



Louisiana Community Development Block Grant (LCDBG) Public Facilities Program Application

General description form

Applicant information

Applicant name (municipality or parish): _____

Application type (check one of the following):

☐ New sewer ☐ Sewer rehabilitation ☐ Sewer treatment ☐ Potable water ☐ Streets

Applicant address: _____

Applicant email address: _____

City Clerk or Parish Secretary name: _____

City Clerk or Parish Secretary email address: _____

Application preparer information

Administrative consultant name: _____

Phone number: _____ Email: _____

Engineering firm name: _____

Phone number: _____ Email: _____

Target area information

Is your project system-wide or a target area? ☐ System-wide ☐ Target area

1. Name of target area: _____

Census tract, block group, and zip code: _____

2. Name of target area: _____

Census tract, block group, and zip code: _____

3. Name of target area: _____

Census tract, block group, and zip code: _____

4. Name of target area: _____

Census tract, block group, and zip code: _____

Attach additional sheets for more target areas.



Legislative districts

System-wide projects: Enter the district number for each State Senator, State Representative, and U.S. Congressman who represents the local governing body.

Target area projects: Enter only the district numbers for officials who represent the target area.

State Senate: _____ State Rep: _____ U.S. Congress: _____

National objective addressed

Mark the box next to the national objective your project meets. You may choose only one.

Your project may qualify if it benefits at least 51 percent low- and moderate-income persons.

It may qualify if it removes or prevents slums and blight. In that case, include a boundary map, describe the conditions, and explain how the project will fix them. If the area is different from the target area, include a second map.

It may also qualify if it meets the federal definition of urgent need in 24 CFR 570.483(d).

☐ **Slum/blight**

☐ **Low/moderate income**

☐ **Urgent need**

Funding information

List all project funds, including funds requested in this application. For each funding source, show the amount and its status (for example: application being prepared, application submitted, preliminary approval, or final approval).

Funding source	Amount	Use of funds	Status of funds	State use only
LCDBG	\$			
Local funds	\$			
Private funds	\$			
State funds	\$			
Federal funds	\$			
Other funds	\$			
Total funds	\$			



Program budget/cost summary form

Applicant name:

Costs by activity

List each activity on its own line. Show administration (including pre-agreement costs) separately on line 5.

For each activity:

- In the **LCDBG** column, enter the amount of LCDBG money requested.
- In the **Other** column, enter the total of all other funds that will be used for the activity.
- In the **Total** column, add LCDBG and Other costs together.
- In the **Source of other funds** column, list where the funds in the Other column come from.

Include all costs related to the activity. For example, if you are building a new sewer treatment plant, include engineering, construction, and inspection costs.

Activity	LCDBG	Other	Total	Source of other funds ¹
1.				
2.				
3.				
4.				
5. Administration				
Total				

¹ If your public facilities project uses other funding sources, complete the "Certification of Other Funds" form and follow its instructions.



Line item budget (LCDBG funds only)

Only include LCDBG costs in this budget. Break down the LCDBG costs from the previous section (Costs by activity) by type of cost.

Show the total public facilities costs in the table below on line 1. Show construction, engineering, and acquisition costs in lines 1a, 1b, and 1c. Show any costs for hook-ups or work on private property on line 2.

Category	Amount	For state use only
1. Public facilities – water, sewer, streets (total)	\$	\$
a. Construction costs	\$	\$
b. Engineering costs	\$	\$
c. Acquisition costs	\$	\$
2. Rehabilitation loans and grants (PF Hook-ups)	\$	\$
a.		
4. Other	\$	\$
5. Other	\$	\$
6. Total	\$	\$

The chief elected official must sign below, attesting that all information in this application is true and correct. A RESOLUTION MUST BE ATTACHED FROM THE COUNCIL AUTHORIZING APPLICATION FOR FUNDING AND SIGNATORY AUTHORITY FOR THE OFFICIAL SIGNING DOCUMENTS.

Chief Elected Official

Date



Contract execution dates (only if paid using LCDBG funds)

If you will use LCDBG funds for engineering costs, enter the name of the engineering firm you hired, the date you signed the contract, and the dollar amount of the contract.

