Activity Beneficiary Information (including ABF for census)	
Survey Information and Methodology	
Household Income Limits by Applicant's Parish (if applicable)	
Household Survey and Beneficiary Documents	
Analysis of Household Survey Data Form (if applicable)	
Maps	
Cost Estimate	
Proofs of Publication	
Statement of Assurances	
Disclosure Report	

LCDBG Make A Difference Program

APPLICANT INFORMATION

1. Name of Applicant: _____

2. Mailing Address: _____

3. Type of Entity: _____

**4. Federal Tax ID
Number:** _____

5. Fiscal Year End Date: _____

**6. Unique Entity
Identifier:** _____

7. Legislative Districts State Senate _____ State Representative _____ U.S. Congress _____

8. National Objective Low/Moderate Income _____ Slum/Blight _____

9. Project Area Census Tract(s)/Block Group(s)/Zip Code(s) _____

**Chief Elected
Official
(printed):** _____

Title (printed): _____

Signature: _____ **Date:** _____

Contact Information Summary

CHIEF ELECTED OFFICIAL:

(Name)

(Title)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

ADDITIONAL CONTACT PERSON:

(Name)

(Title)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

ADMINISTRATIVE CONSULTANT:

(Name)

(Title)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

PROJECT ENGINEER:

(Name)

(Title)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

**LCDBG Make A Difference Program
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 (E)
1.				
2.				
3.				
4.				
5.				
TOTAL				

II. Line Item Budget – LCDBG Funds Only		For State Use Only
1.	\$	\$
a.	\$	\$
b.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6. TOTAL	\$	\$

III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds)		
Name of Professional Firm	Contract Execution Date	Amount of Contract

Project Description

Please include a narrative addressing the following:

- What actions did the applicant take to achieve citizen participation and to encourage low/moderate income persons to provide input? Be specific and provide attachments of publications, social media posts, etc.
- What community support does the applicant have regarding the proposed project(s)? List any groups involved, provide letters of support, minutes from meetings, etc.
- What will be the measurable impact to the community if this project(s) is funded? Provide an attachment that includes a table showing each project and how impact will be measured.

Please include the following regarding of each activity included in the application:

- Name of CDBG eligible activity(ies).
- National objective associated with the activity(ies).
- Physical location of activity(ies).
- Detailed description of needs to be addressed and implementation plan.

Please include the following regarding the proposed project(s):

- Is acquisition required to complete project?
- Will work be completed on private property?
- Who will retain ownership of proposed improvements?
- For publicly owned proposed improvements, will adequate revenues be available to ensure adequate operation and maintenance going forward?
- Will program income be earned due to the completion of this project?

Activity Beneficiary Form

This form must be completed using census data provided by HUD on their website at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/> and/or household survey information. The LMI Percentage is determined by dividing the number of Low/Moderate Income Persons by total persons. If using census data, fill out this ABF and submit it with the application. If a survey is involved instead of census data, use the survey form(s) and ABF provided in the Household Survey Forms document found on our website: http://www.doa.la.gov/Pages/ocd/CDBG/lcdbg_applications_and_forms.aspx.

