# CDBG GRANT APPLICATION

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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| **Section A – Applicant Information** | | | | |
| 1. **Name of Applicant:** | |  | | |
| 1. **Mailing Address:** | |  | | |
|  | |  | | |
| 1. **Type of Applicant (non-profit, local government):** | |  | | |
| 1. **Federal Tax ID Number:** | |  | | |
| 1. **Fiscal Year End Date:** | |  | | |
| 1. **DUNS Number:** | |  | | |
| 1. **Project Area** | | Census Tract(s)/Block Group(s)/Zip Code(s) | | |
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|  | |  | | |
| **Chief Elected Official/ Chief Operating Official (printed):** |  | | | |
| **Title (printed):** |  | | | |
| **Signature:** |  | | **Date**: |  |
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| **Section B – Contact Information Summary** | | |
| **Contact Person:** |  | **Additional Contact Person:** |
|  |  |  |
| **(Name)** |  | **(Name)** |
|  |  |  |
| **(Title)** |  | **(Title)** |
|  |  |  |
| **(Street/PO Box)** |  | **(Street/PO Box)** |
|  |  |  |
| **(City) (Zip)** |  | **(City) (Zip)** |
|  |  |  |
| **(Telephone) (Fax No)** |  | **(Telephone) (Fax No)** |
|  |  |  |
| **(Email)** |  | **(Email)** |

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| --- | --- | --- |
| **Administrative Consultant:** |  | **Project Engineer:** |
|  |  |  |
| **(Name)** |  | **(Name)** |
|  |  |  |
| **(Title)** |  | **(Title)** |
|  |  |  |
| **(Street/PO Box)** |  | **(Street/PO Box)** |
|  |  |  |
| **(City) (Zip)** |  | **(City) (Zip)** |
|  |  |  |
| **(Telephone) (Fax No)** |  | **(Telephone) (Fax No)** |
|  |  |  |
| **(Email)** |  | **(Email)** |

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| **Section C – Funding Information** |

**Provide a brief description of the proposed activity and the benefit.**

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.

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| --- | --- | --- | --- | --- |
| **Funds** | **Amount** | **Source of Funds** | **Fund Status** | **State Use Only** |
| LCDBG | **$** |  |  |  |
| Local Funds | **$** |  |  |  |
| Private Funds | **$** |  |  |  |
| State Funds | **$** |  |  |  |
| Federal Funds | **$** |  |  |  |
| Other Funds | **$** |  |  |  |
| Total Cost | **$** |  |  |  |

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| **Section D – Budget /Cost Summary** |

Enter Name of Applicant.

SECTION I: COSTS BY ACTIVITY

Column A: List each activity on a separate line. If acquisition is included in the project, do not list it as a separate activity. It should be calculated as part of the main activity.

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 LCDBG (B) and Other (C) together 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.

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. The total costs for the main activity would appear in Section II, Line A. Construction costs, engineering costs and acquisition costs would appear in lines A1, A2, and A3, respectively.

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| LCDBG Program Budget/Cost Summary Form | | | | |
| Applicant Name: | | | | |
| I. Costs by Activity | | | | |
| A. Activity | B. LCDBG | C. Other | D. Total | E. Source of Other Funds |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| Total |  |  |  |  |
| II. Line Item Budget – LCDBG Funds Only | | | | State Use Only |
| A. Public Facilities (Total) | | | $ | $ |
| 1. Construction Costs | | | $ | $ |
| 2. Engineering Costs | | | $ | $ |
| 3. Acquisition Costs | | | $ | $ |
| B. Administration | | | $ | $ |
| C. Other | | | $ | $ |
| D. Total | | | $ | $ |

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| III. Contract Execution Date (if scheduled to be paid using LCDBG funds) | | |
| Name of Engineering Firm | Contract Execution Date | Contract Amount |
|  |  |  |
| Name of Administrative Consulting Firm | Contract Execution Date | Contract Amount |
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| **Section E – Project Description** |

Please limit the response to this description of the proposed activity to a maximum of one page. The description should include the following:

• Identify the proposed improvements, location of the proposed improvements, area served, etc.

• Indicate whether the project will require acquisition of easements or rights-of-way and the approximate number of parcels to be acquired. Also, indicate whether the proposed acquisition is to be paid for with LCDBG funds or not.

• Briefly explain the needs to be addressed with the proposed improvements.

• Describe how people will benefit from the project.

• Identify the entity that will retain ownership after the completion of the project. Please note that the applicant must retain ownership of the 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.

