

Application Package
Community Development Block Grant Program
Public Facilities Allocation
FY 2014 - FY 2015



STATE OF LOUISIANA
Division of Administration
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Community Development Block Grant (CDBG) Program
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This public document is published at a total cost of \$918.00. 120 copies of this public document were published in this first printing at a cost of \$918.00. The total cost of all printings of this document including reprints is \$918.00. This document was published by the Office of Community Development, Division of Administration to provide technical assistance in grants management under special exception by the Division of Administration. This material was printed in accordance with standards for printing by State Agencies established pursuant to R.S. 43:31. Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.

STATE OF LOUISIANA

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DIVISION OF ADMINISTRATION

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Acronyms

LCDBG	Louisiana Community Development Block Grant
CDBG	Community Development Block Grant
OCD	Louisiana’s Office of Community Development
DOA	Louisiana’s Division of Administration
LGR	Local Government Representative
HUD	U. S. Department of Housing and Urban Development
The Act	The Housing and Community Development Act of 1974, as amended

Definitions

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

FY 2014 - FY 2015 LCDBG Public Facilities Program

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I. PROGRAM GOALS AND OBJECTIVES

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**

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Introduction

The Division of Administration's Office of Community Development administers the LCDBG Program. It is anticipated that Louisiana will receive approximately \$21.2 million from the U.S. Department of Housing and Urban Development (HUD) in Community Development Block Grant funds. Of that amount, approximately \$15 million will be available for the LCDBG Public Facilities Program. The Office of Community Development 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. The funding priorities under the Public Facilities Program for the FY 2014 - FY 2015 Program years are:

- Sewer Improvements
- Potable Water Improvements
- Fire Protection Improvements
- Street Improvements

The LCDBG Public Facilities Program has a two year funding cycle. Therefore, the Office of Community Development will accept applications for these priorities on November 21, 2013 and those applications will be reviewed for funding under the FY 2014 - FY 2015 program years.

The Office of Community Development will not capture rating data for any public facilities applications that do not meet the past performance threshold criteria beginning on page 10 as of November 21, 2013. Therefore, those applications will not be in consideration for funding for the FY 2014 program year. For the second year of the funding cycle, FY 2015, the Office of Community Development will capture rating data for any applications that meet the threshold criteria as of November 21, 2014. This may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered in the same activity area. Since additional applicants may meet the threshold criteria for FY 2015, there may be changes in the points awarded under cost effectiveness and in the overall ranking of the projects.

Citizen Participation Requirements

Prior to the submittal of the application, the local governments must complete certain Citizen Participation requirements, which includes 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 be made available to the public at the public hearing. Instructions for developing a Citizen Participation Plan and a Sample Citizen Participation Plan for local governments, and other Citizen Participation requirements can be found on the Office of Community Development's website at <http://www.doa.louisiana.gov/cdbg/appsandforms.htm>. Any questions regarding this information should be directed to the Office of Community Development at 225/342-7412.

Procurement Procedures for the Selection of Administrative Consultants and Engineering/Architectural Services

It is allowable to use LCDBG funds to pay for professional services, such as administrative, architectural, or engineering services. Instructions for procuring professional services can be found on the Office of Community Development's website at <http://www.doa.louisiana.gov/cdbg/appsandforms.htm>. Any questions concerning this information, may be directed to Carol Newton of the Office of Community Development 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 priorities are sewer, water (potable and fire protection), and 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 (including Demonstrated Needs and LaSTEP). Only single purpose applications will be accepted. A single purpose grant provides funds for one primary need or activity, such as streets or a water storage tank for fire protection purposes. 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 upon which a water storage tank will be constructed. Also, only one utility system can be included in each application. For example, a Parish may have more than one sewer system within the Parish boundaries, but can only propose improvements to one of those systems in an application.

Multi-purpose applications are not eligible for funding. An application for water system improvements that requests monies equally to upgrade the water treatment plant (potable water improvements) and to build a fire station (fire protection improvements) would be considered as a multi-purpose application since the two major activities are not in support of each other, and therefore, they do not address one need.

Size of Grants

The State has established the following funding ceilings:

- \$1,000,000 – Sewer Treatment
- \$800,000 – New Sewer Collection
- \$800,000 – Existing Sewer Collection Rehabilitation
- \$800,000 – Potable Water
- \$500,000 – Water for Fire Protection

\$600,000 – Streets (minimum grant is \$150,000)
\$250,000 – Demonstrated Needs
\$350,000 – La STEP

Within the ceiling amounts, the applicant is allowed to request funds for the reimbursement of pre-agreement costs (application preparation fees), grant administrative costs, and engineering/architectural fees. A complete description of allowable costs is available on the Office of Community Development's website at: <http://www.doa.louisiana.gov/cdbg/appsandforms.htm>.

In order to be eligible to be reimbursed for these costs, the following requirements must be met:

1. The application must be funded under the FY 2014 or FY 2015 LCDBG Program years.
2. The LCDBG procurement procedures must have been followed in the procurement of engineering, architectural, and/or administrative consulting firms.
3. The application preparation, grant administration, engineering/architectural tasks, and corresponding costs must be identified in a **written and fully executed contract** between the firms and the local government **prior to the beginning of services being performed**.
4. The application must be complete and accurate as determined by the Office of Community Development.

Only those local governments that receive grant awards will be eligible for the above mentioned costs. The State has the option of reducing the reimbursable amount requested for these costs. Example: An application deemed inadequate by the Office of Community Development may result in a reduction allowed for reimbursement of pre-agreement costs.

Eligible Applicants

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, Jefferson Parish (including Grand Isle, Gretna, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish (including Abita Springs, Covington, Madisonville, Mandeville, Pearl River, and Sun), Shreveport, Slidell, Terrebonne Parish Consolidated Government, and Thibodaux.

Threshold Criteria (Excerpt from Proposed FY 2014 Consolidated Annual Action Plan)

With the exception of municipalities with a population of more than 25,000 and parishes which have an unincorporated population of more than 25,000, each eligible applicant may apply for one public facilities grant under the FY 2014 LCDBG Program; those applications not funded under the FY 2014 LCDBG Program will be considered for funding under the FY 2015 LCDBG Program. Those municipalities with a population of more than 25,000 and those parishes which have an unincorporated population of more than 25,000 may submit a maximum of two single purpose applications for public facilities with a combined maximum request of \$2 million; the individual amounts requested per application cannot exceed the

funding ceiling amount for that particular type of application as identified previously in this section. A multi-jurisdictional, regional public facilities application counts as one application that may be submitted by an applicant. According to 2010 census information obtained from the Louisiana Census Data Center as provided by the U.S. Bureau of the Census, those municipalities and unincorporated parishes with populations in excess of 25,000 include: Acadia Parish, Ascension Parish, Bossier Parish, Caddo Parish, Calcasieu Parish, City of Central, Iberia Parish, Lafourche Parish, Livingston Parish, City of New Iberia, Ouachita Parish, Rapides Parish, St. Bernard Parish, St. Charles Parish, St. John the Baptist Parish, St. Landry Parish, St. Martin Parish, Tangipahoa Parish, Vermilion Parish, Vernon Parish, and Washington Parish.

Any eligible applicant may apply for an economic development project, demonstrated needs grant or LaSTEP grant under the FY 2014 LCDBG Program, including those applicants previously funded under the public facilities components of the FY 2014 LCDBG Program. The number of demonstrated needs grants which an eligible applicant may receive during any program year is limited to one. Municipalities may only be funded for a demonstrated needs project every other program year. Generally, parishes may be funded for one demonstrated needs project every program year; however, the sewer, water, or gas system, etc. for which it receives demonstrated needs funds can only be funded every other program year under the demonstrated needs program category.

Capacity and performance: threshold considerations for grant approval. These considerations assist the State's ability to promote the timeliness of grantee expenditures. No grant will be made to an applicant that lacks the capacity to undertake the proposed program. Also, applicants which have previously participated in the CDBG Program must have performed adequately.

Performance and capacity determinations for FY 2014 (public facilities applications) will be made as of the deadline date for the submittal of the public facilities applications (November 21, 2013).

In order to be eligible to receive a public facilities grant award under the FY 2014 LCDBG 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 (FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, FY 2009, FY 2010, FY 2011, FY 2012, and FY 2013) awarded by the State have been closed out or conditionally closed out (with the exceptions listed below).

The following stipulations relate to those parishes with an unincorporated population of more than 25,000 and cities with a population of more than 25,000 (identified in the first paragraph of this section) that may be applying for funds under the FY 2014 LCDBG program year.

- If any of these local governments have no open or ongoing LCDBG grants awarded prior to the FY 2014 LCDBG program, the local government will be eligible to receive two public facilities grants under the FY 2014 LCDBG Program.

- If any of these local governments have one open or ongoing LCDBG grant awarded prior to the FY 2014 LCDBG program year which has not been closed out or conditionally closed out, with the exceptions listed below, the local government will be eligible to receive one public facilities grant under the FY 2014 LCDBG Program.
- If two applications are in a funding position under the FY 2014 program but eligibility requirements only allows one application to be funded, the local government may choose which application will be funded.
- If any of these local governments have two or more open or ongoing LCDBG grants awarded prior to the FY 2014 LCDBG program year, with the exceptions listed below, the local government will not be eligible for any public facilities grants under the FY 2014 LCDBG program year.

EXCEPTIONS - For the following previously funded recipients, the State will, at its own discretion on a case-by-case basis, make a determination on the recipient's performance. If the State makes the determination that the recipient has performed adequately, the State may deem that recipient also eligible for FY 2014 funding.

- Economic Development - FY 2010, FY 2011, FY 2012, and FY 2013 Programs
- Demonstrated Needs – FY 2013 Program
- LaSTEP - FY 2010, FY 2011, FY 2012, and FY 2013 Programs
- Housing/Physical Accessibility – All previously funded years

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.

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 which is maintained by the Office of Community Development.

In order to be eligible to receive a public facilities grant award under the FY 2015 LCDBG 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 (FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, FY 2009, FY 2010, FY 2011, FY 2012, FY 2013, and FY 2014) awarded by the State have been closed out or conditionally closed out (with the exceptions listed below).

The following stipulations relate to those parishes with an unincorporated population of more than 25,000 and cities with a population of more than 25,000 (identified in the first paragraph of this section) that may be applying for funds under the FY 2015 LCDBG program year.

- If any of these local governments have no open or ongoing LCDBG grants awarded prior to the FY 2015 LCDBG program, the local government will be eligible to receive two public facilities grants under the FY 2015 LCDBG Program.
- If any of these local governments have one open or ongoing LCDBG grant awarded prior to the FY 2015 LCDBG program year which has not been closed out or conditionally closed out, with the exceptions listed below, the local government will be eligible to receive one public facilities grant under the FY 2015 LCDBG Program.
- If two applications are in a funding position under the FY 2015 program but eligibility requirements only allows one application to be funded, the local government may choose which application will be funded.
- If any of these local governments have two or more open or ongoing LCDBG grants awarded prior to the FY 2015 LCDBG program year, with the exceptions listed below, the local government will not be eligible for any public facilities grants under the FY 2015 LCDBG program year.

EXCEPTIONS - For the following previously funded recipients, the State will, at its own discretion on a case-by-case basis, make a determination on the recipient's performance. If the State makes the determination that the recipient has performed adequately, the State may deem that recipient also eligible for FY 2015 funding.

- Economic Development - FY 2011, FY 2012, FY 2013, and FY 2014 Programs
- Demonstrated Needs – FY 2014 Program
- LaSTEP - FY 2011, FY 2012, FY 2013, and FY 2014 Programs
- Housing/Physical Accessibility – All previously funded years

- 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.
- 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 which is maintained by the Office of Community Development.

For the FY 2014 program year, only those public facilities applications which were submitted by grantees who meet the threshold requirements will be rated and ranked. For the FY 2015 program year, the eligibility status of the public facilities applicants will be re-evaluated; at that time any additional applications that are determined to be eligible for FY 2015 funding will be rated and ranked. If an applicant does not meet the threshold requirements for either program year, its application(s) will not be rated.

The State may announce some FY 2014 and FY 2015 awards and issue “authorizations to incur costs” for those awards prior to the beginning of the FY 2014 and FY 2015 LCDBG Program years. Those issuances will be contingent upon the State’s receipt of FY 2014 and FY 2015 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 with the following exception. For these local governments which may have two open public facilities grants, the multi-jurisdictional grant will only count as one of those open grants.

The capacity and performance thresholds do not apply to applicants for economic development, demonstrated needs and LaSTEP funds with the exception that no award will be made to a previous recipient who owes money to the State (unless an arrangement for repayment of the debt has been made and payments are current) or to a local government on the sanction list.

Standard Application Forms

Only applications submitted on the standard forms included herein will be accepted. Additional application forms are available from the Division of Administration, Office of Community Development, Post Office Box 94095, Baton Rouge, Louisiana 70804-9095. Telephone number (225) 342-7412 or Louisiana Relay Service at 1-888-699-6869. The application package is also available online at http://www.doa.louisiana.gov/cdbg/applications_list.htm.

Application Deadline

The deadline for submittal of public facilities infrastructure applications for the FY 2014 and 2015 program years is November 21, 2013. If hand delivered, applications must be received by the Office of Community Development by 4:30 p.m. on or before November 21, 2013. If mailed, the postmark must be stamped no later than November 21, 2013. The applicant must obtain a “Certificate of Mailing” from the Post Office, certifying the date mailed. The State may require the applicant to submit the “Certificate of Mailing” to document compliance with the deadline.

Any applications that do not meet the stated deadline requirements will not be rated.

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
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

Or delivered to:
Division of Administration
Office of Community Development
Claiborne Building, Suite 7-270
1201 North Third Street
Baton Rouge, Louisiana 70802

Federal and State Statutes and Regulations That Apply to the LCDBG Public Facilities Program

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 – OMB Circular A-133 requires single audits of all grantees that have total annual federal expenditures in excess of \$500,000. Financial audits and/or certifications are required in accordance with State law when grantee has total annual federal expenditures less than \$500,000. 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

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Preliminary Review

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

1. Timeliness of Submission – Applications that are postmarked or delivered after the deadline date will be returned to the applicant unopened and **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. **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 two national objectives identified on page 3 of this application package. **Ineligible activities will not be rated.**

Applicant Selection

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 2014 Proposed Consolidated Annual Action Plan, and also in this section.

The Office of Community Development will not enter rating data from any applications that do not meet the threshold criteria identified in Chapter II of this application package as of November 21, 2013. Therefore, those applications will not be considered for funding for the FY 2014 program year. For the second year of the funding cycle, FY 2015, the Office of Community Development will enter rating data from any applications that meet the threshold criteria as of November 21, 2014. This may cause a change in the points awarded under the cost effectiveness criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2015, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects that met the threshold requirements for FY 2014 but were not funded.

