

**Application Package**  
**Community Development Block Grant Program**  
**Public Facilities**  
**FY 2023**



**STATE OF LOUISIANA**  
**Division of Administration**  
**Office of Community Development – Local Government Assistance**  
**Community Development Block Grant (CDBG) Program**  
**P. O. Box 94095, Baton Rouge, LA 70804-9095**  
**1201 N. 3<sup>rd</sup> Street**  
**Claiborne Building, Suite 3-150**  
***Telephone: (225) 342-7412***  
***Fax: (225) 342-1947***  
**LA Relay Service: 7-1-1; 1-800-846-5277 (TTY); 1-800-947-5277 (Voice)**  
**Website: <https://www.doa.la.gov/doa/ocd-lga/>**

**STATE OF LOUISIANA**

**JOHN BEL EDWARDS, GOVERNOR**

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**DIVISION OF ADMINISTRATION**

**JAY DARDENNE, COMMISSIONER**

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**OFFICE OF COMMUNITY DEVELOPMENT**

**Local Government Assistance**

**Louisiana Community Development Block Grant Program**

**Traci Watts, Director**

**Heather Paul, Assistant Director**

**Kristie Galy, Programs Manager**

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## LCDBG Staff and Contact Information

### Staff

**Traci Watts** (Traci.Watts@la.gov)  
**Heather Paul** (Heather.Paul@la.gov)

### Area of Responsibility

Director, Local Government Assistance  
Assistant Director, Local Government Assistance, Citizen Participation, Civil Rights  
Policy and Programs Coordinator, IDIS, Reporting, Environmental, Labor Compliance Officer  
Community Development Engineer  
LCDBG/LGAP/CWEF Programs Manager, Acquisition, Procurement

**Fenishia Favorite** (Fenishia.Favorite@la.gov)

**Jeff Tessier, P.E.** (Jefferson.Tessier@la.gov)  
**Kristie Galy** (Kristie.Galy2@la.gov)

### Staff

**Layla Argrave** (Layla.Argrove@la.gov)  
**Janelle Dickey** (Janelle.Dickey@la.gov)  
**William Hall** (William.Hall@la.gov)  
**Denease McGee** (Denease.McGee2@la.gov)

### Area of Responsibility

Environmental, Labor Compliance  
Economic Development, Financial Management, Audit Review  
Economic Development, Financial Management, Procurement  
Economic Development, Financial Management, Audit Review, Environmental, Civil Rights, Procurement  
Environmental, Acquisition, Certifications of Consistency

**Michelle Samuel** (Michelle.Samuel2@la.gov)

### Support Staff

**Sarah Kimball** (Sarah.Kimball@la.gov)

### Area of Responsibility

Administrative Program Specialist

### Mailing Address

Division of Administration  
Office of Community Development –  
P. O. Box 94095  
Baton Rouge, LA 70804-9495

### Phone Numbers

*Telephone:* (225) 342-7412  
*Fax:* (225) 342-1947  
*LA Relay Service Info:* (888) 699-6869  
*- Hamilton:* 7-1-1  
*- TTY:* (800) 846-5277  
*- Voice:* (800) 947-5277

### Physical Address

Division of Administration  
Office of Community Development –  
Local Government Assistance  
1201 North Third Street  
Claiborne Building, Suite 3-150  
Baton Rouge, LA 70802

## Acronyms

<b>LCDBG</b>	Louisiana Community Development Block Grant
<b>CDBG</b>	Community Development Block Grant
<b>OCD-LGA</b>	Office of Community Development – Local Government Assistance
<b>DOA</b>	Louisiana’s Division of Administration
<b>LGR</b>	Local Government Representative
<b>HUD</b>	U. S. Department of Housing and Urban Development

## Definitions

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



# **FY 2023 LCDBG Public Facilities 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 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 PUBLIC FACILITIES APPLICANTS**

### **Introduction**

The Division of Administration's Office of Community Development – Local Government Assistance (OCD-LGA) administers the LCDBG Program. It is anticipated that Louisiana will receive approximately \$22.8 million from the U.S. Department of Housing and Urban Development (HUD) in Community Development Block Grant funds. Of that amount, approximately \$13.9 million will be available for the LCDBG Public Facilities (PF) Program. The OCD-LGA surveys eligible communities every two years to determine priorities for funding under the LCDBG Program. As in the past, public infrastructure was identified as the highest priority. Based on the results of the survey and the current amount of funding that is available for sewer and water improvements throughout the state, the OCD-LGA has determined that street improvements will be the priority for the PF program for FY 2023.

### **Application Process**

Each eligible applicant can submit one application for consideration. The OCD-LGA will accept applications until November 21, 2022 at 5:00 pm as follows:

#### **Number of Copies of Applications**

An original and one copy of the complete application must be mailed to:  
Division of Administration  
Office of Community Development – Local Government Assistance  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

Or delivered to:  
Division of Administration  
Office of Community Development – Local Government Assistance  
1201 North Third Street  
Claiborne Building, Suite 3-150  
Baton Rouge, Louisiana 70802

Applications not physically received in the OCD-LGA at the address noted for delivery above by November 21, 2022 at 5:00 pm 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 508 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 must be held prior to the submittal of the application. Citizen Participation requirements can be found on the OCD-LGA's website at <https://www.doa.la.gov/dao/ocd-lga/lcdbg-programs/forms-and-information/>. Any questions regarding this information should be directed to the OCD-LGA at (225)342-7412.

### **Procurement Procedures for the Selection of Administrative Consultants and Engineering Services**

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

### **Eligible Activities**

The Housing and Community Development Act of 1974 identifies all of the activities eligible for community development block grant funding under federal guidelines. Within HUD regulations, the State has established priorities for program categories and activities. The public infrastructure priority streets. Ineligible activities are identified in Title 24, Section 570.207 of the Code of Federal Regulations.

### **Type of Grant – Single-Purpose**

This application package is to be used when applying for funds for public facilities infrastructure projects. Only single-purpose applications will be accepted. A single-purpose grant provides funds for one primary need or activity, such as streets. That activity may be supported by auxiliary

activities. Examples of auxiliary activities are drainage improvements undertaken in conjunction with street improvements or the acquisition of land when a street is to be widened. The FY 2023 applications will be accepted for street improvements. There is no limit on the number of target areas for one application. Streets that have been funded within the last ten (10) years (since November 21, 2012) are not eligible to be funded.

Multi-purpose applications are **not** eligible for funding.

### **Size of Grants**

Maximum grant amount of \$800,000 for municipalities with a population up to 12,000 and parishes with an unincorporated population up to 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data).

Maximum grant amount of \$1,600,000 for municipalities with a population more than 12,000 and parishes with an unincorporated population more than 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data). The municipalities and parishes that meet this requirement are: City of Abbeville, Acadia Parish, Ascension Parish, Avoyelles Parish, City of Baker, Beauregard Parish, Bossier Parish, Caddo Parish, Calcasieu Parish, City of Central, City of Crowley, DeSoto Parish, Evangeline Parish, City of Hammond, Iberia Parish, Jefferson Davis Parish, Lafourche Parish, Lincoln Parish, Livingston Parish, City of Minden, Morehouse Parish, City of Natchitoches, Natchitoches Parish, City of New Iberia, City of Opelousas, Ouachita Parish, City of Pineville, Rapides Parish, City of Ruston, St. Bernard Parish, St. Charles Parish, St. John the Baptist Parish, St. Landry Parish, St. Martin Parish, St. Mary Parish, City of Sulphur, Tangipahoa Parish, Vermilion Parish, Vernon Parish, Washington Parish, Webster Parish, City of West Monroe, and City of Zachary.