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant _____

3 Target Area _____

2 Application Type/FY _____

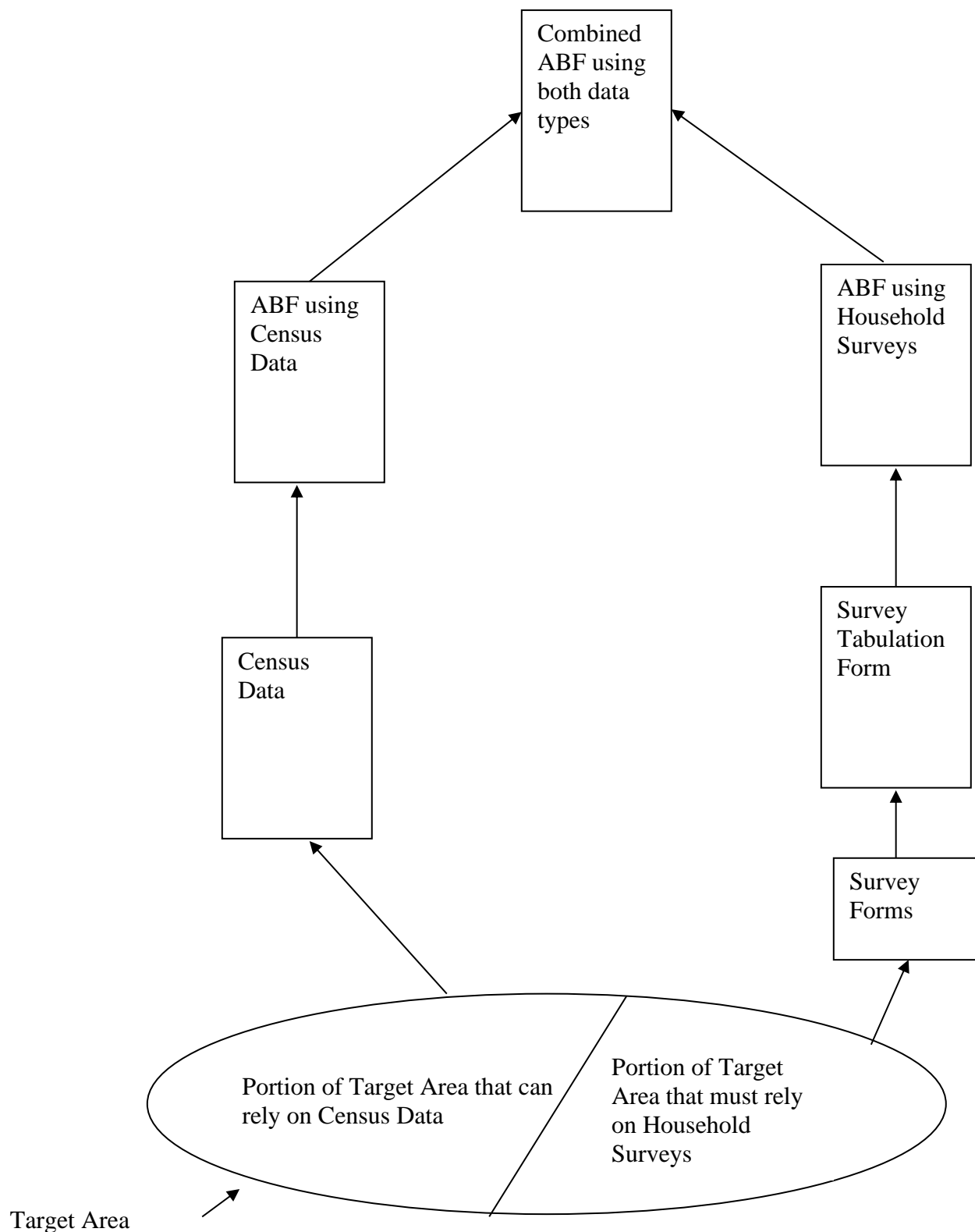
4 Comments _____

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

26	Rehabilitation Loans and Grants			
27	Persons		Households	
	Owner	Renter	Owner	Renter
28				
29				
30				
31				
32				
33	Persons		Owner	Renter
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45	Female Headed Households Owner/Renter			
46	Total Households			

ACTIVITY BENEFICIARY FORM DEMONSTRATION: ONE TARGET AREA, TWO ABFs

The following diagram illustrates the flow of information for combining census data with household survey results when the census data alone is not sufficient.



SURVEY TABULATION FORM

If conducting a local random survey is necessary, a complete set of survey forms must be submitted with the application as well as the Survey Tabulation Form. **If there are multiple target areas, a survey of each target area must be conducted independently of the others and a Survey Tabulation Form for each target area must be completed.** Survey data must be submitted on the forms provided in the excel workbook, Household Survey Forms, located on the OCD website under the Applications and Forms tab in the order specified in the Survey Form and Methodology section of this application package.

SURVEY INFORMATION AND METHODOLOGY

For guidance purposes, a memorandum from the U. S. Department of Housing and Urban Development regarding survey methodology is provided on the Office of Community Development's website at http://www.doa.la.gov/pages/ocd/cdbg/lcdbg_resources.aspx.

The survey form provided by the Office of Community Development must be used for Public Facilities projects that require a survey. The form and instructions are included in the excel workbooks, Household Survey Forms and Household Survey Instruction Forms, available on the OCD's website under the Applications and Forms tab. In addition to those instructions, the following applies to the survey process.

User Fee – Enter the projected monthly user fee that will be imposed on the users of a new utility system. When surveying the houses, inform the surveyed person of the projected fee and enter “y” for yes or “n” for no, indicating whether or not the user is willing to pay the fee. If 25% or more of the persons surveyed indicate they would not be willing to pay the user fee, then the applicant should consider a different project application to be submitted.

Household Income – The income category for households/persons must be determined based upon the number of persons in the household. The surveyor should determine the income range that corresponds to the household's annual income with consideration to the number of persons in the household by using current income limits data obtained from HUD's website as described below.

The Income Limits Summary is located on HUD's website at: <http://www.huduser.org/portal/datasets/il.html>. On that webpage, click on the appropriate links to access the most recent Income Limits for the applicant's parish (county) in the State of Louisiana.

Refer to the sample chart for Acadia Parish on the following pages as an example. If there are five persons in a household located in Acadia Parish and the annual household income is \$45,000, then the household would be classified as high income. If that same household had an annual income of \$41,000, then the household would be classified as low/moderate income.

A copy of the applicant's parish Income Limit Chart from the HUD website must be included in the application if a household survey is conducted.

The income limits as shown on the HUD website form have different category terminology than the CDBG terminology. This is due to the fact that the terminology used on the charts are those applied in the HUD Section 8 Housing Choice Voucher Program. The differences in terminology are as shown below:

	<u>Section 8 Limits</u>	<u>CDBG Limits</u>
80%	Low	Moderate
50%	Very Low	Low
30%	Extremely Low	Extremely Low

Family Size Adjustments

The income limit statute requires adjustments for family size. The same family size adjustments are used for all income limits. They are as follows:

Number of Persons in Family and Percentage Adjustments							
1	2	3	4	5	6	7	8
70%	80%	90%	Base	108%	116%	124%	132%

For each person in excess of eight, the four-person income limit should be added by an additional 8 percent. (For example, the nine-person limit equals 140 percent [132 + 8] of the relevant four-person income limit.) Income limits are rounded to the nearest \$50. Local agencies may round income limits for nine or more persons to the nearest \$50, or may use the un-rounded numbers.

The following should be noted when conducting surveys:

- Persons in correctional institutions cannot be counted as program beneficiaries.
- Camps that are used for recreational purposes, weekend retreats, etc. will be counted as occupied households for projects seeking funds for public infrastructure.
- If there is a group home located in the target area, contact Traci Watts at the Office of Community Development in order to determine if the residents of the home should be counted as beneficiaries.