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 - Water, Sewer, Fire Protection, Streets (Maximum of 66 Points)

Since the FY 2014 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 combined final public facilities ranking list will be produced including all public facilities applications that are being considered for the FY 2014 program year ranked from highest to lowest according to the total number of points received by each application. The OCD will award funding based on this final public facilities ranking list as funds are available. The same process will be used to award funds under the FY 2015 program year, only including applications that are being considered for funding under the FY 2015 program year.

The maximum points available for all PF categories (sewer, water, streets, and water for fire protection) is 66.

Any water or sewer project that is funded must completely remedy existing conditions that violate a state or federal standard established to protect public health and safety.

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 as 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.

Firefighting equipment and fire trucks are NOT eligible for funding under the FY 2014 and FY 2015 LCDBG Programs. Fire station construction is eligible; however, the applicant must own or acquire (from another source) fire truck(s) that will be housed in the fire station.

Both parishes and municipalities are limited to two target areas for residential street projects. 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, et cetera; or, available census data boundaries. Property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

Each application will be classified as including a project that benefits a specific target area/areas or that provides benefits on a community/system-wide basis. To be considered and rated as a community/system-wide project under the LCDBG Program, at least thirty-five percent of the total construction cost (including contingencies) must be utilized for a community/system-wide activity. If a project has one or more community/system-wide activities but the construction cost of that activity or activities is less than thirty-five percent of the total construction cost, the project will be classified for rating purposes as primarily involving a target area(s). The cost estimate in the application must clearly separate and distinguish between the community/system-wide and target area activities. Those applications which propose activities serving a target area/areas (an area smaller than the jurisdiction of the local government) will also be classified and rated as a target area activity.

Specific standards/requirements that must be met for sewer, water and street projects are discussed in detail in this LCDBG Application Package for public facilities.

a) Benefit to Low/Moderate Income Persons (Maximum Possible Points - 1)

For those water, sewer, and fire protection applications that are classified as community/system-wide, for rating purposes and reporting purposes the beneficiaries of the project will be considered as all of the persons living within the boundaries of the local government and/or those persons served by the utility system. For those applications that involve target areas only, for rating purposes and reporting purposes the beneficiaries of the project will be considered as those persons residing within the boundaries of the target area or areas. For those applications which involve both target area activities and community/system-wide activities but which do not meet the LCDBG definition of community/system-wide for rating purposes, the target area data will be used for rating purposes and the community/system-wide data will be used for reporting purposes. Regardless of the application classification, projects which involve different beneficiaries for different activities must specifically identify the beneficiary data for each activity.

For street projects, 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.

The engineer for each project must certify as to the residents or persons he/she feels the beneficiaries will be for each proposed activity. The Office of Community Development 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.

One point will be assigned to those applications/projects where the percentage of low/moderate income persons benefiting is sixty percent or more. No point will be assigned for applications/projects benefiting less than sixty percent low/moderate income persons.

b) Cost Effectiveness (Maximum Possible Points - 10)

The cost per person benefiting will be calculated for each project. All applications will be categorized by the type of project being proposed (new sewer systems primarily for collection, rehabilitation of sewer systems primarily for collection, sewer treatment, and potable water, water for fire protection, streets, and other). Each sewer application will fall into one of three subcategories for the purpose of ranking. If the construction cost for new sewer system improvements is equal to or greater than seventy percent of the total construction cost, the application will be assigned to the "New Sewer System" subcategory. If the construction cost for new sewer system improvements is less than seventy percent of the total construction cost or no new sewer system improvements are proposed, the application will be assigned to either the "Sewer System Rehabilitation" subcategory or the "Sewer Treatment" subcategory. If the construction cost of the sewer system rehabilitation is equal to or greater than the treatment plant improvements, the application will be assigned to the "Sewer System Rehabilitation" subcategory; otherwise it will be assigned to the "Sewer Treatment" subcategory.

Each project category will then be split into two population groups. The split for each project category 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 in each group 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 twelve separate sub-categories. 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:

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

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.

The cost effectiveness points assigned to the FY 2014 applications will be based upon those applications which meet the threshold requirements for FY 2014 funding eligibility. Therefore, the cost effectiveness points assigned to the FY 2015 applications will most likely differ from those points assigned to the FY 2014 applications. When determining the cost effectiveness points for the FY 2015 applications, the applications that were funded during the FY 2014 program year will not be taken into consideration.

- c) Project Severity (Maximum Possible Points for the following projects)
 - sewer 50
 - potable water 50
 - fire protection 50
 - streets 50

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. Priority will be given to wastewater systems, water systems addressing potable water and/or fire protection, and street projects.

In assigning points for project severity, the following general criteria will be utilized by the Office of Community Development or the cognizant review agency (if applicable) for the type of project proposed.

Water systems primarily for fire protection purposes: source capacity, reliability of supply, amount of storage, extent of hydrant coverage or spacing, water pressure and volume for fire fighting. A comprehensive approach has to be taken for the target area as all factors relating to the remedy of fire protection problems will be assessed.

The following criteria will be used to rate the project severity of water systems which will be used for fire protection purposes.

- The following number of points will be assigned to those communities and parishes based on their current Public Protection Classification. For those parishes which are applying on behalf of a fire protection district, the number of points assigned will be based on the classification of the district or districts which will benefit from the project. If more than one district and/or community is involved in the proposed project, the number of points assigned will be based upon the average of the Public Protection Classifications.

Class	10	9	8	7	6	5	4	3	2	1
Points	10	9	8	7	6	5	4	3	2	1

- The following range of points will be used to assign a score based upon the effect the proposed improvements will have on the Public Protection Classification of the graded area (the jurisdiction for which funds are requested).

The proposed improvements will improve the Public Protection Classification grading. 6-10 points

The proposed improvements will improve the firefighting capabilities but will not change the Public Protection Classification grading. 1-5 points

There will be no improvement in the firefighting capabilities and no change in the Public Protection Classification grading. 0 points

- The following range of points will be used to assign a score based on the extent of the benefit of the proposed project within the graded area.

The proposed project will benefit all of the graded area. 6-10 points

The proposed project will benefit only a portion of the graded area. 1-5 points

The proposed project will not benefit any part of the graded area. 0 points

All Fire Protection Severity scores will be multiplied by a factor of 1.67 to convert the point rating to a maximum 50 point scale.

Wastewater systems and water systems addressing potable water needs: the existence of conditions in violation of the provisions of the State Sanitary Code that most directly protect public health and the adequacy of the proposed improvements to eliminate such conditions. Compliance with federal and state laws and regulations will be considered.

Verification of existing conditions will be provided by DHH and/or DEQ based on records or field investigations. Problems that are generally attributable to a lack of routine maintenance will result in a less favorable evaluation.

The specific details of the existing problems and proposed project must be provided so that the project can be assessed properly. A lower assessment of the project could result due to the submittal of incomplete or inaccurate information; in those instances, the assigned score will not be re-evaluated.

Scores for project severity are generally based upon the proposed actions in the following tables assuming that the proposed actions will completely remedy the existing problem. If an application contains multiple actions, each action will be scored and the severity score will be pro-rated accordingly. Generally, scores will begin at the lower part of the range and will increase if evidence is presented that illustrate a more severe existing condition.

Project Severity Criteria for Wastewater Applications

PROPOSED ACTION	POINT RANGE
<i>COLLECTION</i>	
Replace or rehabilitate collection system components.	20-50
<i>EXISTING TREATMENT FACILITY</i>	
Replace or upgrade existing facility to meet capacity and or discharge requirements.	25-50
<i>SYSTEM</i>	
New collection system to provide service for un-served areas.	35-50
Replace or rehabilitate various components when minimum requirements have been met.	15-50

Project Severity Criteria for Potable Water Applications

PROPOSED ACTION	POINT RANGE
<i>SOURCE and SUPPLY</i>	
Replace or Rehabilitate source to meet existing demands.	30-50
<i>DISTRIBUTION</i>	
Replace or Rehabilitate Distribution due to pressure or MCL violations.	25-50
<i>STORAGE</i>	
New or Rehabilitate facility when existing capacity is not capable of meeting current requirements.	25-50
<i>TREATMENT</i>	
Replace or upgrade facility due to existing demand to meet primary drinking water standards.	25-50
<i>SYSTEM</i>	
New water system or extension of existing system to un-served areas.	35-50
Replace or rehabilitate various components when minimum requirements have been met.	15-50

MCL – Maximum Contaminant Level as established by the U.S. Environmental Protection Agency.

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 Office of Community Development and will be given a condition rating ranging from 0 to 100. Unpaved streets will receive a condition rating of 70. A weighted average will be determined by multiplying a particular street’s condition 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 following example clearly illustrates how this will be accomplished.

(a)	(b)	(c)	(d)	(e)	(f)
Street	Length (feet)	Width (feet)	Area (square feet)	Condition Rating	(d) x (e)
Elm Street	1,000	18	18,000	70	1,260,000
Oak Street	1,200	20	24,000	78	1,872,000
Ash Street	800	16	12,800	80	1,024,000
Cedar Street	800	18	14,400	74	1,065,600
Pecan Street	900	20	18,000	62	1,116,000
TOTALS			87,200		6,337,600

Weighted condition rating = 6,337,600/87,200 = 72.68

Points for project severity will be determined by dividing the weighted condition rating by 2. A maximum of 50 points will be awarded for project severity on street projects. For the above example the project severity score would equal $72.68/2 = 36.31$ points which will be rounded to 36.3 points.

d) Engineering Costs (Maximum Possible Points - 1)

One point will be assigned to applicants that 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, topographic surveying, 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.

e) Pre-agreement and Administrative Costs (Maximum Possible Points - 1)

Those applicants that agree to pay all of the pre-agreement and administrative costs associated with the implementation of the LCDBG program will receive one point. 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 \$3,700 for pre-agreement costs and \$35,000 for an administrative consultant's fees, the actual cost of these services may be less than these amounts and will be determined through negotiation during the procurement process. To substantiate that the local government will pay the pre-agreement and 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 pre-agreement and 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 point will also be assigned.

The following requirement will apply to those applicants which receive the point for paying pre-agreement and 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 pre-agreement or administrative costs associated with the LCDBG Program.

f) Requested Needs Index - (Maximum Possible Points - 3)

Points in increments of 1 will be awarded to all applications received based on the number of applications and amount requested in the following three categories: sewer, water (including fire protection), and streets. In order to assign these points, the total number of applications received in the three categories of sewer, water (including fire protection), and streets will be divided by the total number of applications received to obtain the percentage of applications received in each of the three categories. Next, the total amount of funds requested in the applications received in the three categories will be divided by the total amount of funds requested in all categories to obtain a percentage of funds requested in each of the three categories. Finally, an average of the two percentages will be calculated to assign a single percentage representing the number of applications received and amount of funds requested in the three categories. The categories will be ranked from highest to lowest based on the final percent calculated with the highest category receiving 3 points and the remaining points will descend by 1 in the assignment. This assignment of points will be used for the FY 2014 and the FY 2015 program years. For example:

<u>Category</u>	<u>% of Applications</u>	<u>% of Amount Requested</u>	<u>Final %</u>	<u>Points</u>
Streets	38.13	35.79	36.96	3
Sewer	34.31	37.61	35.96	2
Water	27.56	26.60	27.08	1

Use of Other Funds in Conjunction with LCDBG Funds. Some projects may cost more than can be requested under the LCDBG Program; therefore, the applicant proposes 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 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 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), the project will not be funded. For example, if applicant number one does not have the other funds available for FY 2014 funding, then that applicant will not be funded under the FY 2014 program. Applicant number one will be reconsidered for funding again under the FY 2015 program (if the application is above the funding line and past performance thresholds are met); if the other funds are not available at that time, the applicant will no longer be considered for funding.

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 Office of Community Development, Division of Administration. 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 2014 and FY 2015 Action Plans or other applicable laws.

All complaints of this nature must be submitted to the Office of Community Development 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, APPLICATION FORMS AND INSTRUCTIONS
FOR PUBLIC FACILITIES PROJECTS**

IV. INFORMATION, APPLICATION FORMS, AND INSTRUCTIONS FOR PUBLIC FACILITIES PROJECTS

The checklist on page 37 identifies all the required items for public facilities applications.

Questions concerning forms or instructions should be directed to the Office of Community Development at (225) 342-7412. Louisiana Relay Service is available for hearing impaired persons by using the following number: Information: 1-888-699-6869.

Size of Grants

The State has established the following funding ceilings for public facilities grants:

- \$1,000,000 – Sewer Treatment
- \$ 800,000 – New Sewer Collection
- \$ 800,000 – Sewer System Rehabilitation
- \$ 800,000 – Potable Water
- \$ 500,000 – Water for Fire Protection
- \$ 600,000 – Streets

Within the ceiling amounts, the applicant is allowed to request funds for the reimbursement of pre-agreement costs (application preparation fees), administrative costs, and engineering/architectural fees. A maximum of \$3,700 is allowed for public facilities applications. Of this amount, a maximum of \$1,500 will be allowed for engineering/architectural services. A maximum of \$2,200 will be allowed for administrative consulting fees. Of the \$2,200 allowed for administrative consulting fees, \$1,400 will be allowed for the preparation of all non-engineering application forms and the overall packaging of the application; and \$800 will be allowed for surveying costs (if a survey is required) if the administrative consultant conducts or pays for a survey. The administrative consultant and the engineer/architect are required to make a minimum of one on-site visit in order to request pre-agreement costs. No pre-agreement costs for surveying will be reimbursed when census data only is utilized. In order to be eligible for the pre-agreement costs, the following requirements must be met:

1. The application must be funded under the FY 2014 or FY 2015 LCDBG Program years,
2. The LCDBG procurement procedures must have been followed in the procurement of engineering and/or administrative consulting firms,
3. The application preparation tasks and corresponding costs must be identified in a written and executed contract between the firms and the local government **prior to the work being performed**, and
4. The application must be complete and accurate as determined by the Office of Community Development.

Only those local governments that receive grant awards will be eligible for pre-agreement costs. The State has the option of reducing the reimbursable amount requested for pre-agreement costs. The component of the application that is deemed inadequate will be a determining factor in the amount of the reduction.

Eligible Activities

The following are examples of eligible activities under the SEWER improvements category. The eligible activities have been divided into three subcategories for rating purposes for cost effectiveness.