• Describe the physical boundaries of the target area(s) in relation to the beneficiaries of the project

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| LCDBG Program Project Description |
| Applicant Name: |
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| **Section F – 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.

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| **Section G – Budget Narrative/ Cost Estimate** |

A detailed budget narrative identifying all costs included in their request must be included. Any costs incurred that would be considered pre application/ agreement should be included in this narrative identifying the use, date of use, etc. 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 if applicable. 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-LGA’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.

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. If the project requires acquisition, the amounts required for all aspects of the acquisition process must be listed on the cost estimate. The cost estimate must identify the estimated number of weeks of construction and the estimated number of parcels to be acquired. Examples of cost estimates for sewer, water, street improvements, and community centers can be found on OCD-LGA website at <https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/>.

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| Engineer’s Cost Estimate / Budget Narrative |
| Applicant’s Name: |
| Estimated number of weeks of construction: \_\_\_\_\_\_\_  Estimated number of parcels to be acquired: \_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Licensed Engineer Date |

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| **Section H – Louisiana CDBG Program Statement of Assurances** |

# This applicant hereby assures and certifies that:

# It possesses legal authority to apply for the grant and to execute the proposed program.

# 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.

# It has facilitated citizen participation (in accordance with 42 U.S.C. 5304[a]) by:

# Providing adequate notices that provide the information specified on the Office of Community Development’s website.

# 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.

# It has adopted a detailed written citizen participation plan that:

# 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;

# 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;

# 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;

# 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;

# Provides for a timely written answer to written complaints and grievances, within fifteen working days where practicable, and;

# 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.

# 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.

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

# It will comply with the regulations of 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

# 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).

# 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.

# 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).

# It will comply with:

# 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.

# 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.

# 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.

# 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.

# It will:

# 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

# 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

# Minimize displacement of persons as a result of activities assisted with such LCDBG funds.

# 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.

# 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.

# 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.

# 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.

# 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).

# 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.

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SIGNATURE OF CHIEF ELECTED OFFICIAL