All surveys must be accompanied by a corresponding map. The survey for sewer, water, or street improvement applications must be conducted using a map identifying all structures in the area. **Customer lists are not allowed to be utilized.** A detailed map of the target area(s) that corresponds to the survey must be included in the application. An example is demonstrated on page 38. See the instructions for Maps on page 43 for more details. Applicants may choose to complete a separate map of each street identifying each structure, but would also need a map of the area that shows all streets in the area. This will enable the State to verify that no street was omitted from the individual street maps. The map must identify which structures are commercial or exempt. Then, all residential structures (occupied and vacant) on the map or the list are numbered in a consecutive order. The total number of residential structures will be the **POPULATION** size.

In order to determine the survey sample size, go to <http://www.surveysystem.com/sscalc.htm>. Enter the Population size with a Confidence Level of 95% and a Confidence Interval of 5, then click the Calculate button to obtain the required number of surveys. Print a copy of the screen and include the printout in the application. **The number of surveys obtained for each surveyed area(s) as required by the survey sample size chart must be exact. Any target areas with a Population size of 50 or below must be 100 percent surveyed.**

In order to identify the households within the Population that are required to be surveyed, go to <https://www.random.org/sequences/>. In the area identified as Sequence Boundaries, enter the “Smallest Value” as 1 and the “Largest Value” as the total number of your Population. Choose the number of columns that is preferred by the applicant for the output of the random numbers sequence, then click the Get Sequence button. The OCD does not have a preference for number of columns. **Print a copy of the sequence list. A copy of original printout of the sequence list must be included in the application.**

The applicant should count down the sequence list equal to the number of required surveys identified in the previous step. Those numbers would be the required numbers and households that correspond with those numbers on the map must be surveyed. If any of those households cannot be surveyed for any reason, then the next number on the sequence list would be used to replace the original required number. For example, if the required number of surveys is 100, then the households that correspond to the first 100 numbers on the sequence list would be required as surveys. If one of those households are vacant, then the 101st number on the sequence list would be used to replace the vacant household in the surveys,

and so on. **Note: if the sample size cannot be reached due to too many vacant households, then a 100 percent survey is required.**

The data on the Household Survey Forms that are submitted with the application must be in the same order as identified on the sequence list. The data cannot be in numerical order. If this is not done correctly, the application will not be rated.

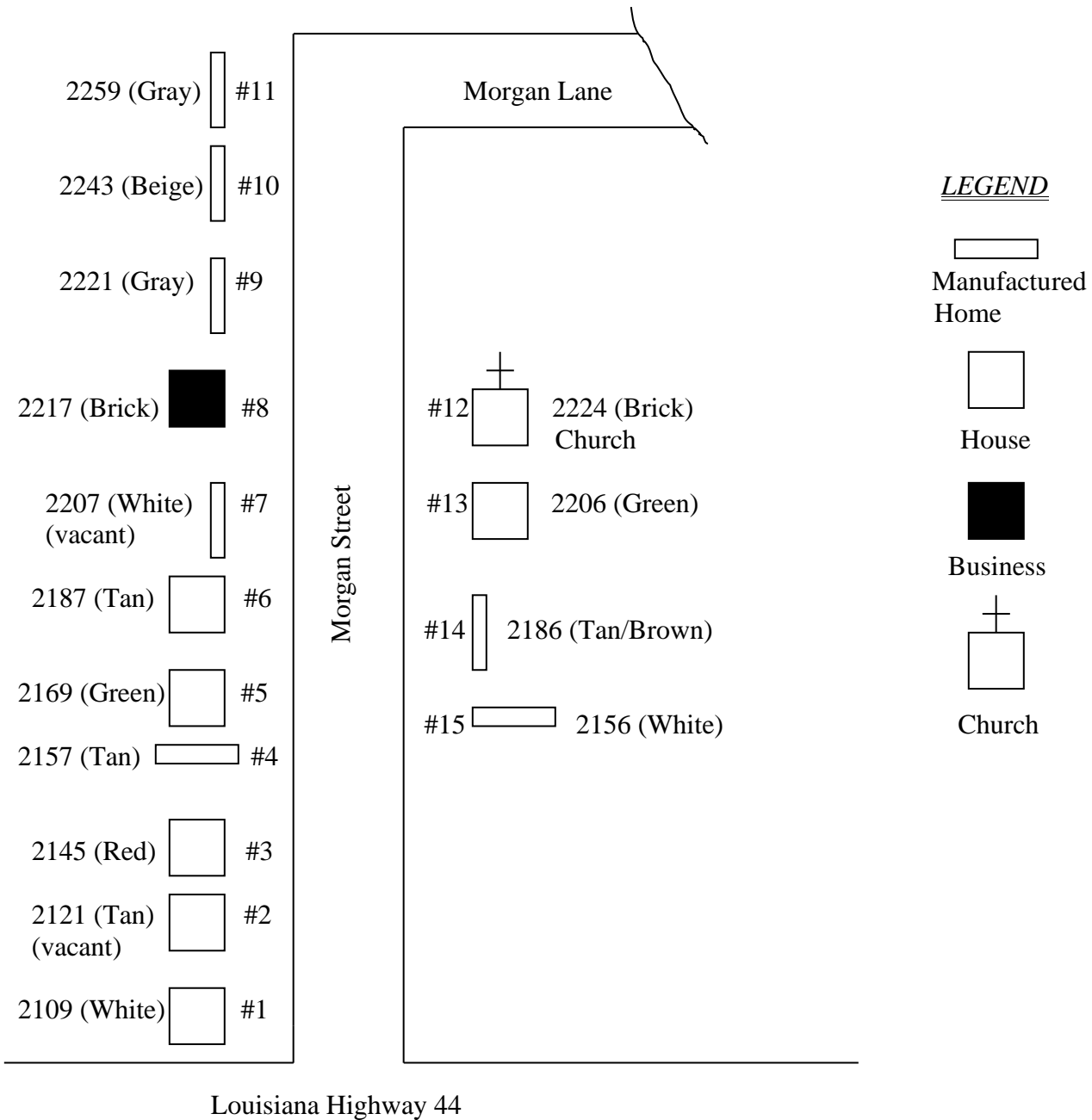
An occupied house where no one is home is one that cannot be surveyed after three separate attempts were made to obtain the survey. Surveys should be attempted at different times of the day and on different days of the week if the first attempt to obtain the survey is unsuccessful. If the first attempt is made during normal working hours, other attempts must be made at times other than normal working hours. If all three attempts were made during normal working hours, the applicant will be required to repeat the survey process for that particular home. Documentation of the survey attempts (including dates and the time of day the visits occurred) must be maintained. If more than 10% of the survey results show houses where no one is home, this documentation must be submitted. Otherwise, this documentation does not have to be submitted with the application, however, the OCD may request the documentation if necessary.