A minimum construction amount of \$200,000 must be included in the project. Those projects that do not involve a minimum of \$200,000 will not be considered for funding or scored in any way.

Within the ceiling amounts, the State also allows applicants to request funds for administrative costs with the following limitations. Each local government will be allowed a maximum of \$50,000 in LCDBG funds for administrative costs for public facilities projects. The Office of Community Development reserves the right to make adjustments to those ranges 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. Engineering fees may also be requested within the ceiling amounts; the funds allowed by the State will not exceed those established by the Office of Community Development in accordance with the Engineering Fee Schedules and Policies located on the Office of Community Development's website. The Office of Community Development reserves the right to make adjustments to those ranges 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 engineering costs; this determination will be made on a case-by-case basis. An adjustment (reduction) to the

amount allowed for basic engineering fees will also be made in those instances where the project plans and specifications were prepared prior to the grant award.

### **Eligible Applicants**

LCDBG grants must be awarded to units of general local government (24 CFR 570.480). All municipalities and parishes in Louisiana are eligible to participate in the LCDBG program with the exception of the following HUD entitlement jurisdictions: Alexandria, Baton Rouge, Bossier City, Terrebonne Parish Consolidated Government, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish, (including Abita Springs, Covington, and Madisonville), Shreveport, Slidell, and Thibodaux.

### **Restrictions on Applying for Grants**

Capacity and past performance: threshold considerations for grant approval – These considerations assist with the State’s ability to promote the timeliness of grantee expenditures. No grant will be made to an applicant who lacks the capacity to undertake the proposed program. In addition, applicants who have previously participated in the Community Development Block Grant Program must have performed adequately.

### **In order to be eligible to receive a public facilities grant award under the FY 2023 LCDBG PF Program, the following thresholds must have been met:**

- a) Units of general local government will not be eligible to receive funding for a public facilities grant unless past LCDBG programs awarded by the State prior to FY 2018 have been closed out or conditionally closed out.
- b) Audit and monitoring findings made by the State or HUD have been cleared.
- c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State. Also see Criteria for Disapproval of an Application section below.
- d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
- e) The unit of general local government cannot be on the list of sanctioned communities that is maintained by the OCD-LGA.

The State may award FY 2023 grants and issue “authorizations to incur costs” prior to HUD announcing the allocation for the program year. Those issuances will be contingent upon the State’s receipt of FY 2023 LCDBG funds from HUD.

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

All local governments participating in a funded, multi-jurisdictional application will not be able to receive future public facilities grants until the multi-jurisdictional grant has been conditionally closed out.

## **Standard Forms**

Only application packages submitted on the standard forms included herein will be accepted. The application package is available online at <https://www.doa.la.gov/dao/ocd-lga/lcdbg-programs/public-facilities/>.

## **Federal and state statutes and regulations that apply to the LCDBG Public Facilities Program that may affect projected costs include but are not limited to:**

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, not merely postmarked**, by the OCD-LGA by the deadline date. Applications that are received after the deadline date **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 1 of this application package. **Ineligible activities will not be rated.**

### **Description of Rating Procedures**

After preliminary review, all public facilities applications that meet the threshold criteria described in Chapter II of this application package will be rated/scored according to the rating criteria which will be described in the State’s FY 2023 Proposed Consolidated Annual Action Plan and also in this section.

Public infrastructure applications will be assigned raw scores, then ranked highest to lowest based on the scores. The State may conduct a site visit on any of the applications received. Site visits will verify the information provided in the application. If a site visit discloses information conflicting with that included in the application or the intent of the program, the State will exercise administrative discretion in making the determination as to whether or not the application will receive further consideration, or an adjustment to the score and/or the application itself. Selected applicants *may* be contacted by telephone to arrange a time to visit and to identify items the State will review while on site. Items not specifically mentioned during this phone call may be reviewed during the site visit.

### **Rating Criteria**

Public Facilities - Streets (Maximum of 146 Points)

Since the FY 2023 Proposed Consolidated Action Plan is not available at this time, the following describes the rating system that the State *anticipates* to be included in the Plan.

After all rating points have been assigned, a final public facilities ranking list will be produced including all applications that are being considered for the FY 2023 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 public facilities ranking list as funds are available.

Use of Other Funds in Conjunction with LCDBG Funds – Some projects may cost more than can be requested under the LCDBG Program; in such cases, the applicant may propose to use other funds in conjunction with the LCDBG funds. Applicants who want to use other funds in conjunction with LCDBG funds must have those funds available and ready to spend. If the other funds involve loans or grants from other state, federal, or private sources, the monies must have already been awarded or be in the bank. To substantiate the immediate availability of the other

funds, one of the following items is required: a letter from the local government stating the specific source, amount, and location of local cash, a line of credit letter from a financial institution such as a bank stating the amount available as a loan, specific evidence of funds to be received from a tax or bond election that has already passed, or a letter from another funding agency stating that the funds have been awarded and are currently available for expenditure.

If other funds are involved and that applicant is in a position to be funded, the LCDBG staff will contact the applicant prior to a grant award and request positive proof of the current availability of the other funds; if proof cannot be provided within the timeframe allowed by the OCD-LGA (approximately ten calendar days), then the project will not be funded at that time. If additional LCDBG funds are made available and grants are awarded again in the same program year, the applicant will be reconsidered and given the opportunity to provide availability of additional funds; if the other funds are not available at that time, the applicant will no longer be considered for funding.

According to federal regulations, the general rule is that any expense associated with repairing, operating, or maintaining public facilities and services is ineligible. LCDBG funds may be used to reconstruct or rehabilitate previously paved streets or to pave streets which have never been paved. However, according to HUD guidance, eligible street project work must have a useful life of at least eight years; otherwise, work conducted on streets with less than a projected useful life of eight years is considered to be a maintenance activity and is ineligible. Examples of street maintenance and repair activities for which LCDBG funds may **not** be used are the filling of pot holes in streets and the use of asphaltic surface treatment (two or three shot).

Drainage improvements may be undertaken in conjunction with street improvements projects. Drainage improvements, for the most part, must parallel streets that are proposed for improvements under the LCDBG program. The cleaning of drainage ditches is considered a maintenance activity for which LCDBG funds cannot be used. The amount of funds which will be used to address drainage improvements will be taken into consideration when determining the average cost per person (cost effectiveness) for street projects.

There is no limit to the number of target areas per application. The local government must improve all streets within the target area(s) that qualify for improvements under the LCDBG program. In delineating the target areas, it must be kept in mind that the boundaries must be coincident with visually recognized boundaries such as streets, streams, canals, etc., or available census data boundaries. Property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

The maximum points available for the Public Facilities Program is 146.

a) Benefit to Low/Moderate Income Persons (Maximum Possible Points - 100)

All streets within the target area(s) that require reconstruction, rehabilitation, or paving must be addressed. The total beneficiaries for rating and reporting purposes for benefit to low/moderate income persons will be all residents whose EMS/911 address is identified as being on one of the streets designated for construction work. If a portion of a street is being improved, only those residences whose EMS/911 address is identified within the portion of the street being improved can be counted as beneficiaries.

The engineer for each project must certify as to the residents or persons he/she designates as beneficiaries for each proposed activity. The OCD-LGA will make the final determination in that matter.

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.

The percentage of low/moderate income persons benefiting to the 100<sup>th</sup> decimal place will be used to determine the number of points for this category. For example, a proposed application is benefitting 175 low/moderate income persons out of a total of 200 persons that are benefiting. To determine the percentage of low/mod persons benefiting, use the following calculation:

$$\frac{175}{200} \times 100 = 87.50$$

Therefore, this application would receive 87.50 points for this criteria.

b) Population Loss (Maximum Possible Points - 5)

This rating factor is based on the percentage of population loss for the municipality. The Office of Community Development will use the Census data that calculates the rate of loss between 2010 census and 2022 population on World Population Review. Applicants can find the list of Population loss by municipality at <https://worldpopulationreview.com/states/cities/louisiana>.