You must have a signed contract before the firm begins work if LCDBG funds will pay for the services. The program cannot reimburse you for any costs incurred before the contract was signed.

Engineering firm name	Contract execution date	Contract amount



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. A map of the entire utility system is required, if the entire water or sewer system is benefiting from the proposed improvements. This is a requirement for sewer and water applications.
5. Also, 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

Activity beneficiary form

[illegible]



Activity beneficiary form instructions

Step 1: Define the target area

Decide which area(s) the project will serve. Collect beneficiary information for each area. If the project serves more than one target area, collect low- and moderate-income data for each area separately. Each target area must have at least 51 percent low- to moderate-income residents.

Step 2: Complete the activity beneficiary form

Use the activity beneficiary form to show the beneficiary information. If the project has more than one target area, complete a separate activity beneficiary form for each one. Label each form with the target area number (1, 2, and so on).

Step 3: Combine the forms

Take the information from each target area's activity beneficiary form and enter it on a combined activity beneficiary form. To find the number and percentage of low- to moderate-income residents, add up the people shown on each target area activity beneficiary form, then divide by the total number of people benefiting from the project. Use this same method if you need to combine census data with data from a smaller survey area.

Step 4: Label the final activity beneficiary form

Label the final activity beneficiary form as "system-wide," "target area," or "combined" in the space after "target area."

Step 5: Gather the data

You can use census data, a local random household survey, or both to complete the activity beneficiary form.

System-wide vs. target area projects

To qualify as a system-wide project for rating, you must spend at least 35 percent of construction funds on a system-wide activity. If you spend less than 35 percent on system-wide work, your project will be rated as a target area project.

- On your cost estimate, you must clearly separate costs as system-wide or target area so our staff can verify your project's status.
- If your project includes some system-wide funds but less than 35 percent, you must submit two activity beneficiary forms: one with target area information and one with system-wide information.
- If your project is system-wide, you must count all households connected to the utility system as beneficiaries, even if some households are outside the city limits.



Using census data and surveys

1. Start with census data

- Always use census data if it is available.
- HUD provides census data for parishes, municipalities, and block groups at: [HUD Exchange Census Data](#). Use the links for “all block groups” and “local government summaries.”
- Check [census data and maps](#) to see if a census tract or block group lines up with your project’s target area.

2. If the project area does not match census boundaries

- Conduct a local household survey or combine survey data with census data.
- **Example:** If your project area includes a full block group but also extends into another area (but not the full neighboring block group), use the census data for the block group and survey the extra area. Then combine both sets of data.
- In this case, you must complete:
 - An activity beneficiary form for the block group.
 - A survey tabulation form and activity beneficiary form for the surveyed area.
 - A combined activity beneficiary form with the results.
- If there are multiple small outside areas next to the same block group or place, you can conduct one survey to cover all of them.

3. If the project area is smaller than a block group

- Conduct a random household survey for the project area.
- **Exception:** If 10 percent or fewer of the houses in the project area (where census data exists) are not and will not be served by the project, you must use census data instead of a survey.
- **Example:** If the project area has 100 occupied houses and 10 are not connected to the system, you must use census data (if available) to determine income, not survey data.

4. When using a household survey

- The activity beneficiary form must list all beneficiaries, not just the households surveyed.



- If you cannot survey every household, you must project results for the whole area based on the survey sample.
- We provide Excel workbooks with all the needed forms and instructions, including:
 - Household survey forms
 - Household survey instruction forms
 - Survey tabulation sheets
 - Projected occupied households sheet
 - Projection sheet (from survey tabulation form to activity beneficiary form)
 - Final activity beneficiary form
- You can download the workbooks from our [forms and information webpage](#).
- You must complete a separate workbook for each target area.

Important: Each target area must benefit at least 51 percent low- and moderate-income households.



Analysis of household survey data form

Applicant: _____

Complete this form if a target area has between 51 percent and 55.9 percent low/moderate income persons. Remember, a target area must have at least 51 percent low/moderate income persons to be eligible. Each target area must meet this test on its own.