NOTE: If there are multiple target areas, each target area must have a minimum of fifty-one percent low- and moderate-income persons benefiting. Each target area must have census data reported and/or survey data reported independently of the others. The number of required surveys for each target area depends on the Population size of the area being surveyed.

In the past, OCD did not allow any municipalities to conduct a household survey if the HUD low/mod-income summary data indicated the low/mod percentage for a municipality was below 51.0. The current HUD data includes the margin of error for the low/mod percentage. This information was not available previously. Therefore, municipalities will be allowed to conduct a household survey if the municipality's low/mod percentage and margin of error is summed to be at least 51.0. In the example below, the Village of Ashland has a low/mod percentage of 38.8 and a margin of error for the low/mod percentage of +/- 14.50. The sum of those two numbers is 53.30. Therefore, the Village of Ashland would have the option of conducting a household survey to establish the benefit to low/mod persons.

geoname	Stusab	State	Place	low	lowmod	Immi	lowmoduniv	lowmod_pct	moe_lowmod_pct
Ashland village, Louisiana	LA	22	03145	80	95	125	245	38.8%	+/-14.50

MORGAN STREET





FY 2025 INCOME LIMITS DOCUMENTATION SYSTEM

First select a state:

Georgia - GA

Guam - GU

Hawaii - HI

Idaho - ID

Illinois - IL

Indiana - IN

Iowa - IA

Kansas - KS

Kentucky - KY

Louisiana - LA

Then select a county:

Acadia Parish, LA

Allen Parish, LA

Ascension Parish, LA

Assumption Parish, LA

Avoyelles Parish, LA

Beauregard Parish, LA

Bienville Parish, LA

Bossier Parish, LA

Caddo Parish, LA

Calcasieu Parish, LA

View County Calculations

Or view FY 2025 statewide Income Limits for Louisiana:

View State Calculations

Or select a FY 2025 HUD Metropolitan Fair Market
Rent/Income Limits Area (HMFA):

NOTE: For FY2025, HUD has implemented geographic area definition changes as determined by the [Office of Management and Budget](#). Users should note that the constituent counties or towns of metropolitan areas may have changed. Please refer to the [Area Definition Report](#) for a listing of areas and their components.

Abilene, TX MSA

View HMFA Calculations



FY 2025 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income	FY 2025 Income Limit Category	Persons in Family							
	Click for More Detail		1	2	3	4	5	6	7	8
Acadia Parish, LA HUD Metro FMR Area	\$69,200	Very Low (50%) Income Limits (\$) Click for More Detail	24,250	27,700	31,150	34,600	37,400	40,150	42,950	45,700
		Extremely Low Income Limits (\$)* Click for More Detail	15,650	21,150	26,650	32,150	37,400*	40,150*	42,950*	45,700*
		Low (80%) Income Limits (\$) Click for More Detail	38,750	44,300	49,850	55,350	59,800	64,250	68,650	73,100

NOTE: **Acadia Parish** is part of the **Acadia Parish, LA HUD Metro FMR Area**, so all information presented here applies to all of the Acadia Parish, LA HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Acadia Parish, LA HUD Metro FMR Area.

The **Acadia Parish, LA HUD Metro FMR Area** contains the following areas: Acadia Parish, LA;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

For last year's Median Family Income and Income Limits, please see here:

Analysis of Household Survey Data Form

Applicant: _____

Target Area #: _____

Above Income

Moderate/Low/Extremely Low

1. Total number of persons in households: _____

2. Total number of households: _____

3. Average persons per household: _____

Target Area #: _____

Above Income

Moderate/Low/Extremely Low

1. Total number of persons in households: _____

2. Total number of households: _____

3. Average persons per household: _____

Target Area #: _____

Above Income

Moderate/Low/Extremely Low

1. Total number of persons in households: _____

2. Total number of households: _____

3. Average persons per household: _____

INSTRUCTIONS

Analysis of Household Survey Data Form

Due to the potential variance that can occur in data obtained during the Household Survey process, the applicant is required to complete this form if the percentage of low/moderate income persons for a target area is at least 51 but less than 56. Please remember that in order to be eligible, a target area must be at least 51 percent low/moderate income persons. Each target area must pass this test independently. If more than one target area has a percentage of low/moderate income persons of at least 51 but less than 56, then this form must be completed for each target area. For example, if Target Area 1 has a low/moderate income percentage of 53.2, Target Area 2 has a low/moderate income percentage of 54.9, and Target Area 3 has a low/moderate income percentage of 58.4; then the application must include analyses for Target Areas 1 and 2.