The population loss will be converted to a score based on the following Table.

Percentage of loss	Points Received
Above (-10.0) %	5 points
(-5.0) – (-9.99)%	3 points
(-0.01)- (-4.99) %	1 point

c) Cost Effectiveness (Maximum Possible Points - 10)

The cost per person benefiting will be calculated for each application. The applications will be split into two population groups. The split will be based on the average value of the total persons benefiting per project which will be computed by dividing the sum of the total persons benefiting (after eliminating the highest and the lowest number of beneficiaries for each category for the calculation) by the number of applications for that category (after eliminating the two applications in each category with the highest and the lowest number of beneficiaries for the calculation). One group will consist of projects having a larger number of total persons benefiting than the average value; the second group will consist of those projects having a smaller number of total persons benefiting than the average value. (If the total number of persons benefiting from any project equals the average value, that project will be placed in the second or smaller group.) The project having the best cost effectiveness (cost per person) will be given ten points and the remaining projects will be prorated. The population groups will NOT be combined for each category in the determination of rating points for cost effectiveness. They will remain separate, thus creating two separate sub-categories for cost effectiveness points assignment. This allows those projects benefiting many people and those benefiting fewer people to be rated for cost effectiveness against other projects benefiting a similar number of persons.

The following formula will be used to determine the cost effectiveness points for each applicant in each grouping:

$$CE\ Points = \frac{\text{Lowest Cost per Person Benefiting}}{\text{Applicant Cost per Person Benefiting}} \times 10$$

For rating purposes for cost effectiveness points assignment, beneficiaries for **street** projects will be those residents whose EMS/911 address is identified as being on one of the streets designated for construction work. If a portion of a street is being improved, only those

residences whose EMS/911 address is identified within the portion of the street being improved can be counted as beneficiaries.

d) Project Severity (Maximum Possible Points – 25)

This rating will be based upon the severity of existing conditions and the extent of the effect of those existing conditions upon the health and welfare of the community.

In assigning points for project severity, the following general criteria will be utilized by the OCD-LGA for the street projects.

Residential street construction, rehabilitation, or reconstruction: existing surface conditions and deficiencies, and surface area measurements. Each street being applied for will be inspected by the consulting engineer and given a Present Serviceability Rating from 0.1 to 5.0. Unpaved streets will receive a Present Serviceability Rating of 2.0. See Chart from the U.S. Department of Transportation Federal Highway Administration below detailing the rating criteria for Present Serviceability Ratings. The consulting engineer will certify and include the Present Serviceability Rating for each street on the Street Summary Table.

**Present Serviceability Rating (PSR) Criteria**

4.1 – 5.0	Only new (or nearly new) superior pavements are likely to be smooth enough and distress free (sufficiently free of cracks and patches) to qualify for this category. Most pavements constructed or resurfaced during the data year would normally be rated in this category.
3.1 – 4.0	Pavements in this category, although not quite as smooth as those described above, give a first class ride and exhibit few, if any, visible signs of surface deterioration. Flexible pavements may be beginning to show evidence of rutting and fine random cracks. Rigid pavements may be beginning to show evidence of slight surface deterioration, such as minor cracks and spalling.
2.1 – 3.0	The riding qualities of pavements in this category are noticeably inferior to those of new pavements, and may be barely tolerable for high-speed traffic. Surface defects of flexible pavements may include rutting, map cracking, and extensive patching. Rigid pavements in this group may have a few joint failures, faulting and/or cracking, and some pumping.
1.1 – 2.0	Pavements in this category have deteriorated to such an extent that they affect the speed of free-flow traffic. Flexible pavement may have large potholes and deep cracks. Distress includes raveling, cracking, rutting and occurs over 50 percent of the surface. Rigid pavement distress includes joint spalling, patching, cracking, scaling, and may include pumping and faulting.
0.1 – 1.0	Pavements in this category are in an extremely deteriorated condition. The facility is passable only at reduced speeds, and with considerable ride discomfort.

For more details on PSR: <https://www.fhwa.dot.gov/policyinformation/hpms/fieldmanual/>

The Present Serviceability Rating from the Street Summary Table will be converted to a Severity Score based on the following table:

PSR	Severity
5	0
4	5
3	10
2	15
1	20
0.1	25

A weighted average will be determined by multiplying a particular street's severity rating by that street's surface area. The sum of the figures for all of the streets in the application will be divided by the total surface area of all the streets to determine the weighted condition rating. The weighted condition rating to the 100<sup>th</sup> decimal place will be the amount of points earned for this category.

The following example illustrates how this will be accomplished.

(a)	(b)	(c)	(d)	(e)	(f)
Street	Length (feet)	Width (feet)	Area (square feet)	Severity Rating	(d) x (e)
Elm Street	1,000	18	18,000	19	342,000
Oak Street	1,200	20	24,000	21	504,000
Ash Street	800	16	12,800	14	179,200
Cedar Street	800	18	14,400	17	244,800
Pecan Street	900	20	18,000	12	216,000
<b>TOTALS</b>			<b>87,200</b>		<b>1,486,000</b>

The consulting engineer has ridden Elm Street and has rated the existing conditions. The engineer has assigned Elm Street a PSR of 1.2, which is between 1 and 2.

From the Table above, a PSR of 1 is a 20 Severity Score and a PSR of 2 is a 15 Severity Score. There is a straight line delineation between the two.

$$\text{Elm St. Severity} = 20 - ((\text{Elm St. PSR}-1)/(2-1)) \times (20-15)$$

The PSR of 1.2 was converted to a Severity Rating of 19.

$$\text{Weighted condition rating} = 1,486,000/87,200 = 17.04$$

(Area multiplied by Severity for each street total) / total area

e) Engineering Costs (Maximum Possible Points - 2)

Two points will be assigned to applicants who agree to pay the engineering costs associated with the implementation of the LCDBG program. Such costs include but are not limited to

basic design, resident inspection, testing, staking, etc. Local funds must be pledged and allocated for such services. To confirm that the local government will pay the engineering costs associated with the LCDBG Program, a certification of such signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firms hired and the proposed amount of the contracts. That resolution must state that local funds will be used to pay the engineering fees and any other engineering costs incurred by the local government.

Note: the local government can pay for engineering costs, but not surveying for acquisition, and still get the rating point.

f) Administrative Costs (Maximum Possible Points - 2)

Those applicants that agree to pay all administrative costs associated with the implementation of the LCDBG program will receive two points. Such costs will include, but will not be limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, et cetera. If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services. While the LCDBG Program will allow a maximum of \$50,000.00 for an administrative consultant's fees, the actual cost of these services may be less than this amount and will be determined through negotiation during the procurement process. To substantiate that the local government will pay the administrative costs associated with the LCDBG Program, a certification of such signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firms hired and the proposed amount of the contracts. That resolution must state that local funds will be used to pay the administrative consultant fees and any other administrative costs incurred by the local government.

If the local government maintains full-time permanent staff for the sole or partial purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. In this instance, the points will also be assigned.

The following requirement will apply to those applicants which receive the points for paying administrative costs and are successful in receiving a grant. If such grantees have an under-run in their project costs, the grantee will not be allowed to use those monies for the purpose of reimbursing the local government for any administrative costs associated with the LCDBG Program.

g) Application completeness (Maximum possible points – 2)

For applications that are submitted in which all application forms and required documents/information are included, the applicant will receive one point. Additionally, if OCD-LGA determines that no revisions are needed to documentation in order to complete the scoring of the application, the applicant will receive one point.