If more than one target area falls in this range, complete the form for each one. Add more pages as necessary. For example, if Target Area 1 has 53.2 percent, Target Area 2 has 54.9 percent, and Target Area 3 has 58.4 percent low/moderate income persons, the application must include analyses for Target Areas 1 and 2.

1. Target area number: _____

	Above income	Moderate, low, or extremely low income
Total number of persons in households:		
Total number of households:		
Average persons per household:		

2. Target area number: _____

	Above income	Moderate, low, or extremely low income
Total number of persons in households:		
Total number of households:		
Average persons per household:		



Project description form

Use only one sheet per target area.



Project description instructions

Give a short description of the public facilities improvements project you're requesting funds for. Include the following information:

- a. Proposed improvements
 - Explain what improvements you plan to make and where.
 - Include the current size, capacity, and area served by the system.
- b. Land or easement needs
 - Indicate whether the project requires acquiring easements or rights-of-way.
 - Estimate the number of parcels to be acquired.
 - State whether LCDBG funds will pay for the acquisitions.
- c. Project needs
 - Briefly explain the problems the project will fix.
- d. Relation to existing infrastructure
 - Describe how the project fits with the current system.
 - For example, if adding sewer lines, can the treatment plant handle the extra load?
- e. Project benefits
 - Explain how people will benefit from the project.
 - Indicate whether the benefits are direct (for example, hook-ups on private property) or indirect.
 - If applicable, estimate the number of hook-ups.
 - Ensure this matches the Engineer's Cost Estimate.
- f. Ownership and operation
 - Identify who will own the system after the project is finished.
 - Applicants must retain ownership unless the system belongs to a political subdivision.
 - You may create a cooperative agreement with another entity for operation and maintenance.



g. Funding for operation and maintenance

- Explain how the applicant will pay for ongoing operation and maintenance.
- Identify the revenue source and estimated funds available.

h. Service to new areas

- If adding sewer or water service where none exists, state who will pay for service connection lines.
- LCDBG, local, or other funds must pay for connections to homes occupied by low- and moderate-income residents.
- Ensure all homes, regardless of income, can connect to the system.
- Homes not connected cannot count as project beneficiaries.
- If LCDBG funds pay for connections, federal rules require a physical connection to each house.

i. Target area

- Describe the physical boundaries of the area served and who will benefit.



System information form

1. What kind of system does the project involve? ☐ Water ☐ Sewer ☐ Other

2. The system involved in this project is owned by:

- ☐ Applicant (sewer or water district included)
- ☐ Other municipal/parish (sewer or water district included)
- ☐ Private (for-profit)
- ☐ Private (non-profit)
- ☐ Other (please indicate: _____)

Note: If you don't own the system your project is part of, you must provide a letter from the system's owner. The letter must:

- Confirm they will operate and maintain the improvements after the project is complete.
- If the project adds water service to a new area, confirm they will provide water to that area and operate and maintain the improvements.

If the project is funded and completed, you may only donate the improvements to a sewer or water district that is a political subdivision of your community.

3. Please give a brief history of the system, explaining how and when it was created:



Engineer's cost estimate form

Refer to the instructions for the specific information that must be included. Attach additional sheets if necessary.

Estimated number of weeks of construction: _____

Estimated number of parcels to be acquired: _____

Signature of licensed engineer

Date



Engineer's cost estimate instructions

All proposed activities must include a detailed cost estimate prepared, signed, and stamped by a professional engineer licensed in Louisiana. The estimate must list construction costs, engineering fees, and any other project expenses.

Construction costs

The construction estimate must include:

- Each construction item (like a bid proposal)
- Estimated quantity
- Unit of measure
- Unit price
- Total amount
- Applicability to Build America Buy America (BABA)

You may include up to 10 percent for construction contingencies.