MAPS

The following maps are required:

1. A map(s) that delineates the census tract and/or block groups (by number) for each target area. The target area must also be indicated on this map.
2. A map indicating the location of concentrations of minorities and concentrations of low- and moderate-income persons, showing number and percent for both groups by jurisdiction, (if minorities and/or low- and moderate-income persons are evenly disbursed throughout the jurisdiction then the applicant must include such a statement on the map). All proposed target areas must be indicated on the map as well.
3. A map showing the boundaries of the beneficiary area with proposed improvements included.
4. For projects that require a survey, a detailed field map identifying every structure on each street must be provided. **A customer utility list cannot be used to conduct a survey.** Each residential structure (occupied and vacant) must be identified by a number. The numbers must be in a consecutive order. Numbers 20 through 25 and number 213 identifying structures should not occur on the same street. The following two types of field maps will be acceptable.
 - a. One map identifying all houses in the surveyed area. Each residential structure should be numbered in consecutive order, or
 - b. One map of each street identifying all residential structures on the street and one map of the entire surveyed area. Each residential structure should be numbered in consecutive order

COST ESTIMATE (Refer to the instructions for the specific information that must be included herein.
Attach additional sheets if necessary.)

Estimated number of weeks of construction: _____

Estimated number of parcels to be acquired: _____

Signature of Preparer

Date

INSTRUCTIONS

Cost Estimate

All proposed activities must be accompanied by a detailed cost estimate. The cost estimate shall contain the all other project costs. A construction estimate shall be a listing of construction items (as a bid proposal), estimated quantity, unit of measure, unit price, amount, and applicability to Build America Buy America (BABA). A maximum of 10 percent is allowed for construction contingencies.

Professional service fees such as engineering, administration, and/or legal fees shall be identified by type in a line item format. Written justification must be provided for all professional services. The justification is to contain an explanation of why the service is needed and how the proposed fee was derived. Please refer to the document, “Engineering Fee Schedules and Policies,” located on OCD’s website for more information concerning eligible engineering fees. Justification of fees is not required if fees are not to be paid with LCDBG funds.

If the proposed project involves work conducted on private property, then the costs associated must be identified separately on the cost estimate.

If any other funds (federal, local, etc.) will be used to complete the project, then the cost estimate must identify the source and amount of those funds as well as the specific use of those funds. For example, if \$200,000 in local funds will be used to assist in the construction of a treatment facility for a new sewerage collection and treatment system, a specific identification of such must be shown on the cost estimate.

Although acquisition is not its own activity, if the project requires acquisition the amounts required for all aspects of the acquisition process must be listed on the cost estimate.

The cost estimate must identify the estimated number of weeks of construction and the estimated number of parcels to be acquired.

Examples of cost estimates for sewer, water, and street improvements can be found on the following pages.

Example of Cost Estimate - Sewer

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

DESCRIPTION	QUANTIT Y	UNIT OF MEASURE	UNIT PRICE	AMOUN T	BABA
8" PVC Sewer Main	4,800	Lin. Ft.	\$ 20.00	\$ 96,000	
Manholes	19	Each	\$ 1,700.00	\$ 32,300	
8" x 8" x 4" Wye	100	Each	\$ 45.00	\$ 4,500	
4" Cleanouts and bends	100	Each	\$ 105.00	\$ 10,500	
4" Service Line	500	Lin. Ft.	\$ 8.00	\$ 4,000	
Jack or Bore 4" Service Line	700	Lin. Ft.	\$ 18.00	\$ 12,600	
Lift Station	Lump	Lump Sum	\$ 65,600.00	\$ 65,600	
4" PVC Force Main	2,800	Lin. Ft.	\$ 5.00	\$ 14,000	
Maintenance Aggregate	100	Cu. Yd.	\$ 35.00	\$ 3,500	

Subtotal: \$243,000

Contingencies: \$24,300

Estimated Cost (Construction): \$267,300

REHABILITATION LOANS AND GRANTS

DESCRIPTION	QUANTIT Y	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
4" Service Line	5,600	Lin. Ft.	\$ 8.00	\$ 44,800	No
4" Cleanouts and bends	140	Each	\$ 105.00	\$ 14,700	No
4" Connections	70	Each	\$ 100.00	\$ 7,000	No
Abandon Septic Tanks	70	Each	\$ 300.00	\$ 21,000	No

Subtotal: \$87,500

Contingencies: \$8,750

Estimated Cost (Rehabilitation Loans and Grants): \$96,250

TOTAL ESTIMATED CONSTRUCTION COST: \$363,550

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

TOTAL ESTIMATED CONSTRUCTION COST: \$363,550

ENGINEERING:

Basic Services: \$36,300
Resident Project Representative: \$17,100

ACQUISITION:

Property Acquisition: \$3,000
Property Surveying: \$1,750

ADMINISTRATION: \$35,000

PRE-AGREEMENT COSTS (Local):

Engineering: \$1,500
Administrative: \$1,400

TOTAL PROJECT COST: \$459,600

Estimated number of weeks of construction: 25

Estimated number of parcels to be acquired: 1

Signature of
Licensed Engineer

Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Sewer)

Property Surveying:

Property surveying is needed for the acquisition of a site to construct the new lift station.