- New sewer system. A new sewer system will consist of providing improvements for a non-sewered area. The improvements may include new sewer lines, manholes, lift stations, force mains, house connections, and may include the construction of a new sewage treatment plant or the expansion of an existing treatment plant made necessary by the additional sewage from the non-sewered area.
- Sewer System Rehabilitation. This activity will include line replacement, pipe bursting, lining, manhole replacement/rehabilitation, and lift station replacement/rehabilitation.
- Sewer Treatment. This activity will include the rehabilitation and/or expansion of existing treatment facilities and/or construction of new treatment facilities to serve an existing collection system.

Each sewer application will fall into one of the three subcategories for the purpose of assigning rating points for cost effectiveness. If the construction cost for new sewer system improvements is equal to or greater than 70% of the total construction cost, the application will be assigned to the “New Sewer System” subcategory. If the construction cost for new sewer system improvements is less than 70% of the total construction cost or no new sewer system improvements are proposed, the application will be assigned to either the “Sewer System Rehabilitation” subcategory or the “Sewer Treatment” subcategory. If the construction cost of the sewer system rehabilitation is equal to or greater than the treatment plant improvements, the application will be assigned to the “Sewer System Rehabilitation” subcategory; otherwise it will be assigned to the “Sewer Treatment” subcategory.

The following are examples of eligible activities under the POTABLE WATER improvements category:

- Water wells
- Disinfection equipment/facilities
- Elevated and/or ground storage tanks, pump stations, etc.
- New water lines and/or water line replacement
- New treatment facilities or improvements to existing treatment facilities

If an application requests funds for a water well that would dually provide additional potable water and additional water for fire-fighting purposes, a primary need must be identified so that the application will be considered as a single-purpose application.

If the proposed project includes providing **sewer or water** service to an area that does not currently have sewer or water service, then the following items should be noted:

- LCDBG funds, local funds or other state or federal funds must be used to pay for connection lines to **residential** structures that are occupied by low and moderate income persons. Both rental and owner occupied units are eligible for this assistance if the residence is occupied by low and moderate income persons. The applicant is responsible for determining and maintaining documentation regarding the income status of the occupants.

- While LCDBG funds cannot be used to construct the service connection lines for the higher income residences, the applicant must require those residents to connect to the system at their own expense.
- The applicant must adopt and **enforce** a procedure that will ensure that all residences (regardless of income) will be connected to the utility system. This is necessary to meet the project impact certification whereby the engineer states that the proposed project will remedy the existing violation of a state or federal standard. **Also, persons in households that are not connected to the system cannot be considered as beneficiaries of the project.**
- LCDBG funds cannot be used to pay the costs associated with the connection of non-residential structures.
- Some communities/parishes charge hook-up fees. A hook-up fee is a one-time access charge that the homeowner must pay for the privilege of connecting to the utility system. This fee is generally a fixed amount that is not related to the actual construction cost of the service connection line. The federal regulations governing the use of LCDBG funds to pay the hook-up fee for the homeowner are very restrictive. If the community/parish plans to require this fee directly from the recipients of a utility system funded in whole or in part with LCDBG funds, a determination must be made by this office that such a fee would not have an adverse effect on the low/moderate income persons involved. Due to the complex federal regulations governing this matter, all applicants who propose to collect a hook-up fee (whether from LCDBG funds or directly from the homeowners) must schedule a meeting with staff in the Office of Community Development to discuss such fees; this meeting must be held **prior** to the submittal of the application.

The following are examples of eligible activities under the WATER FOR FIRE PROTECTION improvements category:

- Elevated and/or ground storage tanks, pump stations, etc.
- New water lines and/or water line replacement and installation of fire hydrants
- Construction of fire stations/garages, additions to existing fire stations/garages

If an application requests funds for a water well that would dually provide additional potable water and additional water for fire-fighting purposes, a primary need must be identified so that the application will be considered as a single-purpose application.

If water system improvements for fire protection purposes are proposed, a comprehensive approach must be taken for the target area/service area. All factors related to the remedy of the fire protection problems will be assessed.

The following stipulations apply when using LCDBG funds to construct a fire garage to house fire trucks:

- The size of the garage will be based upon the number of operational fire trucks available to be housed there upon completion of the garage. LCDBG funds cannot be used to construct vacant garage space for future use.
- The maximum size allowed for each bay is 20'X 50'. If this size is insufficient, approval from the Office of Community Development for an increase must be obtained. A request for a larger space must be adequately verified and will be considered on a case-by-case basis.
- LCDBG funds cannot be used to construct kitchens, training rooms, etc. in the garages for fire departments. LCDBG funds can be used to construct one restroom in each garage.

- LCDBG funds can be used to install a heating system in the garage, but cannot be used to install a cooling system.

The reference material beginning on page 125 from PIAL will provide guidance in the design of the project.

Any water or sewer project that is funded must completely remedy existing conditions that violate a state or federal standard established to protect health and safety. Also, any project that affects the entire utility system must count all households connected to the system as beneficiaries, including households outside the corporate limits of the municipality.

Only one utility system can be included in each application. For example, a Parish may have more than one sewer system within the Parish boundaries, but can only propose improvements to one of those systems in an application.

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).

Existing paved streets must be in either fair or poor condition as defined by the “Sufficiency Rating Data Guide for LCDBG Street Projects” found in the instructions for the Project Impact Certification Form shown on page 98.

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.

Each street project applicant is limited to two target areas. All streets within the 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.** The number of occupied residences for each street scheduled for construction will be counted and shown on the Street Summary Table on page 123 of this chapter. 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.

CHECKLIST FOR PUBLIC FACILITIES 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.

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LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PUBLIC FACILITIES PROGRAM General Description Form			1. Applicant Name	
2. Type of Application – <u>Circle One of the Following</u> : New Sewer Sewer Rehab Sewer Treatment Potable Water Water for Fire Protection Streets			3. Address	
4. Name of City Clerk or Parish Secretary			5. Applicant's Email Address	
6. Name and Phone Number of Administrative Consultant Preparing Application			7. Name and Phone Number of Engineering/Architectural Firm Preparing Application	
8. Administrative Consultant Email Address			9. Engineering/Architectural Firm Email Address	
10. Applicant's Fax Number			11. Parish	
12. National Objective Addressed: <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Urgent Need			13. Total Amount of LCDBG Funds Requested \$	
14. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	\$			
Local Funds	\$			
Private Funds	\$			
State Funds	\$			
Federal Funds	\$			
Other Funds	\$			
TOTAL COST	\$			
15. Signature (Chief Elected Official)			16. Date	
17. Typed Name/Title			18. Telephone Number	

INSTRUCTIONS

General Description Form

- Item 1: Enter applicant name (municipality or parish).
- Item 2: Type of Application – Circle the type of project being applied for.
- Item 3: Enter 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 4: Enter the name of the City Clerk or Parish Secretary.
- Item 5: Enter an Email address for the applicant. If the applicant does not have an Email address, enter “Not Applicable”.
- Item 6: Enter the name and phone number of the Administrative Consultant preparing the application. If the Consultant is self-employed, enter the individual’s name; otherwise, enter the name of the firm.
- Item 7: Enter the name and phone number of the engineering/architectural **firm** preparing the application. Enter the name of the firm, not the name of an individual.
- Item 8: Enter an Email address for the Administrative Consultant preparing the application. If the Administrative Consultant does not have an Email address, enter “Not Applicable”.
- Item 9: Enter an Email address for the Engineer/Architect preparing the application. If the Engineer/Architect does not have an Email address, enter “Not Applicable”.
- Item 10: Enter applicant’s FAX number. If the applicant does not have a FAX number, enter “Not Applicable”.
- Item 11: Enter the Parish in which the applicant is located.
- Item 12: 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 Act 570 of the 1970 Parish Redevelopment Act, Section Q-8 (See the FY 2012 Action Plan), 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.

Item 13: Enter the total amount of LCDBG funds being requested.

Item 14: 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 15: The chief elected official must sign on line 15.

Item 16: Enter the date the application was signed by the chief elected official.

Item 17: Type or print the name and title of the chief elected official signing the application.

Item 18: Enter the applicant's telephone number.

LCDBG PROGRAM
SUPPLEMENTAL INFORMATION

APPLICANT NAME _____

1. Identify the name and telephone number of the State Senator(s) representing the project area. Also identify the district number for each.

<u>Name</u>	<u>Senate District #</u>
_____	_____
_____	_____

2. Identify the name and telephone number of the State Representative(s) representing the project area. Also identify the district number for each.

<u>Name</u>	<u>Representative District #</u>
_____	_____
_____	_____
_____	_____

3. Identify the U.S. Congressman representing the project area and congressional district number.

<u>Name</u>	<u>Congressional District #</u>
_____	_____
_____	_____

4. DUNS Number: _____ 5. SAM Cage Code _____

6. 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.

	<u>Census Tract / Block Group/Zip Code</u>
system-wide <input type="checkbox"/>	_____
target area(s) <input type="checkbox"/>	_____
name of target area _____	_____
name of target area _____	_____
name of target area _____	_____
name of target area _____	_____

7. Applicant's fiscal year end date _____

INSTRUCTIONS

Supplemental Information

- Item 1: Enter the name, telephone number, and district number of each State Senator representing the local governing body for system-wide projects. If the project involves a target area(s), enter the names of only those State Senators representing the target area(s).
- Item 2: Enter the name, telephone number, and district number of each State Representative representing the local governing body for system-wide projects. If the project involves a target area(s), enter the names of only those State Representatives representing the target area(s).
- Item 3: Enter the name and district number of each Congressman representing the local governing body.
- Item 4: Enter the nine-digit DUNS (Data Universal Numbering System) number for the applicant. The Federal government requires grantees of federal funds to have a DUNS number in order to meet the requirements of the Federal Funding Accountability and Transparency Act of 2006. The DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet and is utilized to track federal funds and identifies services and products provided. If the applicant does not have a DUNS number, call Dun & Bradstreet's toll-free number at 800-705-5711, or DUNS registration can be obtained online at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>.
- Item 5: The System for Award Management (SAM) is a new federal website which consolidates several existing federal systems, including CCR, federal procurement systems and the Catalog of Federal Domestic Assistance. The purpose of SAM is to reduce the number of different systems required to enter and interact with the Federal Government. SAM training videos, user guides and list of Frequently Asked Questions (FAQs) are all available on www.sam.gov in the Help section. SAM's list of "SAM Top FAQs" is included in the attachments to this chapter. For all CDBG grants or grant award increases equal to or greater than \$25,000, the recipient must have a CAGE Code assigned as a result of: a) having registered with the Central Contractor Registration (CCR) system, in which case the grantee must have transferred their registration into SAM, or b) registered in SAM. The SAM system may be accessed online at www.sam.gov. The Federal Funding Accountability and Transparency Act (FFATA) of 2006 mandated specific reporting requirements for recipients of federal funds. Grants Administration is required by FFATA to submit information to the Office of Management and Budget (OMB) through an electronic Sub Award Reporting System (FSRS) on all grant awards equal to or greater than \$25,000 which are awarded on or after October 1, 2010. In order to report in this system, each State award recipient must have a Dun & Bradstreet (DUNS) number and a CAGE Code, assigned as a result of registration in the federal System for Award Management (SAM) or the Central Contractor Registration system which SAM replaced in 2012.

Since the Office of Community Development is required to file a FFATA report by the end of the month following grant award, CDBG applicants are required to provide evidence their of their active SAM registration, (copy of the registration page from SAM) showing CAGE Code and DUNS number. This must be submitted at the time of a CDBG application.

Item 6: Please indicate by placing an “x” in the appropriate box whether the proposed project is a system-wide project or one that serves a target area(s). Some projects may involve both a system-wide activity and a target area. If target areas are involved, please provide the name(s) of the target area(s). If the target area(s) does not have a name(s), please provide a brief geographical description of the area such as “western portion of the city”. In order for the project to be considered a “system-wide” project, 35% of the construction funds must be spent on a “system-wide” activity, such as improvements to the sewer treatment plant or replacement of a sewer force main. If less than 35% of the construction funds are being spent on a “system-wide” activity, then the project will be considered a target area project for rating purposes.

Also, indicate beside each area its census tract number(s), block group numbers(s), and nine-digit zip code.

Item 7: Enter the applicant’s fiscal year end date.

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 ¹ (E)
1.				
2.				
3.				
4.				
5. Administration				
TOTAL				

II. Line Item Budget – LCDBG Funds Only			For State Use Only
1. Acquisition of Real Property	\$		\$
2. Public Works, Facilities, Site Improvements, Engineering Costs	\$		\$
3. Rehabilitation Loans and Grants (PF Hook-ups)	\$		\$
4. Administration (Total)	\$		\$
a. Pre-agreement Costs (engineering/consulting)	\$		\$
b. Public Facilities	\$		\$
5. Other	\$		\$
6. Other	\$		\$
7. 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

¹ If other funds are being injected in a public facilities project, refer to the “Certification of Other Funds” form on page 99 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 (including pre-agreement costs) is shown separately on line 5.

Columns B, C, D, & E: For each activity, complete the cost columns. Indicate the LCDBG money you are requesting in Column B. Lump together all other funds you will use 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. For example, if you intend to construct a new sewer treatment plant, you must include the 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 ? 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. In the sewer example used previously, the acquisition cost of property, appraisal cost, and any legal fees relating to the acquisition of property would appear in Section II, Line 1. The construction costs, and engineering fees would appear in Section II, Line 2. Any costs associated with the construction of hookups or work done on private property would appear in Section II, Line 3.

NOTE: **If the applicant is requesting reimbursement for pre-agreement costs for engineering/architectural and/or administrative consulting services, those funds must be identified on line 4a. In addition, the amount of funds requested for overall program administration must be identified on line 4b. The amount of funds requested for pre-agreement costs and overall program administration must be identified separately. The total amount of pre-agreement and overall program administration funds should be identified on line 4.**

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.

LCDBG PROGRAM TIME SCHEDULE						APPLICANT NAME:						
ACTIVITIES	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10	Quarter 11	Quarter 12
Activity #1 Milestones a. b. c. d. e.												
Activity #2 Milestones a. b. c. d. e.												
Activity #3 Milestones a. b. c. d. e.												
Activity #4 Milestones a. b. c. d. e.												

INSTRUCTIONS

Program Time Schedule

The LCDBG program may have a duration period up to three years (twelve quarters). On this schedule, for each major activity, indicate when completion of major project milestones is expected. For example, milestones could be acquisition of easements, engineering, bid advertisement/award, construction, acceptance of work, and release of liens.

Consider the activities and decide what major tasks must be accomplished to complete them. List these tasks as milestones under **each** activity. Then indicate by lines on the twelve quarter schedule showing when these tasks will occur. Be mindful of the grant process that must be followed if this project is funded when drafting the timeline. **For each activity also estimate projected expenditures by dollar amount for each quarter. The expenditures should reflect all funds (LCDBG and other) being used to complete the activity. Distinguish between the funds by source and amount.**

If more space is needed, attach additional sheets.