Engineering fees

List engineering fees by type in a line-item format. Typical fees include:

- Basic services
- Resident project representative
- Surveying (for property acquisition)
- Construction staking
- Geotechnical investigation
- Testing

If you include engineering services beyond basic services or a resident project representative, give written justification. Explain why the service is needed and how you calculated the fee. See the "Engineering Fee Schedules and Policies" on our website for guidance. You don't need to justify fees if LCDBG funds are not paying for them.

Project classification

Clearly label costs on the estimate as "system-wide" or "target area" so our staff can verify the classification.

To classify a project as system-wide for rating purposes:

- At least 35 percent of construction funds must be for system-wide activities.
- If less than 35 percent is system-wide, the project counts as a target area project.

Hook-ups on private property

If the project includes hook-ups on private property, list hook-up costs separately.



Other funding sources

If you use other funds (for example: federal or local), list:

- The source of the funds
- The amount
- How the funds will be used

For example, if \$200,000 in local funds will help build a treatment facility for a new sewer system, clearly show this on the cost estimate.

Acquisition costs

Although acquisition is no longer a separate activity, include all acquisition costs if your project requires it.

Additional requirements

The cost estimate must also list:

- The estimated number of construction weeks
- The estimated number of parcels to be acquired

References

Check our [forms and information](#) webpage for guidance about the Build America, Buy America Act (BABA).



Project impact certification form (sewer, water, and streets projects)

I certify, to the best of my knowledge and belief, that (check all boxes that apply):

- ☐ The funds requested herein for the proposed sewer or water project will completely remedy existing conditions that violate a state or federal standard (must be identified in the textbox below) that has been established for the purpose of protecting public health and safety.
- ☐ That all persons residing within the target area or connected to the utility system for system-wide activities as described in the project description are benefiting from the proposed project and have been included in the application beneficiary data.
- ☐ That each street proposed for improvements has a Pavement Sufficiency Rating Range (PSR) of 3.0 or lower, based on the Sufficiency Rating Data Guide or has an unpaved surface.
- ☐ The improvements proposed for the streets in the application will improve the Pavement Sufficiency Rating to greater than a 4.1 **and extend the service life of a minimum of eight (8) years.**

Signature of licensed engineer

Date



Sufficiency rating data guide for street projects

Very good (PSR 4.1–5.0)

Pavement looks smooth with no cracks or patches. It was likely built, rebuilt, or resurfaced within the last one or two years. No maintenance is needed.

Good (PSR 3.1–4.0)

Pavement gives a smooth ride but shows early signs of wear. Flexible pavement may have light rutting, random cracks, or slight raveling. Rigid pavement may show small cracks, minor joint spalling, or light scaling. These streets need minor to normal maintenance.

Fair (PSR 2.1–3.0)

Pavement ride is noticeably rough and may be barely tolerable at high speeds. Flexible pavement may show moderate rutting, map cracking, raveling, and patching. Rigid pavement may show joint spalling, faulting, heavier cracking, and frequent patching. Maintenance has been moderate to heavy.

Poor (PSR 0.0–2.0)

Pavement is in bad condition. Driving comfort is poor, and traffic slows down. Flexible pavement may have severe rutting, cracking, patching, and raveling. Rigid pavement may show severe scaling, spalling, pumping, faulting, cracking, and patching. Extensive maintenance has not kept the surface acceptable. Resurfacing or full reconstruction may be needed.

Note: Unpaved streets are eligible for LCDBG improvements. If they are inside the target area, they must be paved.



Cost effectiveness form

Use this form to calculate the project cost per person who will benefit. When you fill out the form, only use the LCDBG funds you are requesting (do not include resiliency).

1. On line 1, write the total LCDBG funds requested, minus resiliency costs.
2. On line 2, write the total number of people who will benefit, not just the people surveyed. For street projects, count only the people living in occupied houses on the streets included in the project.
3. On line 3, divide the funds listed on line 1 by the number of people listed on line 2.

Example:

- If a sewer project costs \$700,000, benefits 1,000 people, and you request \$700,000 in LCDBG funds, the average cost per person is \$700.
- If the same project costs \$700,000, but you request \$400,000 in LCDBG funds and use \$300,000 in local funds, the average cost per person is \$400.