## **Appeals**

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

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

## **Complaint Procedures**

Persons wishing to object to the approval of an application by the State may make such objection known to the 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 2023 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. INFORMATION FOR PUBLIC FACILITIES PROJECTS**

Questions concerning forms or instructions should be directed to the OCD-LGA at (225) 342-7412. Louisiana Relay Service is available for hearing impaired persons by using the following numbers: 7-1-1 (Hamilton Relay); 1-800-846-5277 (TTY); 1-800-947-5277 (Voice).

### **Size of Grants**

Maximum grant amount of \$800,000 for municipalities with a population up to 12,000 and parishes with an unincorporated population up to 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data).

Maximum grant amount of \$1,600,000 for municipalities with a population more than 12,000 and parishes with an unincorporated population more than 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data). The municipalities and parishes that meet this requirement are: City of Abbeville, Acadia Parish, Ascension Parish, Avoyelles Parish, City of Baker, Beauregard Parish, Bossier Parish, Caddo

Parish, Calcasieu Parish, City of Central, City of Crowley, DeSoto Parish, Evangeline Parish, City of Hammond, Iberia Parish, Jefferson Davis Parish, Lafourche Parish, Lincoln Parish, Livingston Parish, City of Minden, Morehouse Parish, City of Natchitoches, Natchitoches Parish, City of New Iberia, City of Opelousas, Ouachita Parish, City of Pineville, Rapides Parish, City of Ruston, St. Bernard Parish, St. Charles Parish, St. John the Baptist Parish, St. Landry Parish, St. Martin Parish, St. Mary Parish, City of Sulphur, Tangipahoa Parish, Vermilion Parish, Vernon Parish, Washington Parish, Webster Parish, City of West Monroe, and City of Zachary.

A minimum construction amount of \$200,000 must be included in the project. Those projects that do not involve a minimum of \$200,000 will not be considered for funding or scored in any way.

Within these ceiling amounts, the applicant is allowed to request funds for the reimbursement of administrative costs and engineering fees. No pre-agreement costs are allowed under this program.

### **Eligible Activities**

According to federal regulations, the general rule is that any expense associated with repairing, operating, or maintaining public facilities and services is not eligible.

The following are examples of eligible activities under the STREETS category:

- Reconstruction of previously paved streets. Reconstruction requires reworking the base course by a generally accepted construction method such as removal and replacement, in-place cement stabilization, etc. A wearing course will then be placed on the prepared base. The wearing course may be portland cement concrete or asphaltic concrete. Asphalt surface treatment is **not** allowed for the reconstruction of previously paved streets (two or three shot).
- Rehabilitation of previously paved streets. Rehabilitation of streets consists of addressing surface deficiencies and base failures followed by the construction of a wearing course. The correction of existing deficiencies may be corrected by pavement patching, crack sealing, cold planing, etc. Patching shall be deep enough to strengthen the base. Asphalt surface treatment is **not** allowed for the rehabilitation of previously paved streets (two or three shot).
- New Construction (paving of aggregate surfaced streets or other unpaved streets). The engineer will determine the extent and type of base course that is needed as well as the type of wearing course. The wearing course may be portland cement concrete or asphaltic concrete. Asphalt surface treatment is **not** allowed for the new construction of streets (two or three shot).

According to federal regulations, the general rule is that any expense associated with repairing, operating, or maintaining public facilities and services is not eligible. Therefore, the cleaning of ditches and the repair and/or filling of potholes alone are NOT eligible under the LCDBG program. HUD guidance states that project work must have a useful life of at least eight years; otherwise, work conducted on streets with less than a projected useful life of eight years is considered to be a maintenance activity and is ineligible. Miscellaneous items that are eligible on street projects include, but are not limited to, curb and gutter sections, crack relief layers, leveling courses, pavement widening, reshaping ditches, side drains, cross drains, and adjustments to manholes and water valves.

All streets within each target area that meet the criteria for improvement under the program must be improved. **Beneficiaries for street projects will be those residents whose EMS/911 address is identified as being on one of the streets designated for construction, except residents living in group homes who normally do not drive vehicles. If a portion of a street is being improved, only those residences whose EMS/911 address is identified within the portion of the street being improved can be counted as beneficiaries.** The number of occupied residences for each street scheduled for construction was counted and shown on the Street Summary Table on page 65. In delineating the target areas, the boundaries must be coincident with visually recognized boundaries such as streets, streams, canals, etc. Property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

Each target area for street projects must have a minimum of fifty-one percent low- and moderate-income persons benefiting, be a minimum of seventy-five percent residential, and not more than fifty percent exempt. State roads are not eligible for improvement with LCDBG funds.

If there are any funds being utilized for acquisition items, the associated costs should be reflected under the street activity in the project. These include items such as purchase of property, legal fees associated with acquisition, property surveying, appraisals, etc.

## CHECKLIST FOR STREET 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 public facilities applications.

<b>FORM</b>	<b>Page No.</b>	<b>Completed</b>
General Description Form	18	
Budget/Cost Summary Form	22	
Activity Beneficiary Information (including ABF for census)	27	
Survey Information and Methodology	31	
Household Income Limits by Applicant's Parish (if applicable)	35	
Household Survey and Beneficiary Documents	See website	
Analysis of Household Survey Data Form (if applicable)	37	
Maps	39	
Project Description	41	
Engineer's Cost Estimate	43	
Program Impact Certification Form	47	
Cost Effectiveness Form	50	
Engineering Costs Certification Form	50	
Certification of Other Funds Form	50	
Administrative Costs Certification Form	54	
Federal Funding Accountability and Transparency Act Reporting	54	
Proofs of Publication	54	
Statement of Assurances	57	
Disclosure Report	61	
Street Summary Table (required for street projects)	65	



LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG)  
PUBLIC FACILITIES PROGRAM - STREETS  
General Description Form

1. Applicant Name and Mailing Address

2. Name of City Clerk or Parish Secretary

3. Applicant's Email Address

4. Name and Phone Number of Administrative Consulting Firm Preparing Application

5. Name and Phone Number of Engineering Firm Preparing Application

6. Administrative Consulting Firm Contact Name and Email Address

7. Engineering Firm Contact Name and Email Address

8. Target Area information – attached additional pages if needed

Census Tract / Block Group/Zip Code

system-wide  [ ]

target area(s)  [ ]

name of target area \_\_\_\_\_

name of target area \_\_\_\_\_

name of target area \_\_\_\_\_

name of target area \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Legislative Districts: State Senate: \_\_\_\_\_ State Rep.: \_\_\_\_\_ U.S. Congress: \_\_\_\_\_

10. National Objective Addressed:  
 Slum/Blight       Low/Moderate Income  
 Urgent Need

11. Total Amount of LCDBG Funds Requested:  
 \$ \_\_\_\_\_

12. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	\$			
Local Funds	\$			
Private Funds	\$			
State Funds	\$			
Federal Funds	\$			
Other Funds	\$			
<b>TOTAL COST</b>	<b>\$</b>			

13. Signature (Chief Elected Official)

14. Date

15. Typed Name/Title

16. Telephone Number



## INSTRUCTIONS

### General Description Form

All fields must be completed as described below.