When completing this form, identify **each** activity as it corresponds to the line item budget (Section II. of the Budget/Cost Summary Form). For example, the completion of a sewer project could involve the activities of acquisition (II. 1. on the line item budget), sewer construction (II. 2 on the line item budget), pre-agreement and administration (II. 4a and/or 4b. on the line item budget).

Note: Although pre-agreement costs will have been incurred prior to the award of a grant, identify those costs as administrative costs incurred in the first quarter.

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. For projects involving more than one target area, an individual Activity Beneficiary Form 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 Activity Beneficiary Form must be shown on a Combined Activity Beneficiary Form 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 Activity Beneficiary Form, 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%

Combined Activity Beneficiary Form

$$\frac{87}{130} = 66.92\% \text{ low/mod}$$

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

System-wide versus Target Area Projects

In order to be classified as a "system-wide" project for rating purposes, the project must have at least 35% of the construction funds in a "system-wide" activity. If less than 35% of the construction funds are being spent in a "system-wide" activity, then the project will be considered a "target area" project for rating purposes. The project will be rated using the target area information, but the system-wide information will be used for reporting purposes if the project is funded under the FY 2014 or the FY 2015 Program. The costs must be distinguished on the cost estimate as "system-wide" or "target area" in order for the Office of Community Development Staff to verify the applicant's status. For projects that include some funds in a "system-wide" activity, but not enough to be considered a "system-wide" project for rating purposes, one Activity Beneficiary form must be submitted with target area information and a second Activity Beneficiary form must be submitted with the system-wide information. All households connected to the utility system that is included in the application must be counted as beneficiaries of the project if the project is system-wide, including households that may be located outside the municipality corporate limits.

The applicant must utilize census data (if available). Census data for parishes, places (municipalities), and block groups is provided on HUD's website at <http://www.hud.gov/offices/cpd/systems/census/la>. 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://www.factfinder2.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 Activity Beneficiary Form would be completed for the block group area, a Survey Tabulation Form and Activity Beneficiary Form for the surveyed area(s), then an Activity Beneficiary Form combining the information from the two. See page 55 for a demonstration of these procedures. 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 Activity Beneficiary Form 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 two excel workbooks which provide forms and instructions. The workbooks are located on the office website at www.cdbg/cdbghome.htm>Applications and Forms>Application Packages. Examples of the workbooks are shown beginning on page 67.

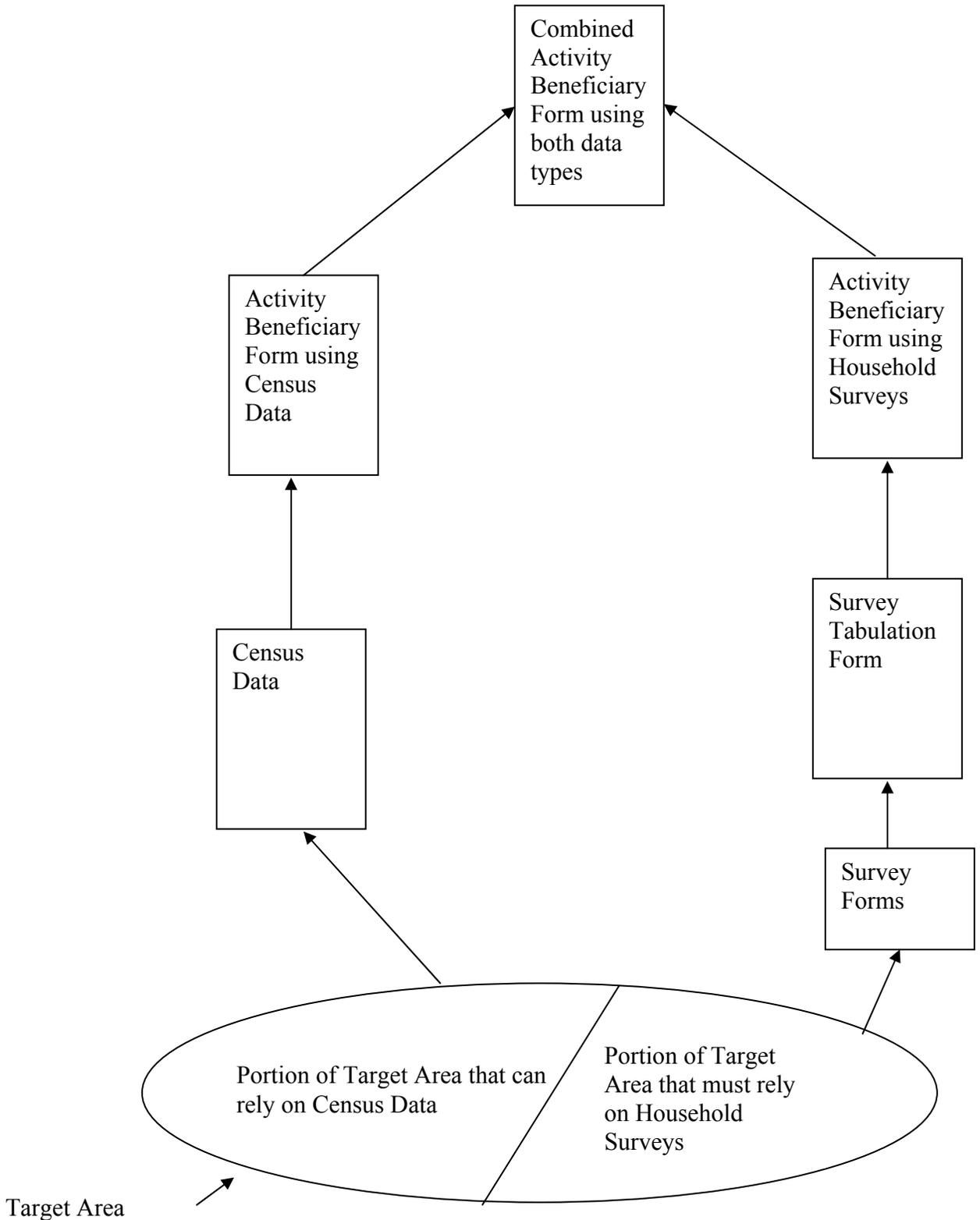
1. LCDBG Single Target Area Survey Workbook - This workbook is used for projects that have one or multiple target areas. The workbook includes Survey Forms, Tabulation Sheets, the Survey Tabulation Form, Projected Occupied Households Sheet, Projection Sheet: From the Survey Tab Form to the Activity Beneficiary Form, and the Activity Beneficiary Form. **A separate workbook must be completed for each target area.**

2. Activity Beneficiary Form: Census and/or Combined Activity Beneficiary Form Workbook – This workbook is used for projects using census data, and/or those with multiple target areas. The workbook includes the Activity Beneficiary Form, and the Activity Beneficiary Form Combining Worksheet, to be used when combining information from the individual Activity Beneficiary Forms for each target area in a multiple target area project.

NOTE: Each target area must benefit at least fifty-one percent low and moderate income persons.

ACTIVITY BENEFICIARY FORM DEMONSTRATION, ONE TARGET AREA, TWO ABF FORMS

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 (if required) 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 LCDBG Single Target Area Survey Workbook.

When a survey for the FY 2014 - FY 2015 application is required, local surveys which were conducted for the FY 2012 and FY 2013 funding cycle may be used/resubmitted if the following two requirements are met. 1) Surveys originally conducted for the FY 2012 and FY 2013 program years (for the current target area or portion thereof) must have included information for the correct random numbered residential structures as provided by the Office of Community Development. If the target area boundaries have been expanded from the previously surveyed target area, a current survey of the expanded portion of the target area must also be conducted, using the correct random numbers for the expanded area. Combined, the previously conducted survey and the current additional survey must account for all residential structures in the total target area. Or, the applicant may choose to re-number all residential structures in the entire target area, and conduct a new survey (also, the applicant could utilize data from the FY 2012 and FY 2013 survey if the same addresses from both surveys coincide with the required random numbers). If the target area boundaries are smaller than the previously surveyed area, the surveys of the residences no longer in the target area can be removed from the previous survey, or the applicant may choose to re-number all residential structures in the smaller target area and conduct a new survey. 2) The data gathered for each survey must conform to the requirements of the program year for which funds were originally requested.

If an applicant is resubmitting survey data used for the FY 2012 and FY 2013 program years, a copy of those survey forms must be submitted with the current application. The survey data must be entered on the new survey forms provided in the LCDBG Single Target Area Survey Workbook. The Office of Community Development will not be responsible for retrieving the surveys from a previously submitted application.

SURVEY FORM 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 www.cdbg/cdbghome.htm>Applications and Forms>Application Packages. Also, detailed instructions entitled “Guide to Random Sample Household Survey” regarding the specific LCDBG surveying process is located on the website at the same location.

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 LCDBG Single Target Area Survey Workbook. In addition to those instructions, the following applies to the survey process.

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

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

The Income Limits Summary is located on HUD’s website at: http://www.huduser.org/portal/datasets/il/il2013/select_Geography.odn. On that webpage, locate the State of Louisiana, then select a county (parish). Click on “Next Screen”, and the parish’s income limits will appear. An applicant can also use the following webpage which will show the income limits for all parishes: <http://www.huduser.org/portal/datasets/il/il13/la.pdf>.

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 \$42,000, then the household would be classified as high income. If that same household had an annual income of \$39,000, then the household would be classified as low/moderate income.

A copy of the appropriate parish’s Income Limit Chart from the HUD website must be included in the application.

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

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

Family Size Adjustments

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

Number of Persons in Family and Percentage Adjustments

<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 multiplied 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 not be counted as occupied households. For the purposes of the LCDBG program, these units will be considered as exempt.
- If there is a group home located in the target area, contact Traci Watts at the Office of Community Development in order to determine if the residents of the home should be counted as beneficiaries.

The survey must be conducted using a map or customer list identifying all structures in the area. If a customer list is being utilized, the list must be an official computer generated list that is used for bill collection. A hand-written or otherwise typed out unofficial list is not sufficient. 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 or customer list 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 **UNIVERSE** size. At that point, a Random Numbers Table for the universe is obtained from the OCD's website. For example, if there are 213 residential structures, the Random Numbers Table for a universe size of 213 will be utilized. The required survey sample size for public facilities projects is identified on page 65. **The number of surveys obtained for each surveyed area(s) as required by the survey sample size chart must be exact.**

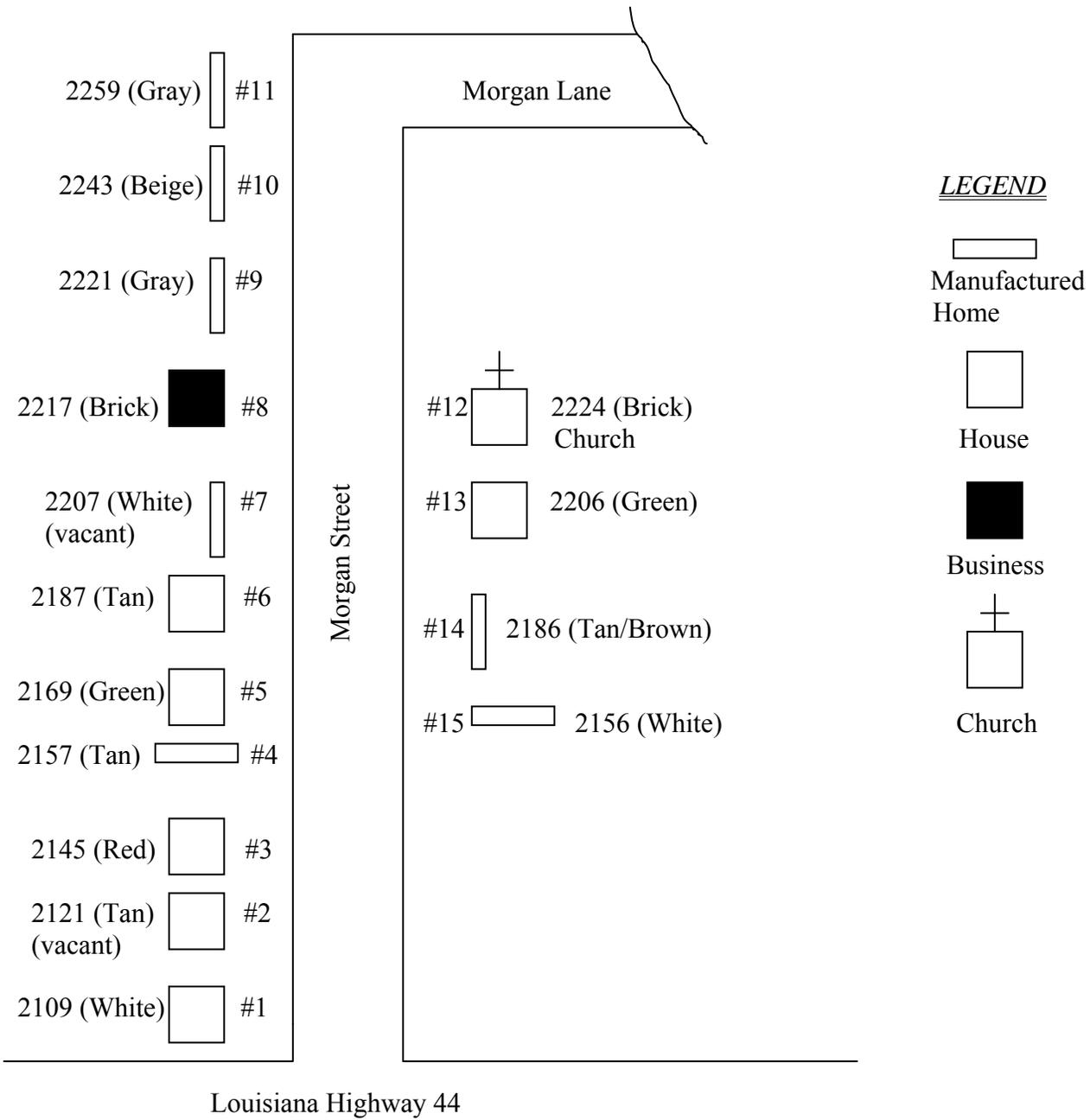
List all "required" numbers from the Random Numbers Table in order they are shown in the Map Key column of the survey form. Occasionally there may be a business or exempt structure that has accidentally been assigned a number and was counted in the universe. **The "extra" numbers on the Random Numbers Table would be used only if the survey finds vacant homes, an occupied house where no one is home, an occupied house where the occupant has refused to give the required information, businesses, or exempts in the originally identified "required" numbers on the Random Numbers Table. The "extra" numbers must be used in the order they appear on the table. List the "extra" numbers from the table following the "required" numbers.** If it is determined that there were 5 such structures after completing the survey, then the first 5 houses' surveys from the "extra" numbers would be used. 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 if the first attempt to obtain the survey is unsuccessful. 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 shows 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 Universe size of the area being surveyed.