1. Total LCDBG funds requested less resiliency costs.	\$
2. Total number of persons benefiting (for streets, use number of persons living in occupied houses on streets designated for work)	\$
3. Average cost per person (A divided by B equals C)	\$

Disclosure Report

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 on the following two pages. 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> /

The answer to 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.



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 (42 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 (I).



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. Domestic 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



Engineering cost certification form

You must complete this form if you plan to pay all engineering costs for your LCDBG project. These costs may include design, inspection, testing, or staking. Grant funds may still cover property surveying and SSES costs, even if you earn points for paying the engineering costs.

The chief elected official must complete and sign this form to confirm that your local government will pay the engineering costs. You must also include a copy of the resolution passed by your local government. The resolution must identify the engineering firm, the proposed contract amount, and clearly state that local funds will pay the engineering fees and other engineering costs (except property surveying and SSES).

I certify that our local government will pay all of the engineering costs associated with the implementation of this LCDBG program. These costs will include but not be limited to basic design, resident inspection, testing, and staking.

A resolution adopted by our local government is attached which identifies the firm hired and the proposed amount of their contract.

Signature of Chief Elected Official

Date



Certification of other funds form

You do not need to complete this form if you are only using LCDBG funds for construction. Do not list local funds used for pre-agreement, administrative, or engineering costs. This form is only for cash contributions used for construction.

Some projects may cost more than the LCDBG program limit. In that case, you may combine LCDBG funds with other funds. If you choose to do this, the other funds must already be available to spend. If the other funds come from loans or grants through state, federal, or private sources, the money must already be awarded or deposited in the bank.

You must attach documentation to prove the funds are available. Acceptable proof includes:

- A letter and adopted resolution from the local governing body showing the source, amount, and location of local cash.
- A line of credit letter from a bank or other financial institution stating the loan amount.
- Proof of funds from a tax or bond election that has already passed.
- A letter from another funding agency confirming the funds are awarded and ready to use.

If you include other funds and your project is selected for funding, LCDBG staff will contact you before awarding the grant. You must then provide proof that the funds are available. If you cannot provide proof within about ten calendar days, your project will not be funded.

If additional LCDBG funds become available later in the same program year, you may be reconsidered. At that time, you must provide proof of other available funds. If you cannot, your project will no longer be considered.

Enter the amount of other cash funds to be included in your proposed project's construction costs.

\$



Administrative cost certification form

I certify that our local government 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 government will utilize an administrative consultant to administer the LCDBG Program. The proposed consults is _____. Attached is a copy of the required resolution by the local government.
- ☐ The local government 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



Administrative cost certification form instructions

You must complete this form for all administrative costs for the LCDBG Program. The chief elected official must sign the form, and you must include supporting documentation in your application.

Administrative costs can include, but are not limited to: application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, and administrative consultant fees. You cannot re-budget LCDBG funds to reimburse your local government for pre-agreement or administrative costs if your project costs come in under budget.

You may plan to use an administrative consultant, local staff, or both. Check the box(es) that apply.

- If you plan to use an administrative consultant, you must pledge and allocate local funds for their services. Include a copy of the local government resolution that:
 1. Names the consultant.
 2. Lists the proposed contract amount.
 3. States that local funds will pay pre-agreement costs, consultant fees, and all other administrative costs.
- If your local government has full-time staff dedicated to administering LCDBG or other federal programs, show their capacity by providing:
 1. A sheet listing each staff person responsible for program administration, their job title, and a brief description of their experience with LCDBG or other federal programs.
 2. A copy of the local government resolution stating that local funds will cover all pre-agreement and administrative costs.



Federal Funding Accountability and Transparency Act (FFATA) reporting form

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. Eighty 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 statements are not accurate for my local government.

Signature of Chief Elected Official

Date



Street summary form

Identify the type of work proposed for each street: New construction, rehabilitation, or reconstruction.

Name of street or portion of street	Proposed work	Number of occupied houses	Average existing width in feet	Existing length in feet	Existing surface area in square feet	Proposed width in feet	Proposed length in feet	Construction cost