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

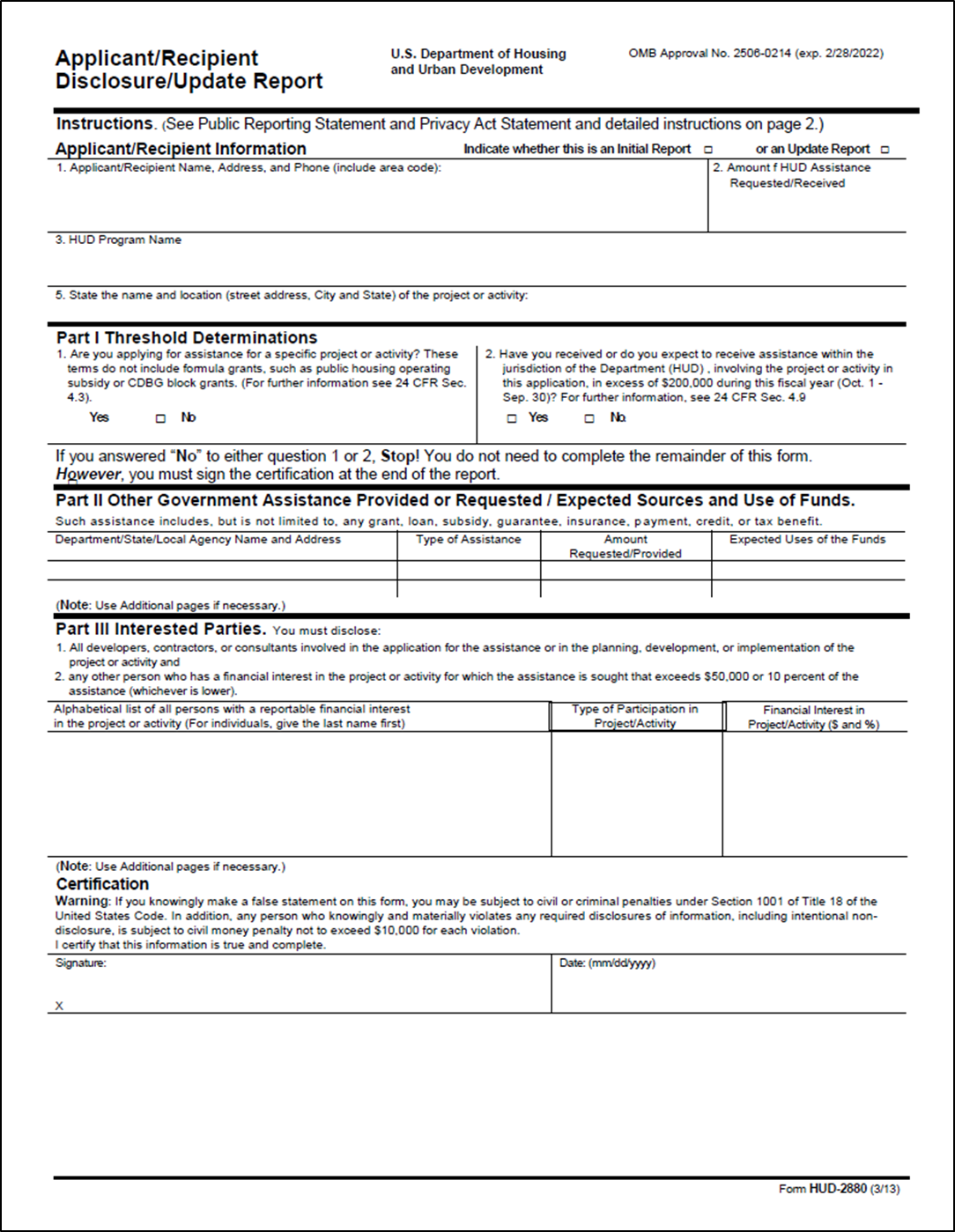
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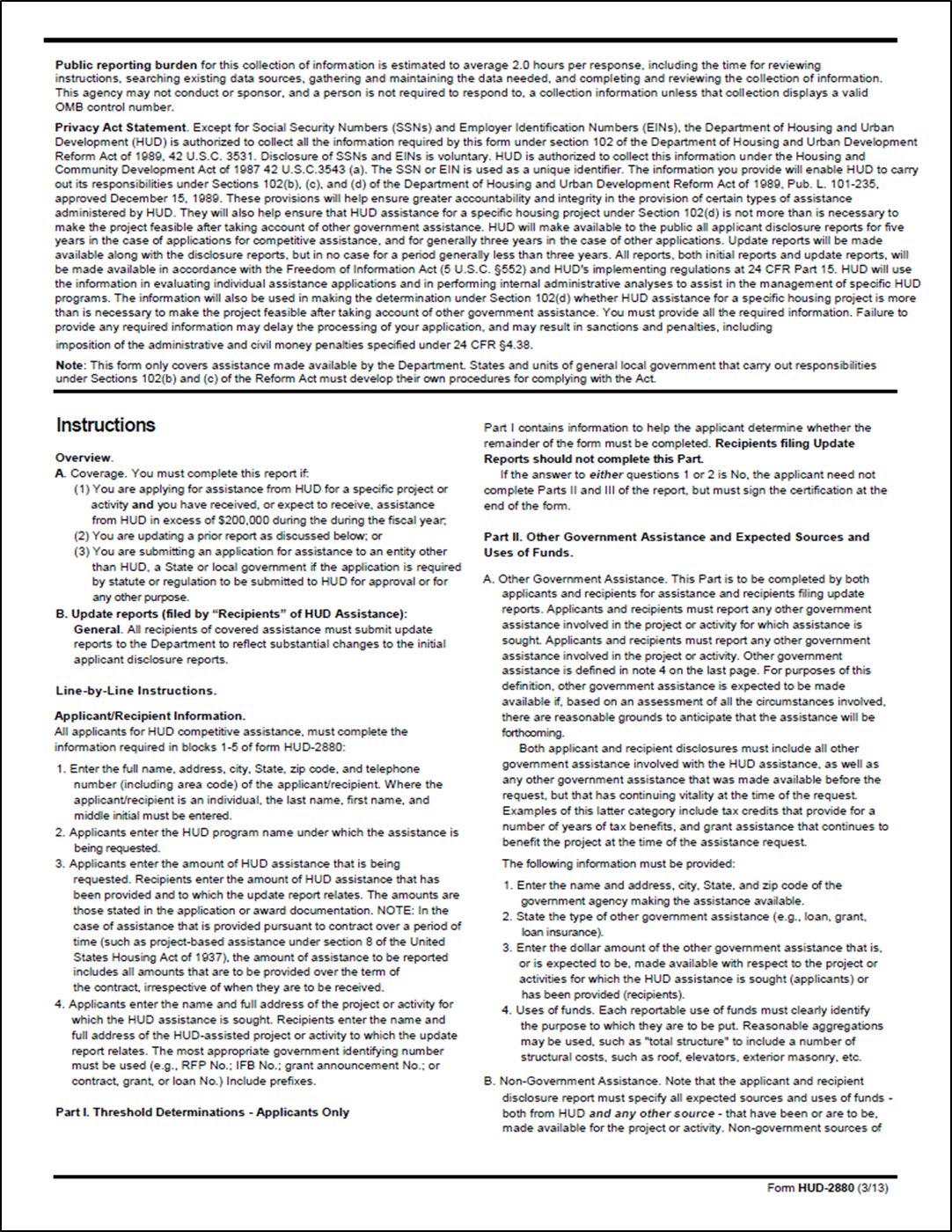
# DATE