A detailed map of the target area(s) that corresponds to the survey must be included in the application. An example is demonstrated on the following page. See the instructions for Maps on page 79 for more details.

MORGAN STREET



FY 2013 Income Limits Documentation System -- Select Geography

Choose one (1) of the following:

Select a state:

- Alabama - AL
- Alaska - AK
- Arizona - AZ
- Arkansas - AR
- California - CA
- Colorado - CO
- Connecticut - CT
- Delaware - DE
- District of Columbia - DC
- Florida - FL
- Georgia - GA

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
- Caldwell Parish, LA

Press below for statewide Income Limits for Louisiana:

Or select a FY 2013 HUD Metropolitan Fair Market Rent Income Limits Area:

Abilene, TX MSA

[| HUD Home Page](#) | [| HUD User Home](#) | [| Data Sets](#) | [| Fair Market Rents](#) | [| Section 8 Income Limits](#) | [| Multifamily Tax Subsidy Project \(MTSP\) Income Limits](#) | [| HUD LIHTC Database](#) |

Technical Problems or questions? [Contact Us.](#)

FY 2013 Income Limits Documentation System

FY 2013 Income Limits Summary

Acadia Parish, Louisiana										
FY 2013 Income Limit Area	Median Income Click Here	FY 2013 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Acadia Parish	\$47,200	Very Low (50%) Income Limits Click Here	\$16,800	\$19,200	\$21,600	\$24,000	\$25,950	\$27,850	\$29,800	\$31,700
		Extremely Low (30%) Income Limits Click Here	\$10,100	\$11,550	\$13,000	\$14,400	\$15,600	\$16,750	\$17,900	\$19,050
		Low (80%) Income Limits Click Here	\$26,900	\$30,750	\$34,600	\$38,400	\$41,500	\$44,550	\$47,650	\$50,700

For details on the calculation steps for each of the various parameters, please click the "Median Income" column heading or the Income Limits row labels ("Very Low-Income (50%) Limits", "Extremely Low-Income (30%) Limits", and "Low-Income (80%) Limits").

Income Limit areas are based on FY 2013 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2013 [Fair Market Rent documentation system](#).

Select a different county or county equivalent:

Acadia Parish

- Allen Parish
- Ascension Parish
- Assumption Parish
- Avoyelles Parish
- Beauregard Parish

Select county or county equivalent

Data file last updated Tues., Dec. 11, 2012.

[Update URL For bookmarking or E-Mailing](#)

Press below to select a different state

Select a new state

Required Number of Interviews for Target Area of Various Sizes

# of Households in the Service Area	Number of Reponses
1 – 55	50
56 – 63	55
64 – 70	60
71 – 77	65
78 – 87	70
88 – 99	80
100 – 115	90
116 – 138	100
139 – 153	110
154 – 180	125
181 – 238	150
239 – 308	175
309 – 398	200
399 – 650	250
651 – 1200	300
1,201 – 2,700	350
2,701 or more	400

LCDBG SINGLE TARGET AREA SURVEY WORKBOOK

LCDBG PUBLIC FACILITIES PROJECTS' SURVEY FORMS

This EXCEL workbook contains enough worksheets to survey 1,200 Map Key Numbers. It is designed to auto-calculate page totals and transfer them to a TABBED COVER worksheet for each set of 20 worksheets. There is also a worksheet titled TOTALS - TABBED COVERS which captures and auto-calculates the data on the TABBED COVER worksheets. Also included are a Survey Tabulation Form, Projection from Survey Tabulation Form to Activity Beneficiary Form and an Activity Beneficiary Form. If the application involves more than 1 Target Area, separate EXCEL workbooks should be completed for each Target Area surveyed. Should an application's survey require more than 1,200 Map Key Numbers, please contact the Office of Community Development at 225-342-7412 to request a customized workbook.

IT IS REQUIRED THAT FOR EVERY SURVEY CONDUCTED, THE RESULTS BE SUBMITTED ON THESE FORMS.

Important changes from the former Public Facilities Projects' Survey Form:

- The Public Facilities Projects' Survey Form no longer requires the gathering of Racial/Ethnic, information, Head of Household information, and Elderly and Disabled Data.

INSTRUCTIONS:

I. Preparing to Survey:

- A. Beginning with the worksheet tabbed Page 1, use the Required Random Sample Survey Table to enter the **REQUIRED** Map Key Numbers (in numerical order) and their corresponding addresses. Only enter the required Map Key Numbers at this time.
- B. Once that is accomplished, a list of **EXTRA** Map Key Numbers and their corresponding addresses can be created on a separate page in case they are needed during the actual survey.

II. Completing Survey Forms

- A. On each survey page, numbered Page 1 - Page 60, enter the following information:
 - Community/Parish Name
 - Surveyor's Name
 - Street(s) Being Surveyed
 - Date Survey was Conducted
- B. With the exception of the columns titled # of Occupants and Monthly User Fee, survey results should be entered as follows:
 - 1 = YES
 - 0 = NO
 - Empty Cell = NO

In order for the worksheets to auto-calculate, you must either leave the cell empty or enter a 1 or 0.

DO NOT USE Checkmarks or Xs.

In the column titled # of Occupants, the actual number of people residing at the household should be entered.

Monthly User Fee \$____ Per Month Yes/No: **If this application is for a NEW sewer or water system, this column must be completed.** On each worksheet, enter the amount it is estimated will be the monthly user fee. When surveying a household, ask if the household would be willing to pay this monthly fee and record the answer as Y (Yes) or N (No).

- C. If a structure originally thought to be residential is discovered to be a business, church, camp or other exempt structure; the true nature of the structure should be entered on the survey sheet following the street address.
- D. If there is no one at home on the initial survey attempt of a residence, 2 additional attempts to survey must be made. If there is no success after 3 attempts, enter Not at Home following the street address. Maintain documentation of the three attempts to contact.
- E. If the structure is determined to be vacant, enter VACANT on the survey sheet following the street address.
- F. If the structure is occupied and the occupants refuse to be surveyed, enter REFUSED following the street address.
- G. Once the required number of households has been surveyed, print the TOTALS - TABBED COVERS worksheet, the TABBED COVER worksheet for each set of worksheets used, and each worksheet used to conduct the survey. These will be submitted with the completed application to support the SURVEY TABULATION FORM and ACTIVITY BENEFICIARY FORM.

Following is a snapshot of a correctly completed worksheet:

PUBLIC FACILITIES PROJECTS' SURVEY FORMS Page 1

Community: Village, LA	ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW							APPLICATIONS FOR NEW SEWER OR WATER SYSTEMS MUST COMPLETE THIS COLUMN
	Map Key	Occupied House	Surveyed House	# OF OCCUPANTS	HOUSEHOLD INCOME		Monthly User Fee \$25.00 Per Month Yes/No	
					High	Low/Moderate		
Surveyor: Joe Blow								
Street Name: Easy Street								
Date: 4/13/2013								
Street Address/Comments:								
241 Easy Street Refused	1	1	0	0	0	0		
245 Easy Street	5	1	1	1	0	1	Y	
246 Easy Street Not at home	6	1	0	0	0	0		
252 Easy Street	12	1	1	1	1	0	Y	
254 Easy Street	14	1	1	3	1	0	Y	
255 Easy Street	15	1	1	5	0	1	N	
256 Easy Street	16	1	1	1	0	1	Y	
263 Easy Street	23	1	1	5	1	0	Y	
267 Easy Street	27	1	1	5	0	1	N	
272 Easy Street Business	32	0	0	0	0	0		
273 Easy Street	33	1	1	3	1	0	N	
275 Easy Street	35	1	1	3	1	0	Y	
276 Easy Street	36	1	1	4	0	1	Y	
277 Easy Street	37	1	1	4	1	0	Y	
284 Easy Street	44	1	1	4	1	0	N	
289 Easy Street Vacant	49		0	0	0	0		
291 Easy Street	51	1	1	4	0	1	Y	
294 Easy Street	54	1	1	5	0	1	Y	
295 Easy Street	55	1	1	3	1	0	Y	
299 Easy Street	59	1	1	1	0	1	Y	
Survey Totals		18	16	52	8	8		

III. Completing Survey Tabulation Form, Projection from STF to ABF and Activity Beneficiary Form

A. Survey Tabulation Form

Using the data on the TOTALS - TABBED COVERS worksheet, fill in the information for Rows 1, 3, 4, 5, 6 and 12.

100% Survey: If this was a 100% Survey, also enter the data for Row 2 and the form is complete.

Random Sample Survey: If this was a Random Sample Survey, scroll down to the Projected Occupied Households form located below the Survey Tabulation Form and complete as instructed on the worksheet.

B. Projection Sheet: From the Survey Tab Form to the Activity Beneficiary Form

100% Survey: Do not complete this form.

Random Sample Survey: Complete this form following the instructions on the worksheet.

C. Activity Beneficiary Form

Complete this form following the instructions on the worksheet

D. Once completed, print the Survey Tabulation Form and Activity Beneficiary Form for submission with the application.

Community:	ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW						APPLICATIONS FOR <u>NEW SEWER OR WATER SYSTEMS</u> MUST COMPLETE THIS COLUMN
Surveyor:	Map Key	Occupied House	Surveyed House	# OF OCCUPANTS	HOUSEHOLD INCOME		
Street Name:					High	Low/Moderate	
Date:							
Street Address/Comments:							
Survey Totals		0	0	0	0	0	

**TABULATED COVER SHEET FOR PUBLIC FACILITIES
PROJECTS' SURVEY FORMS; Pages 1 - 20**

Community: Surveyor: Street Name: Date: Street Address/Comments:	ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW						APPLICATIONS FOR NEW SEWER OR WATER SYSTEMS MUST COMPLETE THIS COLUMN
	Map Key	Occupied House	Surveyed House	# OF OCCUPANTS	HOUSEHOLD INCOME		
					High	Low/Moderate	
							Monthly User Fee \$ _____ Per Month Yes/No
Page 1		0	0	0	0	0	
Page 2		0	0	0	0	0	
Page 3		0	0	0	0	0	
Page 4		0	0	0	0	0	
Page 5		0	0	0	0	0	
Page 6		0	0	0	0	0	
Page 7		0	0	0	0	0	
Page 8		0	0	0	0	0	
Page 9		0	0	0	0	0	
Page 10		0	0	0	0	0	
Page 11		0	0	0	0	0	
Page 12		0	0	0	0	0	
Page 13		0	0	0	0	0	
Page 14		0	0	0	0	0	
Page 15		0	0	0	0	0	
Page 16		0	0	0	0	0	
Page 17		0	0	0	0	0	
Page 18		0	0	0	0	0	
Page 19		0	0	0	0	0	
Page 20		0	0	0	0	0	
Survey Totals		0	0	0	0	0	

Projected Occupied Households

When to Use: Anytime a random sample household survey is utilized.

Directions: Enter data into the yellow cells. The green cells, having formulas, will auto-calculate.

1	Applicant	
2	Target Area	
3		Enter Universe of structures initially thought to be residential both occupied and vacant
4		Total of all survey attempts as listed below in rows 11-17:
5		_____ (Surveyed) Residentially occupied and surveyed
6		_____ (Not home) Residentially occupied and unreachable--not at home
7		_____ (Refused) Residentially occupied and unreachable--refused to cooperate
8		_____ (Vacant) Not residentially occupied due to being vacant
9		_____ (Business) Not residentially occupied due to being a business
10		_____ (Camp) Not residentially occupied due to being a camp
11		_____ (Exempt) Not residentially occupied due to being a exempt church
12		Total of all survey attempts that were not residentially occupied as above in rows 8 -11.
13	#VALUE!	Attempts (Row 4) less units not residentially occupied (Row 12) equals known residentially occupied households.
14	#VALUE!	Occupied Household Percentage unrounded: Divide the known occupied households (Row 21) by attempts (Row 10) to obtain the occupied household percentage.
15	#VALUE!	Occupied Household Percentage rounded two digits beyond the decimal
16	#VALUE!	Projected Occupied Households unrounded: Multiply the rounded household percentage (row 15) times the universe (row 3).
17	#VALUE!	Projected Occupied Households rounded. Round to the nearest whole number.

When a survey is less than 100%, most data from a survey is directly transferred to the Survey Tabulation Form; however, the number of projected occupied households must be calculated (not transferred) . Projected Occupied Households , as calculated, must be entered on the Survey Tabulation Form. Enter the calculation on Row 2, "Total Occupied Houses in Target Area".

Louisiana Community Development Block Grant -- SURVEY TABULATION FORM

Applicant: _____

Target Area # _____

- 1 Total Number in Universe (occupied & vacant): _____
- 2 *Total Occupied Houses in Target Area: _____
- 3 Total Occupied Houses Surveyed in Target Area: _____
- 4 Total Persons Surveyed: _____
- 5 Survey Methodology: _____

6	Name of Activity	
7		Persons
8	Total--All Income Levels	
9	LMI %	#DIV/0!
10	Low/Moderate Income	
11	Above Income	

* If less than 100% of occupied houses were surveyed then the "Total Occupied Houses in Target Area" must be calculated using the Projected Occupied Households form.

WATER & SEWER APPLICATIONS	
APPLYING FOR FUNDS FOR CONNECTIONS ON PRIVATE PROPERTY	
MUST PROVIDE AN ESTIMATE OF THE NUMBER OF <u>INCOME ELIGIBLE</u>	
HOUSEHOLDS TO BE CONNECTED	
	Estimated Eligible Households:
12	

Projection Sheet: From the Survey Tab Form to the Activity Beneficiary Form

Applicant _____
 Target Area _____

Total Number In Univ (Occ & V)	
Tot Occupied Houses In Target A	
Tot Occ Houses Surveyed in T A	
Total Persons Surveyed	

Persons Per HH, Not Rounded	
Persons Per HH, Rounded	
Proj Tot Persons, not rounded	
Proj Tot Persons, rounded	

Name of Activity	Persons
Total--All Income Levels	0
LMI % (See Instructions)	#DIV/0!
Low/Moderate Income	
Above Income	

Percent found in survey	Projected Persons Unadjusted	Proj & Rounded	Adjusted ABF Numbers	
DOES NOT CHANGE			#DIV/0!	Tot Pers
				LMI Pers
			#VALUE!	Low/Mod
				Above

Use this to project Random Sample Survey data from the Survey Tab Form to the Activity Beneficiary Form.
100% surveys will not use this form but will transfer directly to the Activity Beneficiary Form.
 Enter the information from the Survey Tab Form into the yellow cells in the left panel.
 Enter the information in the blue cells on the Activity Beneficiary Form.