Survey Crew: 1 day at \$1,000 per day =	\$1,000
Draftsman: 10 hours at \$40 per hour =	\$ 400
Land Surveyor: 5 hours at \$70 per hour =	<u>\$ 350</u>
Total =	\$1,750

Example of Cost Estimate - Water

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:**(1) TARGET AREA**

DESCRIPTION	QUANTIT Y	UNIT OF MEASUR E	UNIT PRICE	AMOUN T	BABA
4" PVC Waterline	5,500	Lin. Ft.	\$ 6.00	\$ 33,000	Yes
6" PVC Waterline	8,500	Lin. Ft.	\$ 8.00	\$ 68,000	Yes
Jack or Bore 4" Waterline	400	Lin. Ft.	\$ 15.00	\$ 6,000	No
Jack or Bore 6" Waterline	500	Lin. Ft.	\$ 18.00	\$ 9,000	No
4" Gate Valve & Box	8	Each	\$ 400.00	\$ 3,200	No
6" Gate Valve & Box	10	Each	\$ 500.00	\$ 5,000	No
Fire Hydrants	8	Each	\$ 1,500.00	\$ 12,000	No
C.I.M.J. Fittings	3,000	Ton	\$ 3,500.00	\$ 10,500	No
Meter Reconnections	150	Each	\$ 100.00	\$ 15,000	No
¾" PE Service Line	100	Lin. Ft.	\$ 3.00	\$ 300	No
Pavement Restoration	100	Sq. Yd.	\$ 50.00	\$ 5,000	No
Maintenance Aggregate	75	Cu. Yd.	\$ 40.00	\$ 3,000	No

Subtotal: \$170,000

Contingencies: \$17,000

Estimated Cost: \$187,000

(2) SYSTEM-WIDE

DESCRIPTION	QUANTIT Y	UNIT OF MEASURE	UNIT PRICE	AMOUN T	BABA
100,000 Gal. Elev. Storage Tank	Lump	Lump Sum	\$276,000.00	\$ 276,000	No
Sitework	Lump	Lump Sum	\$ 5,000.00	\$ 15,000	No
Electrical Controls	Lump	Lump Sum	\$10,000.00	\$ 10,000	No
Piping Modifications	Lump	Lump Sum	\$10,000.00	\$ 10,000	No
Fencing	600	Lin. Ft.	\$ 15.00	\$ 9,000	No

Subtotal: \$320,000

Contingencies: \$32,000

Estimated Cost: \$352,000

TOTAL ESTIMATED CONSTRUCTION COST: \$539,000

ENGINEERING:

Basic Services: \$49,100
Resident Project Representative: \$23,000

ACQUISITION:

Property Acquisition: \$5,000
Property Surveying: \$2,000

ADMINISTRATION: \$35,000

PRE-AGREEMENT COSTS (Local):

Engineering: \$1,500
Administrative: \$1,400

TOTAL PROJECT COST: \$656,000

Estimated number of weeks of construction: 35

Estimated number of parcels to be acquired: 1

Signature of
Licensed Engineer

Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Water)

Property Surveying:

Property surveying is needed for the acquisition of a site to construct the elevated storage tank.

Survey Crew: 1 day at \$1,000 per day =	\$1,000
Draftsman: 8 hours at \$45 per hour =	\$ 360
Courthouse Research: 8 hours at \$45 per hour =	\$ 360
Land Surveyor: 4 hours at \$70 per hour =	<u>\$ 280</u>
Total =	\$2,000

Example of Cost Estimate - Streets

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

DESCRIPTION	QUANTIT Y	UNIT OF MEASURE	UNIT PRICE	AMOUN T	BABA
Mobilization	Lump	Lump Sum	\$ 5,000.00	\$ 5,000	No
Asphaltic Concrete Wearing Course	2,100	Ton	\$ 50.00	\$ 105,000	No
8-1/2" In-Place Cement Stabilized Base Course	19,200	Sq. Yd.	\$ 4.50	\$ 86,400	No
Water Valve Adjustments	5	Each	\$ 150.00	\$ 750	No
Sewer Manhole Adjustments	10	Each	\$ 200.00	\$ 2,000	No
Aggregate Surface Course	400	Cu. Yd.	\$ 35.00	\$ 14,000	No
18" Corrugated Metal Pipe	100	Lin. Ft.	\$ 22.00	\$ 2,200	Yes
24" Corrugated Metal Pipe	100	Lin. Ft.	\$ 30.00	\$ 3,000	Yes
30" Corrugated Metal Pipe	80	Lin. Ft.	\$ 40.00	\$ 3,200	Yes
Signs and Barricades	Lump	Lump Sum	\$ 5,750.00	\$ 5,750	

Subtotal: \$227,300

Contingencies: \$22,700

Total Estimated Construction Cost: \$250,000

ENGINEERING:

Basic Services: \$26,700

Resident Project Representative: \$11,200

Construction Staking: \$2,000

Geotechnical Investigation: \$1,500

Testing: \$1,700

ADMINISTRATION:

\$35,000

PRE-AGREEMENT COSTS (Local):

Engineering: \$1,500

Administration: \$1,400

TOTAL PROJECT COST:

\$331,000

Estimated number of weeks of construction: 8

Estimated number of parcels to be acquired: 0

Signature of
Licensed Engineer

Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Streets)

Construction Staking:

To provide construction staking to give centerline offsets for proper alignment during construction of existing gravel roads and to provide grade stakes for drainage improvements.

Survey crew: 2 days at \$1,000 per day = \$2,000.

Geotechnical Investigation:

To provide pre-design base testing for lime and cement determination. A geotechnical engineering firm will provide investigation, recommendations, and report. The cost is estimated at \$1,500.