- Item 1: Enter applicant name (municipality or parish) and mailing address of applicant (P.O. Box or street address, name of city, and zip code plus four digits). (Note: For the four digit number, please contact your local post office).
- Item 2: Enter the name of the City Clerk or Parish Secretary.
- Item 3: Enter an Email address for the applicant.
- Item 4: Enter the name and phone number of the administrative consulting firm preparing the application. If the consultant is self-employed, enter the individual's name; otherwise, enter the name of the firm.
- Item 5: Enter the name and phone number of the engineering firm preparing the application. If the engineer is self-employed, enter the individual's name; otherwise, enter the name of the firm.
- Item 6: Enter an email address for the contact person at the administrative consulting firm preparing the application.
- Item 7: Enter an email address for the contact person at the engineer firm preparing the application.
- Item 8: Indicate an "x" as to whether the proposed project will involve a system-wide project or a target area(s). If a target area(s) is involved, enter the name(s) of the target area(s). Also list the census tract(s), block group(s), and nine-digit zip code for each target area. Attach additional pages if needed.
- Item 9: Enter the district number of each State Senator, State Representative, and U.S. Congressman representing the local governing body for community-wide projects. If the project involves a target area(s), enter the district numbers of only those representing the target area(s)
- Item 10: Identify the national objective addressed by the proposed activity by placing an "x" in the [ ]. Mark only one national objective for the application.
- Principal benefit to low/moderate income persons is an objective that will be addressed by an activity whose beneficiaries will be at least fifty-one percent low/moderate income.
  - In order to claim that the proposed activity meets the objective of elimination or prevention of slums and blight, the following must be included. An area must be delineated by the applicant that:
    - Meets the definition of slums and blight as defined in 24 CFR 570.483(c), and
    - Contains a substantial number of deteriorating or dilapidated buildings or improvements throughout the area delineated.

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

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

Item 11: Enter the total amount of LCDBG funds being requested.

Item 12: Identify all funds that will be used for completion of the project. Include funds requested through this application and any other funding sources to be utilized. List amount of funds in each category and specific source of these funds. For example, "Local Funds" are any funds included in total project costs contributed by the unit of local government submitting the application. "Private Funds" are those from sources other than governmental entities such as private businesses, banks, etc. Any funds received through other state programs that are used for this specific project would be listed under "State Funds." Any federal funds, such as EPA, USDA Rural Development, etc., should be listed under "Federal Funds." Any other funds not previously identified to be used for the project should be listed under "Other" and the source specified. For each funding source, indicate the status of the funds, i.e., application being prepared, application submitted, preliminary approval, final approval.

Item 13: The chief elected official must sign on line 13.

Item 14: Enter the date the application was signed by the chief elected official.

Item 15: Type or print the name and title of the chief elected official signing the application.

Item 16: Enter the applicant's telephone number.

LCDBG 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 <sup>1</sup> (E)
1. Streets				
2. Administration				
3.				
TOTAL				

II. Line Item Budget – LCDBG Funds Only		For State Use Only
1. Public Facilities – Streets (Total)	\$	\$
a. Construction Costs	\$	\$
b. Engineering Costs	\$	\$
c. Acquisition Costs	\$	\$
2. Administration	\$	\$
3. Other	\$	\$
4. TOTAL	\$	\$

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

<sup>1</sup> If other funds are being injected in a public facilities project, refer to the “Certification of Other Funds” form on page 50 and the corresponding instructions.



## INSTRUCTIONS

### Budget/Cost Summary Form

Enter Name of Applicant.

#### SECTION I: COSTS BY ACTIVITY

Column A: List each activity on a separate line. Administration is shown separately on line 2. Note that Acquisition is not a separate activity, and is carried under the main Public Facilities activity. Therefore, if any acquisition costs are included in the proposed project, these costs should be included in the Streets activity amount.

Columns B, C, D, & E: For each activity, complete the cost columns. Indicate the LCDBG money requested in Column B. Lump together all other funds that will be used to accomplish the activity and show these costs in Column C. Add together LCDBG (B) and Other (C) and record the result in Column D. In Column E, identify the sources of the funds listed in Column C.

Be sure to include all costs related to an activity in the cost columns, such as engineering costs, construction costs, inspection costs, etc.

If other funds are being injected into a public facilities project, please refer to the "Certification of Other Funds" form on page 50 and the corresponding instructions.

#### SECTION II: LINE ITEM BUDGET

Include LCDBG costs only in this budget. In this section, the costs shown in the LCDBG column of Costs by Activity in Section I should be broken down by the type of cost. Note: Acquisition is not a separate activity and thus is carried under the streets activity. The total costs for the main activity would appear in Section II, Line 1. Construction costs, engineering costs and acquisition costs would appear in lines 1a, 1b, and 1c, respectively.

#### SECTION III: CONTRACT EXECUTION DATES

If LCDBG funds will be used to cover administrative and/or engineering costs, enter the name of the administrative consulting and/or engineering firm that the applicant has contracted with to perform services for the proposed project, the date the contract between the applicant and the firm was executed, and the dollar amount of the contract. **An executed contract must be in place prior to services being performed for the project when using LCDBG funds to pay for these services.** The program cannot reimburse the applicant for expenditures that are incurred prior to the existence of an executed contract between the applicant and the firm.

## ACTIVITY BENEFICIARY INFORMATION

First, the target area(s) being served by the project must be determined, and beneficiary information obtained. If there is more than one target area, then the low- and moderate-income information must be determined for each target area independently of the others. Each target area must benefit at least fifty-one percent low- to moderate-income persons.

### ACTIVITY BENEFICIARY FORM

Beneficiary information is shown on an Activity Beneficiary Form (ABF). For projects involving more than one target area, an individual ABF must be completed for each target area. Indicate target area (1, 2, etc.) to which the data on the form corresponds. The projected information from each target area's individual ABF must be shown on a Combined ABF that includes data for all target areas. The number and percent of low/moderate income persons are determined by combining the number of persons shown on each individual target area's ABF, and dividing by the total persons benefiting from the project. This methodology is also used in combining information from the data for a census area, and a smaller area that was surveyed.

Example:	<u>Target Area 1</u>	<u>Target Area 2</u>
	Total persons: 30	Total persons: 100
	Low/mod persons: 17 or 57%	Low/mod persons: 70 or 70%

<u>Combined ABF</u>	
<u>87</u>	
130	= 66.92% low/mod

The final ABF must be labeled as "System-Wide," "Target Area," or "Combined" in the space provided following "Target Area." The information needed for the ABF will be determined from census data and/or a local random household survey.

The applicant must utilize census data (if available). Census data for parishes, places (municipalities), and block groups is provided on HUD's website at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>. Use the links for "all block groups" and "local government summaries." Census maps must be checked to determine if a census tract(s), or block group(s) is generally contiguous with the target area(s). An applicant can go to <http://factfinder.census.gov> and select Reference Maps, then make selections from the dropdown lists to show the desired items on the map.

When a project area does not coincide with census tracts or block groups, an applicant must conduct a local survey or combine census data with a local survey. For instance, if a project area encompasses an entire block group area, but is larger than the block group area, (however does not encompass the entire neighboring block group area or the place), the applicant would utilize the census data for the block group area, and conduct a survey of the additional area(s) which are outside of the block group area and combine the data. An ABF would be completed for the block group area, a Survey Tabulation Form and ABF for the surveyed area(s), then an ABF combining the information from the two. If there is more than one outside area, and the areas are not contiguous with each other but are both contiguous with the block group or place area, one survey would cover both areas.

For target areas that are smaller than the block group area they are located in, generally, a random household survey would be conducted. If ten percent (10%) or less of the houses in the project area (where census data is available and the project area is generally contiguous with the census data area) are not currently served by nor will be served by the proposed project, census data, rather than survey data, must be used to determine the benefit to low/moderate income persons. For example, if there are 100 occupied houses in the project area and 10 of those houses are not connected to the system, the applicant must still utilize census data rather than a local survey to determine income data, (if census data is available for the project area).