Louisiana Community Development Block Grant -- Activity Beneficiary Form

- | | |
|------------------------------|----------------------|
| 1 <u>Name of Applicant</u> | 3 <u>Target Area</u> |
| 2 <u>Application Type/FY</u> | 4 <u>Comments</u> |

ALL APPLICATIONS MUST PROVIDE THE INFORMATION IN THIS BOX	
5	Name of Activity
6	Persons
7	Total--All Income Levels
8	LMI % (See Instructions) #DIV/0!
9	Low/Moderate Income
10	Above Income

WATER & SEWER APPLICATIONS APPLYING FOR FUNDS FOR CONNECTIONS ON PRIVATE PROPERTY MUST PROVIDE AN ESTIMATE OF THE NUMBER OF <u>INCOME ELIGIBLE HOUSEHOLDS</u> TO BE CONNECTED
Estimated Eligible Households:

Enter the additional required information in the appropriate cells.
 100% Survey: Enter the information from the Survey Tabulation Form
 Random Sample Survey: Enter the information from the blue shaded cells in the Projection from STF to ABF Form.

ACTIVITY BENEFICIARY FORM:
CENSUS AND/OR COMBINED ACTIVITY BENEFICIARY FORM WORKBOOK

ABF Combined

1 Name of Applicant _____ 4 Target Area _____
 2 Application Type/FY _____ 5 Comments _____
 3 _____

6	Name of Activity	
7		Persons
8	Total--All Income Levels	0
9	LMI %	#DIV/0!
12	Low/Moderate Income	0
13	Above Income	0

ABF 1	ABF 2	ABF 3	ABF 4	ABF 5	ABF 6

Transfer the data from each individual Activity Beneficiary Form produced for this application to the appropriate yellow-shaded cells.
 Enter the data in the blue-shaded cells into the appropriate cells on an Activity Beneficiary Form representing the combined totals.

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant

3 Target Area

2 Application Type/FY

4 Comments

ALL APPLICATIONS MUST PROVIDE THE INFORMATION IN THIS BOX	
5	Name of Activity
6	Persons
7	Total--All Income Levels 0
8	LMI % (See Instructions) #DIV/0!
9	Low/Moderate Income
10	Above Income

WATER & SEWER APPLICATIONS APPLYING FOR FUNDS FOR CONNECTIONS ON PRIVATE PROPERTY MUST PROVIDE AN ESTIMATE OF THE NUMBER OF <u>INCOME ELIGIBLE HOUSEHOLDS</u> TO BE CONNECTED
Estimated Eligible Households:
11

INSTRUCTIONS

- A. Use this form to record data when census information is used.
 - Complete Rows 1 - 5 and Rows 9 - 10.

- B. This form should also be completed as a Combined ABF when the application requires multiple ABFs to be submitted.
 - Complete Rows 1 - 5.
 - Use the Combining ABFs worksheet in this workbook to auto-calculate the data to be entered in Rows 9 and 10.

- C. Complete Row 11 for Water & Sewer Applications requesting funding for connections on private property.

MAPS

A map(s) that delineates the following items for each target area must be included in the application package:

1. census tracts and/or block groups (by number);
2. location of concentrations of minorities, showing number and percent by census tracts and/or block groups, (if minorities are evenly disbursed throughout the target area then the applicant must include such a statement on the map);
3. location of concentrations of low and moderate income persons, showing number and percent by census tracts and/or block groups, (if low and moderate income persons are evenly disbursed throughout the target area then the applicant must include such a statement on the map);
4. boundaries of areas in which the activities will be concentrated; and
5. specific location of each activity.

NOTE: The information regarding census data must be accurate. The instructions on [page 57](#) can be used to help you identify the correct census tracts and/or block groups.

For projects that require a survey, a detailed field map identifying every structure on each street must be provided if a utility customer list generated by the local government to conduct the survey is not being used. 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.

1. One map identifying all houses in the surveyed area. Each residential structure should be numbered in consecutive order.
2. 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, current size/capacity of and area served by the system, etc.
- Indicate whether the project will require acquisition of easements or rights-of-way and approximate number of parcels to be acquired.
- Briefly explain the needs to be addressed with the proposed improvements.
- Describe how the project relates to the existing infrastructure. For example, if installing new sewerage collection lines, can the treatment plant handle the increase?
- Describe how people will benefit from the project and indicate whether there will be direct and/or indirect benefit. Direct benefit is defined as an activity that will take place on private property (such as hookups). Provide an estimate of the number of hookups, if applicable. This information should correlate with the number and information listed on the Engineer's Cost Estimate.
- Identify the entity that will retain ownership of the system after the completion of the project. 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.
- If the applicant is proposing the installation of sewer or water service in areas where no service currently exists, then the project description must specifically state who will be financially responsible for providing the service connection lines. Please remember, LCDBG funds, local funds, or other state or federal funds must be used to pay for connection lines to residential structures that are occupied by low and moderate income persons. **The applicant must adopt and enforce a procedure that will ensure that all residences (regardless of income) will be connected to the utility system. Also, persons in households that are not connected to the system CANNOT be considered as beneficiaries of the project. If LCDBG funds will be used to finance the service connection lines, please remember that federal regulations mandate that the line be physically connected to the house.**
- Describe the physical boundaries of the target area(s) in relation to the beneficiaries of the project.

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 Architect/Engineer

Date

INSTRUCTIONS

Engineer's Cost Estimate

All proposed activities must be accompanied by a detailed cost estimate prepared and signed 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 (topographic), 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 entitled, "Engineering Fee Schedules and Policies for the LCDBG Program" (Chapter V) for more information concerning eligible fees.

In order to be classified as a "system-wide" project for rating purposes, the project must have at least 35% of the construction funds in a "system-wide" activity. If less than 35% of the construction funds are being spent in a "system-wide" activity, then the project will be considered a "target area" project for rating purposes. The costs must be distinguished on the cost estimate as "system-wide" or "target area" in order for the Office of Community Development Staff to verify the applicant's status.

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

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

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, water for fire protection, and street improvements can be found on the following pages.

Example of Cost Estimate - Sewer

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

CONSTRUCTION:

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

Subtotal: \$243,000

Contingencies: \$24,300

Estimated Cost (Construction): \$267,300

REHABILITATION LOANS AND GRANTS

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
4" Service Line	5,600	Lin. Ft.	\$ 8.00	\$ 44,800
4" Cleanouts and bends	140	Each	\$ 105.00	\$ 14,700
4" Connections	70	Each	\$ 100.00	\$ 7,000
Abandon Septic Tanks	70	Each	\$ 300.00	\$ 21,000

Subtotal: \$87,500

Contingencies: \$8,750

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

TOTAL ESTIMATED CONSTRUCTION COST: \$363,550

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

TOTAL ESTIMATED CONSTRUCTION COST: \$363,550

ENGINEERING:

Basic Services: \$36,300
Resident Project Representative: \$17,100
Topographic Surveying: \$5,000

ACQUISITION:

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

ADMINISTRATION:

\$35,000

PRE-AGREEMENT COSTS:

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

TOTAL PROJECT COST: \$464,600

Estimated number of weeks of construction: 25

Estimated number of parcels to be acquired: 1

Signature of
Licensed Architect/Engineer

Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Sewer)

Topographic Surveying:

This project includes the installation of new sewer mains, manholes, and a force main. A survey is needed to establish benchmarks and to locate topographic features including utilities in the vicinity of the proposed sewer main alignment.

Survey crew: 5 days at \$1,000 per day = \$5,000.

Property Surveying:

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

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

Example of Cost Estimate - Water

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

CONSTRUCTION:

(1) TARGET AREA

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
4" PVC Waterline	5,500	Lin. Ft.	\$ 6.00	\$ 33,000
6" PVC Waterline	8,500	Lin. Ft.	\$ 8.00	\$ 68,000
Jack or Bore 4" Waterline	400	Lin. Ft.	\$ 15.00	\$ 6,000
Jack or Bore 6" Waterline	500	Lin. Ft.	\$ 18.00	\$ 9,000
4" Gate Valve & Box	8	Each	\$ 400.00	\$ 3,200
6" Gate Valve & Box	10	Each	\$ 500.00	\$ 5,000
Fire Hydrants	8	Each	\$ 1,500.00	\$ 12,000
C.I.M.J. Fittings	3,000	Ton	\$ 3,500.00	\$ 10,500
Meter Reconnections	150	Each	\$ 100.00	\$ 15,000
3/4" PE Service Line	100	Lin. Ft.	\$ 3.00	\$ 300
Pavement Restoration	100	Sq. Yd.	\$ 50.00	\$ 5,000
Maintenance Aggregate	75	Cu. Yd.	\$ 40.00	\$ 3,000

Subtotal: \$170,000
 Contingencies: \$17,000
 Estimated Cost: \$187,000

(2) SYSTEM-WIDE

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT
100,000 Gal. Elev. Storage Tank	Lump	Lump Sum	\$276,000.00	\$ 276,000
Sitework	Lump	Lump Sum	\$ 15,000.00	\$ 15,000
Electrical Controls	Lump	Lump Sum	\$ 10,000.00	\$ 10,000
Piping Modifications	Lump	Lump Sum	\$ 10,000.00	\$ 10,000
Fencing	600	Lin. Ft.	\$ 15.00	\$ 9,000

Subtotal: \$320,000
 Contingencies: \$32,000
 Estimated Cost: \$352,000

TOTAL ESTIMATED CONSTRUCTION COST: \$539,000

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

TOTAL ESTIMATED CONSTRUCTION COST: \$539,000

ENGINEERING:

Basic Services: \$49,100
Resident Project Representative: \$23,000
Topographic Surveying: \$5,000

ACQUISITION:

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

ADMINISTRATION:

\$35,000

PRE-AGREEMENT COSTS:

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

TOTAL PROJECT COST: \$661,000

Estimated number of weeks of construction: 35

Estimated number of parcels to be acquired: 1

Signature of
Licensed Architect/Engineer

Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Water)

Topographic Surveying:

Topographic surveying is needed to locate topographic features including utilities in the vicinity of the proposed waterlines.

Survey crew: 5 days at \$1,000 per day = \$5,000.

Property Surveying:

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

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

Example of Cost Estimate – Water for Fire Protection

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
Site Preparation	Lump	Lump Sum	\$ 15,000.00	\$ 15,000
Building Foundation	Lump	Lump Sum	\$ 26,000.00	\$ 26,000
Pre-Engineered Metal Bldg (2-Bay)	Lump	Lump Sum	\$ 65,000.00	\$ 65,000
Restroom	1	Each	\$ 5,000.00	\$ 5,000
Electrical, Lighting, and Heating	Lump	Lump Sum	\$ 15,000.00	\$ 15,000
Access Drive	225	Sq. Yd.	\$ 40.00	\$ 9,000
24” Corrugated Metal Pipe	100	Lin. Ft.	\$ 30.00	\$ 3,000

Subtotal: \$143,000

Contingencies: \$14,000

Total Estimated Construction Cost: \$157,000

ENGINEERING:

Basic Services: \$18,000

Resident Project Representative: \$7,500

Geotechnical Investigation: \$2,500

Testing: \$2,000

ADMINISTRATION:

\$35,000

PRE-AGREEMENT COSTS:

Engineering: \$1,500

Administration: \$2,200

TOTAL PROJECT COST:

\$225,700

Estimated number of weeks of construction: 16

Estimated number of parcels to be acquired: 0

Signature of
Licensed Architect/Engineer

Date

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Water for Fire Protection)

Geotechnical Investigation:

This additional service is needed for the design of the building foundation. A geotechnical engineering firm will conduct soil borings, make recommendations, and prepare a report. The estimated cost based on previous experience is \$2,500.

Testing:

This additional service is needed for quality control of materials during construction. An independent laboratory will provide concrete cylinder tests as well as soil proctor and density tests. The estimated cost, using similar projects as a basis, is \$2,000.

Example of Cost Estimate - Streets

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

CONSTRUCTION:

DESCRIPTION	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

PRE-AGREEMENT COSTS:

Engineering: \$1,500

Administration: \$1,400

TOTAL PROJECT COST:

\$331,000

Estimated number of weeks of construction: 8

Estimated number of parcels to be acquired: 0

Signature of
Licensed Architect/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 – SEWER , WATER, AND STREETS PROJECTS

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

- The funds requested herein for the proposed sewer or water project will completely remedy existing conditions that violate a state or federal standard (must be identified on the lines below) that has been established for the purpose of protecting public health and safety.
- That all persons residing within the target area or connected to the utility system for system-wide activities as described in the Project Description are benefiting from the proposed project and have been included in the application beneficiary data.
- That each street proposed for improvements has a Pavement Sufficiency Rating Range (PSR) of 3.0 or lower, based on the Sufficiency Rating Data Guide on page 98 of this Application Package or has an unpaved surface.
- The improvements proposed for the streets in the application will improve the Pavement Sufficiency Rating to greater than a 4.1 and extend the service life of a minimum of 8 years.
- Upon completion of the proposed fire protection project, the applicant’s water system will meet the definition of a “minimum gradable water system” (projects involving a sparsely populated rural area).
- Upon completion of the proposed fire protection project, the applicant’s water system will meet the definition of a “standard water system” (projects involving an incorporated area, a more densely populated rural area, or both rural and incorporated areas).

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

Signature of
Licensed Architect/Engineer

Date

INSTRUCTIONS

Project Impact Certification

A Professional Engineer licensed in the State of Louisiana must sign 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 for all types of projects that all persons residing within the target area or connected to the utility system for system-wide activities as described in the Project Description will benefit from the proposed project and have been included in the application beneficiary data.

For water for fire protection applications, the following criteria must be met to “completely remedy” the needs of a water system in regards to **fire protection**.

- Projects involving a fire district that will primarily serve a sparsely populated rural area must, upon completion of the proposed project, have a water system that will meet the definition of a “minimum gradable water system”.
- Projects involving an incorporated community or a more densely populated rural area must, upon completion of the proposed project, have a water system that will meet the definition of a “standard water system”.
- If the project includes both rural and incorporated areas, then the water system in the rural area must meet the definition of a “minimum gradable water system” and the water system in the incorporated area must meet the definition of a “standard water system”.