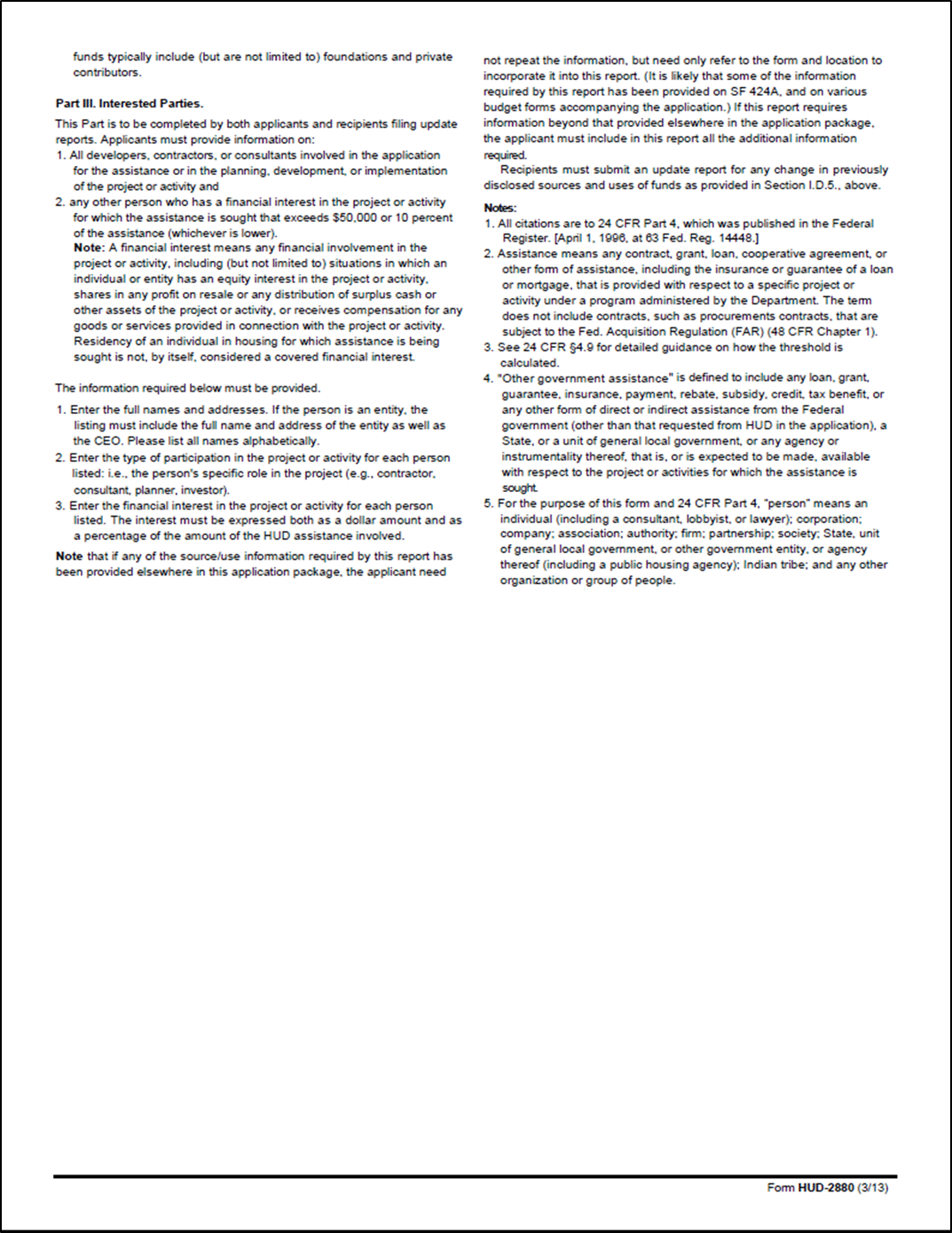
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| **Section I – Applicant Disclosure Report** |

# 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 also included below. 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/>.

# 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.

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