If a random household survey is involved, the ABF must identify all beneficiaries, not just those surveyed. If all households were not surveyed, projections must be made based on the survey results. The Office of Community Development has developed excel workbooks, Household Survey Forms and Household Survey Instruction Forms, which provide forms and instructions. The workbooks are located on the OCD website at <https://www.doa.la.gov/oa/ocd-lga/lcdbg-programs/forms-and-information/>.

The workbook includes Survey Forms, Tabulation Sheets, the Survey Tabulation Form, Projected Occupied Households Sheet, Projection Sheet: From the Survey Tab Form to the ABF, and the ABF. **A separate workbook must be completed for each target area.**

NOTE: Each target area for street projects must have a minimum of fifty-one percent low- and moderate-income persons benefiting. They must be a minimum of seventy-five percent residential (no more than 25% of the occupied structures in the Target Area can be businesses). No more than fifty percent of the occupied structures can be exempt. State roads are not eligible for improvement with LCDBG funds.

## 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	<b>Total Occupied Households</b>	

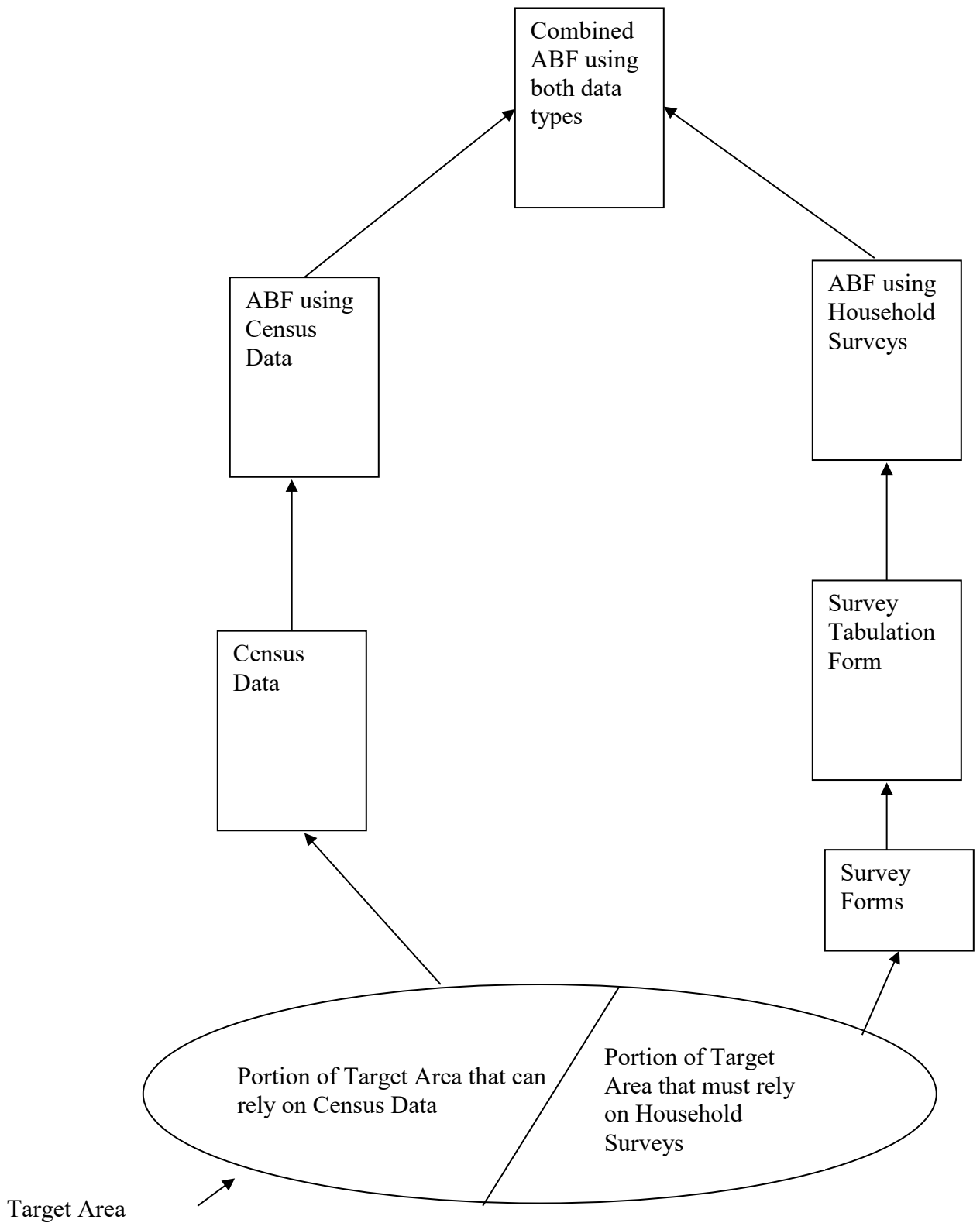
26	Rehabilitation Loans and Grants			
27	Persons		Households	
	Owner	Renter	Owner	Renter
28				
29				
30				
31				
32				
33	<b>Persons</b>		<b>Owner</b>	<b>Renter</b>
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45	Female Headed Households Owner/Renter			
46	<b>Total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

**ACTIVITY BENEFICIARY FORM INSTRUCTIONS (for census data)**

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: <https://www.doa.la.gov/oa/ocd-lga/lcdbg-programs/forms-and-information/> .

**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.

**Household surveys conducted for a street project during the FY 2022 applicant cycle are acceptable.**

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 <https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/>.

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 – This column is not applicable for street projects.

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: <https://www.huduser.gov/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 \$55,000, then the household would be classified as moderate income. If that same household had an annual income of \$45,000, 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:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
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 Kristy Galy 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 must be conducted using a map identifying all structures in the area. 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 34. See the instructions for Maps on page 39 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.**

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 101<sup>st</sup> 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.**