Definitions of terms used in this application regarding fire protection can be found on page 127. The requirements in the referenced Fire Suppression Rating Schedule published by the Insurance Services Office that must be met for buildings that are one and two stories in height for a “standard water system” are as follows:

<u>Distance Between Buildings</u>	<u>Needed Fire Flow</u>
Over 100'	500 gpm
31' – 100'	750 gpm
11' – 30'	1,000 gpm
10' or less	1,500 gpm

The engineer must identify on this form which type of water system will be met upon completion of a fire protection project. In some instances involving both a municipality and a rural area, both types will be met. The engineer’s certification must address the water system within the target area boundaries. The target area boundaries may or may not coincide with the boundaries of the political subdivision. Refer to the instructions for the project severity assessment package for further information regarding the design of the project.

For street projects, the engineer must certify that the streets proposed for improvements have a Pavement Sufficiency Rating Range (PSR) of 3.0 or lower, based on the Sufficiency Rating Data Guide on page 98 of this Application Package or has an unpaved surface. 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.

The Pavement Sufficiency Rating Range is described as follows:

SUFFICIENCY RATING DATA GUIDE
FOR LCDBG STREET PROJECTS

CONDITION:

Very Good: Visually, pavement should show no deviations from a smooth surface.
PSR Range facilities should have no cracks or patches. Pavement was probably
4.1 - 5.0 recently constructed or reconstructed or pavement was resurfaced within the
past year or two. No maintenance is required.

Good: Pavements in this category give a first-class ride and are beginning to show
PSR Range signs of surface deterioration. Flexible pavements show evidence of
3.1 - 4.0 slight rutting, random cracking, and possibly some raveling. Rigid pavements
show evidence of minor joint spalling, scaling, or minor cracking. Pavements
require minor to normal maintenance.

Fair: The riding qualities of pavement in this category are noticeably inferior to
PSR Range those of new pavements and may be barely tolerable for high-speed traffic.
2.1 - 3.0 Surface defects of flexible pavements may include moderate rutting, map
cracking, raveling, and moderate patching. Surface defects of rigid pavements
could include joint spalling, some faulting, moderate to heavy cracking, and
frequent patching. Maintenance on these pavements has been normal to
excessive.

Poor: Pavements in this category have deteriorated to a point where resurfacing
PSR Range at least or total reconstruction may be required. Ride-ability at any speed is
0.0 - 2.0 impaired to such a level that the motorist will experience discomfort. Traffic
will slow down. Surface defects of flexible pavements will include frequent and
severe rutting, cracking, patching and raveling. Rigid pavements will show
frequent and severe scaling, joint spalling, pumping, faulting, cracking, and
patching. Maintenance efforts have been extensive and have not been enough to
keep the surface in an acceptable condition.

Source: Highway Needs and Priorities Manual published by the Louisiana Department of
Transportation and Development.

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

COST EFFECTIVENESS

- a. Total LCDBG funds requested less administration and pre-agreement costs (engineering and administrative consulting) \$ _____
- b. Total number of persons benefiting (for streets, use number of persons living in occupied houses on streets designated for work) _____
- c. Average cost per person (a / b = c) \$ _____

ENGINEERING/ARCHITECTURAL COSTS CERTIFICATION

I certify that our local government will pay all of the engineering/architectural costs associated with the implementation of the FY 2014 and/or FY 2015 LCDBG program. These costs will include but not be limited to basic design, resident inspection, topographic and/or property surveying, testing, staking, etc.

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

Signature of Chief Elected Official

Date

CERTIFICATION OF OTHER FUNDS

Enter the amount of other cash funds that the applicant will inject into the proposed project's construction costs. \$ _____

Verification identifying the amount and source of other funds must be inserted behind this form. Do not identify any local funds that will be used to pay pre-agreement, administrative or engineering costs on this form. This form should involve cash contributions that will be used for the construction of the project.

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 pre-agreement costs). Do not include "other" funds on line a.

- a. On line a., indicate the total amount of LCDBG funds requested less administration and pre-agreement costs (engineering and administrative consulting).
- 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 35 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 to construct a sewer 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 sewer project, the average cost per person would be \$400.

Please note the following information:

The Office of Community Development will not capture rating data from any applications that do not meet the threshold criteria described in Chapter II of this Application Package as of November 21, 2013. Therefore, those applications will not be in consideration for funding for the FY 2014 program year. For the second year of the funding cycle, FY 2015, the Office of Community Development will capture rating data from any applications that meet the threshold criteria as of November 21, 2014. Since additional applicants may meet the threshold criteria for FY 2015, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects, as the points awarded under cost effectiveness are relative to the other applications that are being considered for each program year.

Engineering /Architectural Costs Certification

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

To substantiate that the local government will pay the engineering/architectural 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/architectural 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/architectural fees and any other engineering/architectural costs incurred by the local government, (except property surveying and SSES costs). The applicant will not receive this point if the required information is not included in the application.**

For those applicants that receive the point for paying engineering/architectural costs (and are successful in receiving a grant) have 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/architectural 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 pre-agreement, 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 time frame allowed by the Office of Community Development (approximately ten calendar days), then the project will not be funded for that program year. For example, if applicant number one does not have the other funds available for FY 2014 funding when contacted, then that applicant will not be funded under the FY 2014 program. Applicant number one will be reconsidered and ranked for funding again under the FY 2015 program (if it meets threshold requirements); if the other funds are not available at that time, the applicant will no longer be considered for funding under the FY 2015 funding cycle.

PRE-AGREEMENT AND ADMINISTRATIVE COSTS CERTIFICATION

I certify that our local government will pay all of the pre-agreement and administrative costs associated with the implementation of this LCDBG program; such costs will include, but not be limited to application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, and/or administrative consultant fees. I have marked the following box which indicates who will be responsible for administering the LCDBG program. The documentation to support this is included in this application in accordance with the instructions.

_____ The local government will utilize an administrative consultant to administer the LCDBG Program. The proposed 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

PROOFS OF PUBLICATION

Attach the two required public notices and proofs of publication.

INSTRUCTIONS

Pre-agreement and Administrative Costs Certification

This form must be completed by those applicants that will pay all of the pre-agreement and administrative costs associated with the implementation of the LCDBG Program. To receive the point 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, application preparation fees, 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 pre-agreement and/or administrative costs associated with the LCDBG Program if an under-run in project costs occurs. **The applicant will not receive this point if the required information is not included in the application. If the applicant is requesting LCDBG funds for pre-agreement and/or administrative costs, this form should not be completed and no point 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 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 pre-agreement costs, 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 random sample 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 pre-agreement and administrative costs incurred by the local government must be included in the application.

Proofs of Publication

A copy of the two public notices and proofs of publication must be included in the application package. Further information can be found on the Office of Community Development's website at <http://www.doa.louisiana.gov/cdbg/cdbghome.htm> .

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 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:
 - a. Consents to assume the status of a responsible entity official under the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the Louisiana Community Development Block Grant Program; and
 - b. Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official.
6. The 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, policies, guidelines, requirements of OMB Circulars Numbers A-87, A-133, revised, and 24 CFR 85, as they relate to the application, acceptance, and use of federal funds under this part.
8. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and regulations issued to implement such requirements.
9. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement of water pollution.
10. 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 "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
11. It will comply with:
 - a. Title VI of the Civil Rights Acts of 1964 (Pub. L. 88-252) 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. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.

- 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.
 - d. Executive Order 11063 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.
 - e. Executive Order 11246, and the regulations issued pursuant thereto which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts. Contractors and subcontractors on federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
12. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.
13. It will:
- a. To the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 24 CFR Part 42; and
 - b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42.
14. It will:
- a. Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.606;
 - b. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and
 - c. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced households and individuals and that the

range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income.

- d. It will follow a residential anti-displacement and relocation assistance plan and it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under Section 570.606(a) and HUD implementing regulations at 24 CFR Part 42; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under Section 104(d) of the Housing and Community Development Act of 1974; the relocation requirements of Section 505.606(c) governing displacement subject to Section 104(k) of the Act; and the relocation requirements of Section 505.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.
15. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
16. It will comply with the provisions of the Hatch Act that limits the political activity of employees.
17. It will give the State and HUD, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.
18. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
19. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat.975, approved December 31, 1973 Section 103(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area, that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
20. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C.470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et.seq.) by:
 - a. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse affects (see 36 CFR Part 800.8) by the proposed activity; and
 - b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
21. It will comply with requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

22. It will minimize displacement of persons as a result of activities assisted with such LCDBG funds.
23. 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.

Exception to the Requirement - The first sentence of 24 CFR Section 570.200(c)(2) of the regulations prohibits levying special assessments to recover any CDBG funds used to pay for public improvements, and remains applicable. There are, however, two exceptions or circumstances in which an assessment or fee may be made to recover the non-CDBG share of the capital costs:

- a. Where funds received under the State's CDBG allocation are used to pay the proportion of a fee or assessment against properties owned and occupied by low and moderate income persons. (Such payments are eligible CDBG activities subject to the provisions of 24 CFR 570.200(c)(3) of the regulations); or
 - b. Where the grantee certifies that it lacks sufficient CDBG funds to comply with the requirements, for the payment of assessments against properties owned and occupied by persons of low and moderate income who are not very low income (i.e., not below 50 percent of median). In this case, the assessment may be made against such properties without paying for the assessment with CDBG funds.
24. 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 Section 519 of Public Law 101-1448 (the 1990 HUD Appropriations Act).
 25. 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. 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.

SIGNATURE OF CHIEF ELECTED OFFICIAL

TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

DATE

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 9/30/2013)

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. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
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). <input type="checkbox"/> Yes <input type="checkbox"/> No	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)	Social Security No. or Employee ID No.	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. There is a form-fill version of the Disclosure report, along with instructions, on the Hud Clips website located at: <http://www.hud.gov/offices/adm/hudclips/> →Forms→HUD-2→Form 2880

Note: The form fill version will not allow the saving of the document.

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 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. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. 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.
5. 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

Form HUD-2880 (3/99)

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. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. 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).
4. 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.

PROJECT SEVERITY ASSESSMENT FOR PUBLIC FACILITIES PROJECTS

FY 2014 - FY 2015 Funding Cycle

Applicant: _____

Name of President/Mayor: _____

Mailing Address: _____

City, Zip Code: _____

Phone No.: _____

Engineer: _____

Phone No.: _____ FAX No.: _____ E-mail: _____

Grant Consultant: _____

Phone No.: _____ FAX No.: _____ E-mail: _____

Local Contact Person: _____

Title: _____

Phone No.: _____ FAX No.: _____ E-mail: _____

List DHH Region _____

INSTRUCTIONS

Project Severity Assessment Package for Public Facilities Projects

Points for project severity will be assigned based on an assessment of the severity of existing problems and conditions and on the extent that those problems and conditions have affected the health and welfare of the community. For sewer and water projects, the Office of Community Development will determine the project severity score with assistance from the Department of Health and Hospitals and the Department of Environmental Quality (sewer only). The assistance provided by the departments will be in the form of verifying that the conditions described in the Description of Problem portion of the Project Severity Assessment Package are factual and are accurately depicted. If existing conditions explained in the Project Severity Assessment Package are deemed to be untrue or exaggerated, a lowering of the initial severity score will result. If the existing conditions explained in the Project Severity Assessment Package cannot be verified by the agencies, the applicant or person(s) providing the information may be contacted to provide further clarification.

For water for fire protection projects, the Property Insurance Association of Louisiana (PIAL) will perform the assessment and determine the score for the project severity criteria. PIAL will review such factors as water well capacity, reliability of supply, amount of water stored, extent of hydrant coverage or spacing, and water pressure and volume for fire fighting in determining the project severity points for each applicant. Consideration will also be given to the effect of the proposed improvements on remedying the problem.

The Project Severity Assessment Package must be prepared and submitted **as a separately bound attachment**. Three (3) copies of the project severity assessment are to be submitted for each type of project. **Do NOT physically attach the Project Severity Assessment Package to the application by means of a staple or other method of binding. The attachment and copies should be easily distinguished from the Application Package.** The required information for the package is as follows.

1. Cover sheet – See page 115. **Do not use any other cover sheet.** This form is required for all application types. Refer to page 118 for the DHH region, if applicable.
2. Nature of Project – Provide a general description of the nature of the project proposed. For example: extend existing wastewater collection system; replace failing wastewater collection lines; construct a new water storage tank; etc. **Do NOT substitute a copy of the Project Description portion of the application for this section.**
3. Description of Problem – Provide a detailed description of the problems being experienced in the project area. Be as specific as possible and provide specific locations. **Do NOT substitute a copy of the Project Description portion of the application for this section.** Examples include raw sewage is flowing in roadside ditches along Oak Street, backup of sewerage in houses, water main breaks have occurred along Smith Avenue; etc.
4. Proposed Scope or Nature of Corrective Action(s) – Provide a detailed, itemized description of the work to be undertaken to correct the problems noted in the above paragraph. **Do NOT substitute a copy of the Project Description portion of the application for this section.** Each aspect of a problem previously described should be addressed. Examples include 8” PVC sewer main and new manholes to be installed along Oak Street as shown on the attached map; replace deteriorated 4” cast iron pipe with new 6” PVC pipe along Smith Avenue; etc.

5. Cost Estimate – Provide a copy of the engineer’s cost estimate as included in the Application Package. The cost estimate shall contain the cost of construction, engineering fees, and related costs. The construction portion of the estimate shall be a detailed 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 and related costs shall be identified by type in a line item format. Typical items include basic services, resident project representative, surveying (topographic), surveying (property acquisition), construction staking, geotechnical investigation, and testing.
6. Project Map (existing conditions) – Provide a detailed map of the existing system that delineates such items as the location and size of sewer lines, manholes, location of treatment plants, etc.
7. Project Map (proposed improvements) – Provide a detailed map showing the location, sizes, etc. of the proposed improvements.