Testing:

To provide soil proctor tests and in-place density tests for the completed base course and corings of completed asphaltic concrete pavement.

16 density tests at \$75 each and 20 corings at \$25 each = \$1,700.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING

Please mark whether the following is accurate for your local government:

Did your local government receive both of the following in the most recent completed fiscal year?

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

_____ Yes, the above statements are accurate for my local government.

_____ No, the above statements are not accurate for my local government.

Signature of Chief Elected Official

Date

PROOFS OF PUBLICATION

A copy of the public notices and original proofs of publication must be included in the application package (one for the initial public hearing and one making the application available for review).

LOUISIANA CDBG PROGRAM STATEMENT OF ASSURANCES

*This document **may not** be modified.*

This applicant hereby assures and certifies that:

1. Legal Authority

It possesses:

- a. Legal authority to apply for the grant and to execute the proposed project, and 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 applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and
- b. Has developed its application, including its projected use of funds, so as to give maximum feasible priority to activities that will benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. (The requirement for this certification will not preclude the State from approving an application where the applicant certifies and the State determines, that all or part of the proposed project activities are designed to meet other community development needs that have arisen during the preceding twelve-month period and have particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.)

2. Citizen Participation

It has or will comply with all citizen participation requirements, which include, at a minimum, the following:

- a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- b. Provides citizens with reasonable and timely ADA compliant access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
- c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled. This shall include one public hearing prior to the submission of the CDBG application;
- e. Solicit and provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable, and;
- f. Identify how the needs of non-English speaking residents will be met in the case of public hearings where non-English speaking residents can be reasonably expected to participate.

3. National Objective

The applicant's Community Development Block Grant program has been developed so as to give maximum feasible priority to activities that will benefit low- and moderate-income households, will aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency.

It has determined that the proposed activity will meet the identified community development needs of its jurisdiction and will carry out its proposed activity in a manner that will significantly benefit the residents of its jurisdiction. Any CDBG expenditures that serve beneficiaries outside the jurisdiction will not be unreasonably disproportionate to the benefits to its residents.

4. NEPA Environmental Review

Its chief executive officer, chief elected official, or other officer of applicant approved by the State will consent to assume the status of a responsible entity as defined by 24 CFR 58.2(a)(7) in compliance with the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the Louisiana Community Development Block Grant Program. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 and Section 104(f) of the Housing and Community Development Act of 1974 (42 USC 5304(d)). Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding the purchase of flood insurance, the National Historic Preservation Act of 1966 (54 USC 300101), the Clean Air Act (42 USC 7401), the Farmland Protection Act of 1981 (USC 4201), the Endangered Species Act of 1973 (16 USC 1531), the Wild and Scenic Rivers Act of 1968 (16 USC 1271), HUD Environmental Standards (24 CFR Part 51), and implementing regulations (36 CFR 800.8)

5. Uniform Administrative Requirements

It will comply with the applicable federal grant management regulations, policies, guidelines, and/or other requirements as they relate to the application, acceptance, and use of federal funds: 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

It has the ability to comply with the Financial Management requirements in Subpart D, the Cost Principles requirements in Subpart E and the Audit requirements in Subpart F. In particular it assures it will be responsible for the preparation of appropriate financial statements in accordance with the requirements of 2 CFR 200.508.

6. Nondiscrimination/Equal Access

It will comply with the following regarding nondiscrimination laws and practices:

- a. **Title VI of the Civil Rights Acts of 1964** (Pub. L. 88-252) (42 U.S.C. 2000d) 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.
- c. **Title VIII of the Civil Rights Act of 1968** (Pub. L. 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- d. **Executive Order 11063 (1962)**, as amended by Executive Order 12259, requiring equal opportunity in housing by prohibiting discrimination on the basis of race, color, religion, sex or national origin in the sale or rental of housing built with federal assistance.
- e. **Executive Order 11246 (1965)**, as amended by Executive Orders 11375, prohibiting discrimination on the basis of race, color, religion, sex or national origin in any phase of

employment during the performance of federal or federally-assisted contracts in excess of \$2,000.

- f. **Section 109 of the Housing and Community Development Act of 1974**, as amended 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. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
- g. **Section 504 of the Rehabilitation Act of 1973**, as amended. Under Section 504, the requirement to make reasonable accommodations applies to any changes that may be necessary to provide equal opportunity to participate in any federally assisted program or activity. This includes a change, adaptation or modification to a policy, program, service, facility, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, live in housing, or perform a job. Reasonable accommodations also include any structural changes that may be necessary. Reasonable accommodations may include changes which may be necessary in order for the person with a disability to use and enjoy a dwelling, including public and common use spaces, or participate in the federally assisted program or activity.
- h. **The Americans with Disabilities Act of 1990** prohibits discrimination based on disability in programs and activities provided or made available by public entities.
- i. **The Age Discrimination Act of 1975** prohibits discrimination based on age in programs and activities receiving federal financial assistance.
- j. **The Fair Housing Act** (42 U.S.C. 3601-3619), Executive Order 12892, Section 104(b)(2) of Housing and Community Development Act of 1974, as amended, and implementing regulations at 24 CFR Subtitle B, Subchapter A prohibit discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all programs and activities relating to housing and community development in a manner to affirmatively further fair housing.

7. Anti-Displacement/Relocation

It will:

- a) to the greatest extent practicable under State law, comply with the acquisition and relocation requirements **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, as amended, and will comply with the HUD implementing regulations at 24 CFR Part 42 the DOT implementing regulations at 49 CFR 24; and
- b) Follow a residential anti-displacement and relocation assistance plan and it will comply with **Section 104(d) of the Housing and Community Development Act of 1974**, as amended in connection with any activity assisted with funding under the CDBG program; and
- c) Minimize displacement of persons as a result of activities assisted with such LCDBG funds.