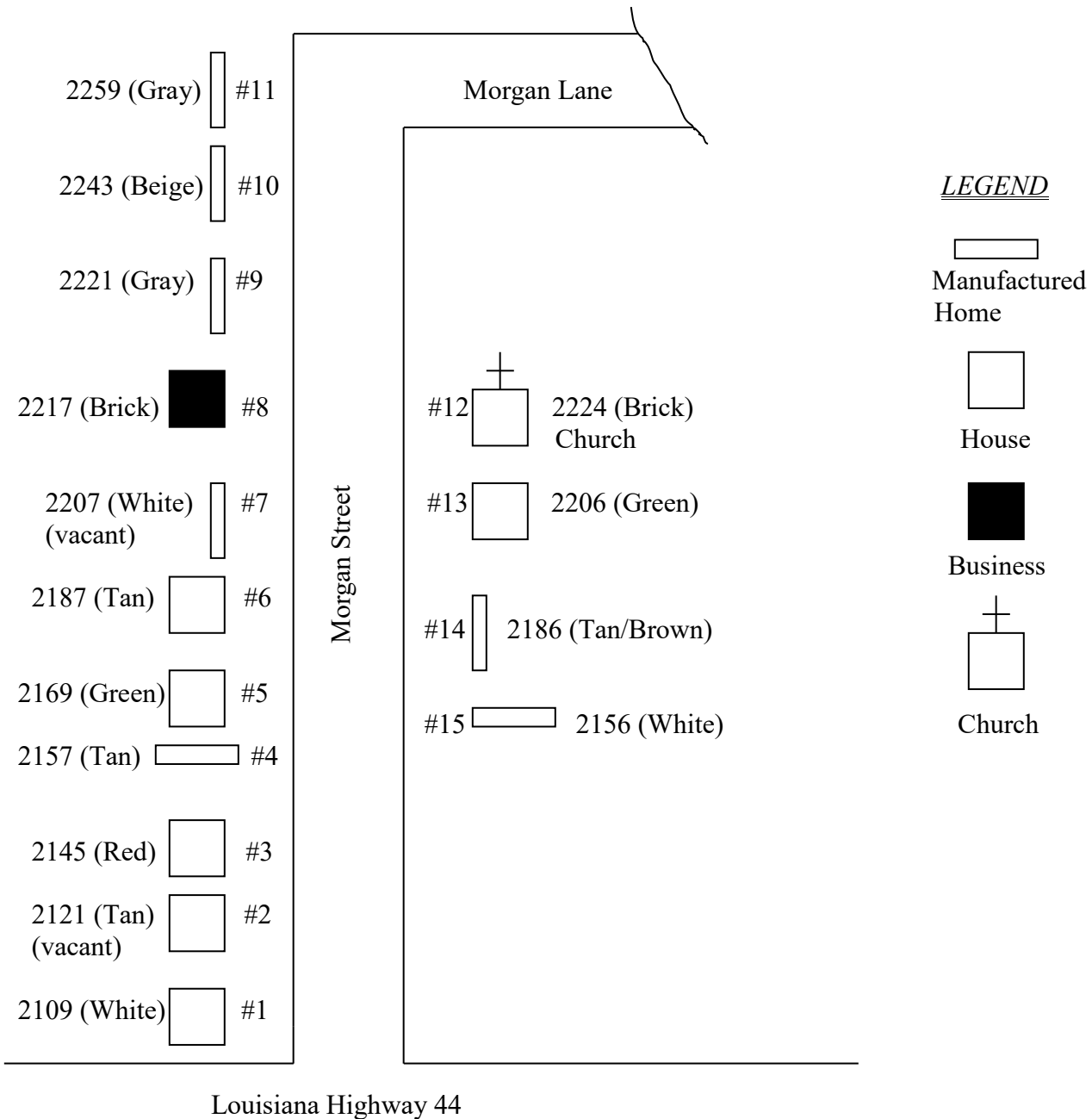
An occupied house where no one is home is one that cannot be surveyed after three separate attempts were made to obtain the survey. Surveys should be attempted at different times of the day and on different days of the week if the first attempt to obtain the survey is unsuccessful. If the first attempt 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/moderate income summary data indicated the low/moderate percentage for a municipality was below 51.0. The current HUD data includes the margin of error for the low/moderate percentage. This information was not available previously. Therefore, municipalities will be allowed to conduct a household survey if the municipality’s low/moderate percentage and margin of error is summed to be at least 51.0. In the example below, the Village of Ashland has a low/moderate percentage of 38.8 and a margin of error for the low/moderate 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/moderate 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 2022 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

**Choose a County**

**Or** view FY 2022 statewide Income Limits for Louisiana:

**View State Calculations**

**Or** select a FY 2022 HUD Metropolitan Fair Market Rent/Income Limits Area (HMFA):

Abilene, TX MSA

**View HMFA Calculations**

Prepared by the [Program Parameters and Research Division](#), HUD.

For more on area definitions, [click here](#). Technical Problems or questions? [Contact Us](#).



# FY 2022 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 2022 Income Limits Summary

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

FY 2022 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Acadia Parish, LA HUD Metro FMR Area</b>	\$63,000	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	22,050	25,200	28,350	<b>31,500</b>	34,050	36,550	39,100	41,600
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	13,590	18,310	23,030	<b>27,750</b>	32,470	36,550*	39,100*	41,600*
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	35,300	40,350	45,400	<b>50,400</b>	54,450	58,500	62,500	66,550

**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**.

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. Also, for projects that require a survey, a detailed field map identifying every structure on each street must be provided. 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



LCDBG PROGRAM  
PUBLIC FACILITIES IMPROVEMENTS

APPLICANT NAME:

PROJECT DESCRIPTION

(Use only one sheet per target area)

## INSTRUCTIONS

### **Project Description Form**

Provide a concise description of the public facilities improvements project for which funds are being requested. The description should include the following:

- Identify the proposed improvements, location of the proposed improvements, physical boundaries of the target area(s) etc.
- Indicate whether the project will require acquisition of easements or rights-of-way and the approximate number of parcels to be acquired, whether the acquisition is to be paid for with LCDBG funds or not.
- Briefly explain the needs to be addressed with the proposed improvements.
- Describe the method by which the applicant can ensure that adequate revenues will be available to operate and maintain the proposed project. The description must identify the source and the estimated amount of funds that will be generated for this purpose.

ENGINEER'S 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  
Licensed Engineer

\_\_\_\_\_  
Date

## INSTRUCTIONS

### **Engineer's Cost Estimate**

All proposed activities must be accompanied by a detailed cost estimate prepared, signed, and stamped by a Professional Engineer licensed in the State of Louisiana. The cost estimate shall contain the cost of construction, engineering fees, and any other project costs. The construction estimate shall be a listing of construction items (as a bid proposal), estimated quantity, unit of measure, unit price, and amount. A maximum of 10 percent is allowed for construction contingencies.

Engineering fees shall be identified by type in a line item format. Typical items include basic services, resident project representative, surveying (property acquisition), construction staking, geotechnical investigation, and testing. Written justification must be provided for all engineering services other than basic services and a resident project representative. 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 fees. Justification of other fees is not required if fees are not to be paid with LCDBG funds.

Administration fees must also be identified.

**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 street improvements, a specific identification of such must be shown on the cost estimate.

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 a cost estimate can be found on the following page.

**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	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
Mobilization	Lump	Lump Sum	\$ 5,000.00	\$ 5,000
Asphaltic Concrete Wearing Course	2,100	Ton	\$ 50.00	\$ 105,000
8-1/2" In-Place Cement Stabilized Base Course	19,200	Sq. Yd.	\$ 4.50	\$ 86,400
Water Valve Adjustments	5	Each	\$ 150.00	\$ 750
Sewer Manhole Adjustments	10	Each	\$ 200.00	\$ 2,000
Aggregate Surface Course	400	Cu. Yd.	\$ 35.00	\$ 14,000
18" Corrugated Metal Pipe	100	Lin. Ft.	\$ 22.00	\$ 2,200
24" Corrugated Metal Pipe	100	Lin. Ft.	\$ 30.00	\$ 3,000
30" Corrugated Metal Pipe	80	Lin. Ft.	\$ 40.00	\$ 3,200
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

**TOTAL PROJECT COST:**

\$328,100

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.

PROJECT IMPACT CERTIFICATION – STREETS PROJECTS

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

- The improvements proposed for the streets in the application will improve the Present Serviceability Rating (PSR) to greater than a 4.1 and extend the service life of a minimum of 8 years.

Refer to the instructions for any specific statements that must be made on this form.


\_\_\_\_\_  
Signature and Stamp of  
Licensed Engineer

\_\_\_\_\_  
Date



## INSTRUCTIONS

### **Project Impact Certification**

A Professional Engineer licensed in the State of Louisiana must sign and stamp this form certifying that if the proposed project is funded, those conditions that currently violate a state or federal standard established to protect public health and safety will be completely remedied and that all persons in the target area as described in the Project Description will benefit. The specific state or federal standard(s) that is currently being violated and will be addressed must be identified on this form.

The engineer must certify that all persons residing within the target area as described in the Project Description will benefit from the proposed project and have been included in the application beneficiary data.

The engineer must further certify that the proposed improvements for the streets in the application will improve the Pavement Sufficiency Rating to greater than 4.1 and extend the service life of the streets for a minimum of 8 years. See the Rating Criteria Section in Chapter III regarding Project Severity for more information on PSR.

**Unpaved streets are eligible for improvement under the LCDBG Program, and must be paved if they are within the designated target area.**





## INSTRUCTIONS

### **Cost Effectiveness**

This form will be used to determine the project cost per person benefiting. In calculating the cost effectiveness, fill out the form using only the LCDBG funds requested for the project (less administration and engineering costs).

- a) On line a., indicate the total amount of LCDBG funds requested less administration and engineering costs. Do not include "other" funds on line a.
- b) On line b., identify the total persons benefiting, not just the persons surveyed. For street projects, only identify the number of persons living in occupied houses located on streets designated for work. See page 9 of the application package for specifics on this calculation.
- c) On line c., divide the monies shown on line a. by the total persons benefiting as shown on line b.

For example, if a total of \$700,000 is required for construction of the street project benefiting 1,000 people and \$700,000 is requested from LCDBG funds, the average cost per person would be \$700. Using the same example, if \$300,000 in local funds and \$400,000 in LCDBG funds will be used for that same \$700,000 project, the average cost per person would be \$400.

### **Engineering Costs Certification**

This form must be completed by those applicants that will pay all of the engineering costs associated with the implementation of the LCDBG Program. Such costs may include, but not be limited to, basic design, resident inspection, testing, staking, etc. However, property surveying costs can be paid with grant funds even if the applicant receives the rating points for paying the engineering costs.

To substantiate that the local government will pay the engineering costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. A copy of the resolution passed by the local government identifying the engineering firm hired and the proposed amount of the contract must be included in the application. That resolution should also state that local funds will be used to pay the engineering fees and any other engineering costs incurred by the local government, (except property surveying costs). The applicant will not receive these points if the required information is not included in the application.

For those applicants that receive the points for paying engineering costs (and are successful in receiving a grant), if there is an under-run in their project costs, the grantee will not be allowed to re-budget those monies for the purpose of reimbursing the local government for any engineering costs associated with the LCDBG Program.

### **Certification of Other Funds**

If no other funds are being used in conjunction with the LCDBG funds for construction purposes, it is not necessary to complete this form. Do not identify any local funds that will be used to pay administrative or engineering costs on this form. This form should involve cash contributions that will be used for the construction of the project.

Some projects may cost more than can be requested under the LCDBG Program. Therefore, the applicant may propose to use other funds in conjunction with the LCDBG funds. Applicants that want to use other funds in conjunction with LCDBG funds must have those funds available and ready to spend. If the other funds involve loans or grants from other state, federal, or private sources, the monies must have already been awarded or be in the bank. To substantiate the immediate availability of the other funds, one of the following items will be required: a letter and adopted resolution from the local governing body stating the specific source, amount, and location of local cash, a line of credit letter from a financial institution such as a bank stating the amount available as a loan, specific evidence of funds to be received from a tax or bond election that has already passed, or a letter from another funding agency stating that the funds have been awarded and are currently available for expenditure. The supporting documentation must be attached to the application.

If other funds are involved and that applicant is in a position to be funded, the LCDBG staff will contact the applicant prior to a grant award and request positive proof of the current availability of the other funds; if proof cannot be provided within the timeframe allowed by the Office of Community Development (approximately ten calendar days), then the project will not be funded at that time. If additional LCDBG funds are made available and grants are awarded again in the same program year, the applicant will be reconsidered and given the opportunity to provide availability of additional funds; if the other funds are not available at that time, the applicant will no longer be considered for funding.

**ADMINISTRATIVE COSTS CERTIFICATION**

I certify that our local government will pay all of the 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 consultant 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

**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**

Attach the two required public notices and proofs of publication.

## INSTRUCTIONS

### **Administrative Costs Certification**

This form must be completed by those applicants that will pay all administrative costs associated with the implementation of the LCDBG Program. To receive the points associated with this factor, the form must be completed and signed by the chief elected official and the corresponding documentation must be included in the application. Such administrative costs may include, but not be limited to, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, etc. It is not allowable for grantees to re-budget monies for the purpose of reimbursing the local government for any administrative costs associated with the LCDBG Program if an under-run in project costs occurs. The applicant will not receive these points if the required information is not included in the application. If the applicant is requesting LCDBG funds for administrative costs, this form should not be completed and no points will be assigned during the rating process.

An applicant may intend to utilize the services of an administrative consultant, to utilize local staff, or to utilize both. The certification must identify which circumstances apply by marking one or both boxes. If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services. A copy of the resolution passed by the local government identifying the administrative consultant hired must be included in the application. The resolution should either include the amount of the contract with the administrative consultant or state that all costs associated with the administrative consultant would be paid by the local government. That resolution should also state that local funds will be used to pay for any other administrative costs incurred by the local government.

If the local government maintains full-time permanent staff for the sole purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. A sheet should be attached that identifies the staff person(s) who will be responsible for program administration, their job title or position, and a brief listing of their previous experience in administering LCDBG or other federal programs. A copy of the resolution passed by the local government stating that local funds will be used to pay all administrative costs incurred by the local government must be included in the application.

### **Proofs of Publication**

A copy of the public notices and 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 applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. It has facilitated citizen participation (in accordance with 42 U.S.C. 5304[a]) by:
  - a. Providing adequate notices that provide the information specified on the Office of Community Development's website.
  - b. Holding a hearing to obtain citizens' views on housing and community development needs and to provide citizens with the information specified on the Office of Community Development's website.
4. It has adopted a detailed written citizen participation plan that:
  - 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 access to local meetings, information, and records relating to the State's proposed method of distribution, as required by regulations of the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended, and 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;
  - e. Provides for a timely written answer to written complaints and grievances, within fifteen working days where practicable, and;

- f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
5. 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.
6. 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.
7. It will comply with the regulations of 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - a. 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).
  - b. That 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.
8. 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).
9. It will comply with:
  - 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. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.
  - b. The Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations (24 CFR Subtitle B, Subchapter A). And further it will comply with section 104(b)(2) of Housing

and Community Development Act of 1974, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing.

- c. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under this Part. Section 109 further prohibits discrimination to an otherwise qualified individual with handicap as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
10. It will comply with Section 3 of the Housing and Urban Development Act of 1968 (24 CFR part 135), 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.
  11. 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 the acquisition and relocation requirements 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.
  12. It will provide access to (1) the State, Representatives of HUD, the Inspector General, and the General Accounting Office shall have access 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.
  13. 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.
  14. 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.

15. 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.
16. 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).
17. It certifies that no federally appropriated funds will be paid for any lobbying purposes regardless of the level of government.

Signing these assurances means that the municipality/parish agrees to implement its program in 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.

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SIGNATURE OF CHIEF ELECTED OFFICIAL

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TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

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DATE

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2508-0214 (exp. 2/28/2022)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report  or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Amount of HUD Assistance Requested/Received
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3. HUD Program Name

5. State the name and location (street address, City and State) of the project or activity:

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). Yes <input type="checkbox"/> No <input type="checkbox"/>	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input type="checkbox"/> Yes <input type="checkbox"/> No
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:  X	Date: (mm/dd/yyyy)
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## **Instructions—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.hudexchange.info/resource/293/hud-form-2880/>.

Also: 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.

**Public reporting burden** for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

**Note:** This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

## Instructions

### Overview.

**A. Coverage.** You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

**B. Update reports (filed by "Recipients" of HUD Assistance):**

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

### Line-by-Line Instructions.

#### Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Applicants enter the HUD program name under which the assistance is being requested.
3. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
4. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

#### Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to *either* questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

#### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD *and any other source* - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

**Part III. Interested Parties.**

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

**Note:** A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
3. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

**Notes:**

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.





## **VI. DISPLACEMENT POLICY**

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

Reasonable benefits include but are not limited to:

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

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

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

**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.