8. Procurement

That it will conduct all procurement activities utilizing Federal funds in a manner consistent with the procurement requirements of 2 CFR 200.318-326. In particular it assures that it will exclude from competition any contractor or vendor who assists the applicant in the development or drafting of specifications or scopes of work for such solicitations or any other actions that would confer an unfair competitive advantage in accordance with the requirements of 2 CFR 200.319(a).

9. Conflict of Interest

It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds ([24 CFR §570.611](#)).

10. Debarred Contractors

It certifies that neither the applicant or its staff are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System located at <https://www.sam.gov/SAM/>. In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of [24 CFR Part 24](#).

11. Architectural Barriers

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 requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and the Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225).

12. Section 3

It will comply with Section 3 of the Housing and Urban Development Act of 1968 (24 CFR part 75), 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. Access to Records

It will provide access to (1) the State, Representatives of HUD, the Inspector General, and the General Accounting Office to all books, accounts, records, reports, files, and other papers, or property pertaining to the administration, receipt and use of CDBG funds and necessary to facilitate such reviews and audits, and (2) It shall provide citizens with reasonable access to records regarding the past use of CDBG funds and ensure that units of general local government provide citizens with reasonable access to records regarding the past use of CDBG funds consistent with State or local requirements concerning the privacy of personal records.

14. Cost Recovery

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.

15. Excessive Force

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 42 U.S.C. 5304 (l).

16. Anti-Lobbying

It certifies its compliance with restrictions on lobbying required by [24 CFR Part 87](#), together with disclosure forms, if applicable. It will comply with the **Hatch Act** ([5 U.S.C. §1501, et seq.](#)) regarding political activity of employees.

17. Program Income

It acknowledges that proceeds recovered from a charge filed as a lien against a parcel of real estate improved as a direct result of benefit derived from this program shall constitute program income as defined by 24 CFR 570.489(e) and shall be returned to the State if received less than 5 years after expiration of the grant agreement between the State and the unit of general local government.

18. Labor Standards

It will comply with the following regarding labor standards:

- a. **Section 110 of the Housing and Community Development Act of 1974**, as amended.
- b. **Davis-Bacon and Related Acts** as amended (40 USC 276(a)) regarding the payment of prevailing wage rates.
- c. **Contract Work Hours and Safety Standards Act** (40 USC 3702) regarding overtime compensation.
- d. **Copeland Act of 1934** (41 USC 51-58) prohibiting “kickbacks” of wages in federally assisted construction activities.

19. Preference Requirements for Federal Financial Assistance to Non-Federal Entities

This agreement is subject to the Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), [Pub. L. 177-58](#). Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States, as further outlined by the Office of Management and Budget’s Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18, 2022.

20. Right to Report

It will comply with the requirements of the [Violence Against Women Act Reauthorization Act of 2022](#) for U.S. Department of Housing and Urban Development (HUD) recipients to support an individual’s right to seek law enforcement or emergency assistance. This includes:

- a. Reporting on the existence of laws or policies they have adopted that impose penalties based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a covered property.
- b. Certify that they are in compliance or describe the steps they will take to comply within 180 days of the report to HUD.

21. Lead Based Paint

It will, as necessary, devise, adopt and carry out procedures with respect to CDBG assistance that fulfill the objectives and requirements of the **Lead-Based Paint Poisoning Prevention Act** (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, subparts A, B, J, K, and R of this title.

Signing these assurances means that the municipality/parish agrees to implement its program in accordance with these provisions. Applicant further acknowledges in addition to the previous cited provisions that if it is awarded funds it will be responsible for compliance and enforcement of applicable Federal laws (42 U.S.C. 5301-5320) and regulations (24 CFR Part 570) including the Subpart K requirements (24 CFR 570.601-614) of the Community Development Block Grant program and such provisions for the proper administration of the program made by this Office of Community Development, Division of Administration as allowed by 24 CFR 570.480(f).

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. Failure to attend this session, as required, will result in a monetary penalty assessed against the municipality/parish.

SIGNATURE OF CHIEF ELECTED OFFICIAL

TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

DATE

Applicant Disclosure Form

All applicants for LCDBG funding must include a Disclosure Report as part of the application for funding. Instructions for completing the Disclosure Report, as prepared by HUD, are also included below. The Disclosure Report form, along with instructions, can be found on the HUD Clips website located at: <https://www.hud.gov/sites/dfiles/OCHCO/documents/2880.pdf>.

Part I, Question 1 should be checked “No”. The applicant must check Question 2 as appropriate, then sign and date the bottom of the form.

V. DISPLACEMENT POLICY

In accordance with federal law 42 5304(d) and regulations, the State must require 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.

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 the demolition of any structure would cause an individual, family, or business to be displaced as a result of any activity, then that structure would be removed from consideration. If removal of a structure causes the application's cost to be reduced below the \$150,000 minimum, that application will not be considered.

LCDBG funds will not be utilized for any relocation or replacement costs under this program. The subgrantee will be responsible for funding the relocation or replacement costs cited on the following page.

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

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, 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.

If displacement does occur, then the following requirements apply:

In the event the activities of this program shall result in displacement of any person(s), the (jurisdiction) shall provide the displaced person(s) as defined by 24 CFR 570.606(b)(2)(i) with relocation assistance at the levels described in, and in accordance with the requirements of 49 CFR part 24. 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.