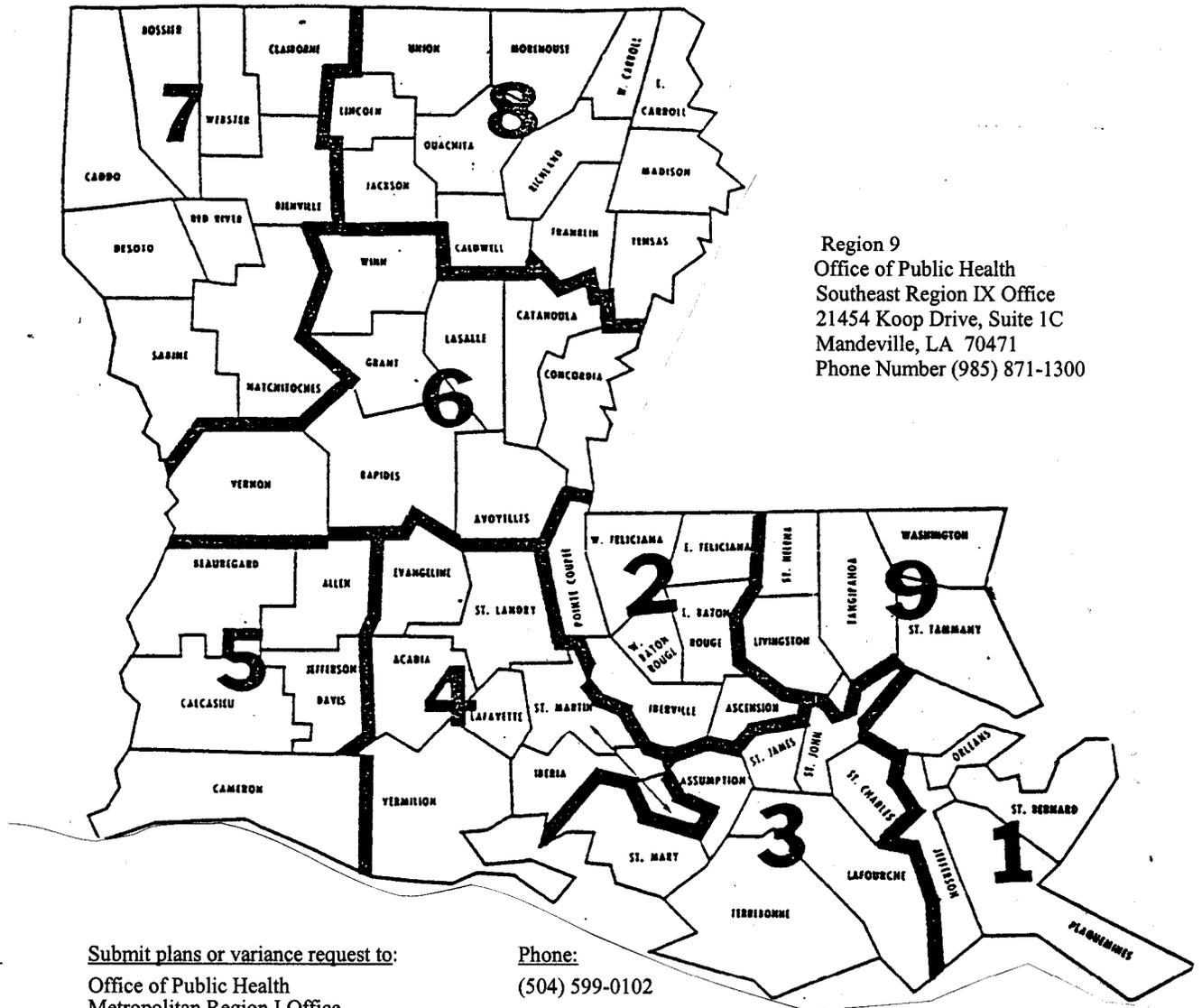
NOTE: The Existing Conditions map and the Proposed Improvements map may be combined into one map if all the information shown can be depicted in such a way as to easily determine the difference between the existing conditions and proposed improvements.

8. For Water (potable and fire protection) projects only - Summary of Existing Facilities for Water Projects Form – Complete and submit the forms beginning on page 119.
9. For Street projects only – Street Summary Table Form. Complete and submit the form shown on page 123.
10. Other – Provide any other documentation that further supports the need of the proposed improvements. Examples include copy of current Administrative Orders/Compliance Orders issued by the Environmental Protection Agency or DEQ, records of citizen complaints, photographs, comments from DHH, etc.

Providing specific details of the existing problems and the proposed project aids in the proper assessment of the project. A lower project severity score could result due to the submittal of incomplete or inaccurate information.

All LCDBG applicants who are (1)proposing a “new” sewerage treatment facility, (2) planning a treatment plant upgrade that will increase the design capacity, or (3) operating an existing facility without a permit or under an expired permit must prepare a “Notice of Application to the Division of Administration for a Community Development Block Grant Sewer Project” form. **Submit the form directly to DEQ. The form and instructions are included in this chapter. The deadline to submit the forms to DEQ is October 10, 2013. Forms received by DEQ after the established deadline will not be considered.** It is strongly recommended that the notice be submitted as early as possible in order to receive the information in a timely manner.

All applicants that are proposing to construct a “new” sewerage treatment facility or who have an existing facility operating without a permit or under an expired permit must also apply for a Louisiana Pollutant Discharge Elimination System (LPDES) permit through DEQ. Additionally, applicants who have an existing facility and whose proposed project will cause a change in the facility’s design capacity or discharge location must apply for a modification to their present permit.



Region 9
 Office of Public Health
 Southeast Region IX Office
 21454 Koop Drive, Suite 1C
 Mandeville, LA 70471
 Phone Number (985) 871-1300

<u>Region</u>	<u>Submit plans or variance request to:</u>	<u>Phone:</u>
1 & 3	Office of Public Health Metropolitan Region I Office Engineering Service Section 1001 Howard Avenue, Suite 100A New Orleans, LA 70113	(504) 599-0102
2	Office of Public Health Capitol Region II Office Engineering Service Section 1772 Wooddale Blvd. Baton Rouge, LA 70806	(225) 925-7230
4	Office of Public Health Acadian Region IV Office Engineering Service Section 825 Kaliste Saloom Road, Suite 100 Lafayette, LA 70508	(337) 262-5311
5	Office of Public Health Southwest Region V Office 4240 Senator J. Bennett Johnston Lake Charles, LA 70615-5167	(337) 491-2040
6	Office of Public Health Central Region VI Office 1500 Lee Street Alexandria, LA 71306-1199	(318) 487-5262
7 & 8	Office of Public Health Northwest Region VII Office 1525 Fairfield Avenue, Room 566 Shreveport, LA 71101	(318) 676-7485

NOTE: This form should not be submitted as part of the Project Severity Assessment Package.

SUMMARY OF EXISTING FACILITIES for Water Projects

Name of Applicant: _____

Name of Water System: _____

A. GENERAL

Existing system provides for _____ domestic use only; _____ domestic use and fire protection.

Is this system a wholesale supplier to any other system? _____ Yes; _____ No

B. SOURCE OF WATER

GROUNDWATER

Well No.	Pumping Capacity (Gallons Per Minute)	Age (Years)	Existing Condition (Good, Fair, Poor)

SURFACE WATER

Treatment Plant Capacity (MGD): _____

Condition of Treatment Plant (Good, Fair, Poor): _____

WHOLESALE SUPPLIER

Name of supplier: _____

Quantity purchased (Gallons Per Day): _____

Describe any current source related problems: _____

C. WATER DEMANDS

Average Day Demand for system (Gallons Per Day): _____

Maximum Day Demand for system (Gallons Per Day): _____

Average Day Demand for Target Area (Gallons Per Day): _____

Maximum Day Demand for Target Area (Gallons Per Day): _____

D. STORAGE

Tank No.	Storage Capacity (Gallons)	Elevated or Ground	Age (Years)	Condition (Good, Fair, Poor)

Describe any current storage related problems: _____

E. BOOSTER PUMP STATIONS

Number	Pumping Capacity (Gallons Per Minute)	Age (Years)	Condition (Good, Fair, Poor)

Describe any current pumping related problems: _____

F. HYDROPNEUMATIC TANKS

Number	Capacity (Gallons)	Age (Years)	Condition (Good, Fair, Poor)

Describe any current hydropneumatic tank related problems: _____

G. DISTRIBUTION

Sizes of pipe in distribution system: _____

Number of Residential Connections on system: _____

Number of Commercial Connections (converted to residential connection equivalents) on system: _____

Number of Residential Connections in Target Area: _____

Number of Commercial Connections (converted to residential connection equivalents) in Target Area: _____

Is system able to provide at least 15 psi at each connection? Yes; No

Are all fire hydrants installed on 6" or larger lines? Yes; No; N/A

Describe any current pressure/distribution related problems: _____

H. WATER QUALITY

Is the system currently under an administrative order? Yes; No

Is the system currently on the significant non-compliers list? Yes; No

Has the system had MCL violations during the past 3 years? Yes; No

Is adequate disinfection currently being provided? Yes; No

Describe any current water quality issues (high microorganism, inorganic chemical, and/or organic chemical contaminants, etc.):



**PROPERTY
INSURANCE
ASSOCIATION OF
LOUISIANA**

P.O. BOX 56099 • NEW ORLEANS, LA 70156-6099 • (504) 836-7980 • FAX (504) 831-3444

PUBLIC FIRE PROTECTION SURVEY

The Property Insurance Association of Louisiana (PIAL) is a non-profit service organization operated by Insurance Companies licensed to write fire insurance in Louisiana. The Association was established in 1888 by an act of the Louisiana Legislature and is governed by a Board of Directors elected by and from member insurance companies.

While PIAL encourages improved Fire Protection in the State of Louisiana, our sole purpose is to evaluate Fire Defenses for use in property insurance rate making. We evaluate and grade the current protection capabilities of cities, municipalities and fire districts. By application of the Fire Suppression Rating Schedule communities are assigned a Public Protection Classification on a scale of 1 to 10 with 10 representing no recognized fire protection. This schedule is used throughout the United States.

The present edition of the Rating Schedule, which uses a Credit Point System, was adopted in Louisiana in 1980.

This 1980 Fire Suppression Rating Schedule has three major sections which include receiving and handling fire alarms, fire department, and water supply. The schedule is applied by PIAL Rating Representatives who visit each community to gather the information needed to determine the applicable Public Protection Classification. The resulting classification is then used as one of the many factors required to develop fire insurance rates for individual properties located in the community.

The following conditions are required for a community to qualify for grading:

1. The fire department must be organized on a permanent basis under applicable state or local laws. The organization shall include one person responsible for operation of the department.
2. There must be a legally defined area with definite boundaries to be graded- this can be in the form of a municipality, fire protection district, waterworks district or fire service area.
3. There must be sufficient membership to assure the response of at least four members to structure fires.
4. There must be fire suppression training for active members.
5. There must be adequate, reliable facilities arranged such that there is no delay in the receipt of fire alarms and notification to fire fighters of the fire alarm.
6. There must be at least one piece of apparatus:
 - a. At least one pumper with a rated capacity of 250 gpm or more at 150 psi. A water system capable of delivering 250 gpm or more for a period of 2 hours plus consumption at the maximum daily rate at a fire location. Water can be supplied by standard hydrants, dry hydrants or a properly arranged water hauling operation. (Class 1-9)
 - Or**
 - b. At least one piece of apparatus that has a pump capacity of 50 gpm or more at 150 psi and at least a 300 gallon water tank. (Class 9 D.O.)
7. The fire apparatus must be housed and protected from the weather in a structure with a roof, walls and door for exiting. A heating element must be provided to prevent the pump and water tank from freezing in cold weather.
8. For the initial grading, PIAL must receive a written request from the mayor, the parish or police jury president or the fire chief of the community.

When the completed survey questionnaire is received from the community, a PIAL Rating Representative will contact the community to schedule a date for the field survey. The time involved for the field survey can range from one day to a week or more, depending on the size and complexity of the area to be surveyed.



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**FIRE SUPPRESSION RATING SCHEDULE
ITEMS CONSIDERED AND ASSOCIATED POINTS OF CREDIT**

ITEM	POINTS OF CREDIT	TOTAL POINTS OF CREDIT
A. <u>COMMUNICATIONS</u>		
1. Telephone service, listing in directory and recording facilities	2.0	
2. Operators (dispatchers)	3.0	
3. Alarm dispatch circuits, radio and emergency power facilities	5.0	
<u>Total Points of Credit – Communications</u>		10.0
B. <u>FIRE DEPARTMENT</u>		
1. Engine companies and equipment	10.0	
2. Reserve engine companies and equipment	1.0	
3. Pumping capacity	5.0	
4. Ladder/service companies and equipment	5.0	
5. Reserve ladder/service companies and equipment	1.0	
6. Distribution of companies and equipment	4.0	
7. Manpower	15.0	
8. Training	9.0	
9. Public Fire Control Activities*	2.0*	
<u>Total Points of Credit – Fire Department</u>		50.0
* This item is credited as “Bonus Credit”		
C. <u>WATER SUPPLY</u>		
1. Supply works, fire flow delivery and hydrant distribution	35.0	
2. Size, type and installation of hydrants	2.0	
3. Inspection and condition of hydrants	3.0	
<u>Total Points of Credit – Water Supply</u>		40.0
<u>MAXIMUM TOTAL POINTS OF CREDIT FOR ALL ITEMS</u>		100.0



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Definitions:

Minimum Gradable Water System – A water system capable of supplying water for firefighting of at least 250 G.P.M. at 20 psi of residual pressure. This flow must be in excess of the maximum daily consumption and must be sustainable for 2 hours.

Standard Water System – A water system capable of supplying at least the required fire flow for residential areas as addresses in the “Fire Suppression Rating Schedule” for 2 hours after maximum daily consumption. Water flow requirements for commercial areas are based on specific structures and may be higher than residential water flow requirements.

Alternate Water Supplies – The “Fire Suppression Rating Schedule” allows credit for water delivered to the fire site by means other than conventional water mains. See P.I.A.L. Information Sheets titles “Water Hauling Guidelines” and “General Requirements for Dry Hydrants”.

Standard Fire Department Pumper – A pumper constructed in accordance with N.F.P.A 1901 Standard. Pumping capacity must be at least 500 G.P.M., however, larger rated pumps are typically used. A list of creditable miscellaneous equipment is attached.

Standard Fire Alarm System – Alarms for fire should be received at a location where the telephone is answered 24 hours per day by a properly trained dispatcher. Facilities must be available to immediately dispatch firefighters. Please refer to N.F.P.A. 1221 Standard.

Maximum Fire Department Response Distance – The maximum response distance from a Recognized Fire Station considered in the grading is seven (7) road miles using all weather roads. However, for maximum grading credit, a pumper should be within 1 ½ road miles of any built-upon area and a service/ladder company should be within 2 ½ road miles of any built-upon area.

N.F.P.A. – The National Fire Protection Association, publishes nationally recognized standards for fire protection. The “Fire Suppression Rating Schedule” references several N.F.P.A Standards.

If any further information is needed, please contact our office at (504) 836-7980 and ask to speak to the Municipal Division.



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GENERAL REQUIREMENTS FOR DRY HYDRANTS

The 1980 Edition of the "Fire Suppression Rating Schedule" allows for various alternate water supplies including "Dry Hydrants". A dry hydrant generally consists of a permanently mounted drafting connection from which a fire department pumper can readily take suction. The water source is typically a pond, lake or bayou. Water supplied by a dry hydrant will be considered as a standard supply when all of the following criteria are met.

1. The dry hydrant assembly must be capable of supplying at least 250 G.P.M. for at least 2 hours.
2. At least 30,000 gallons of usable water supply must be available at all times, even under drought conditions.
3. The dry hydrant must be located to provide ready access by the fire department pumper. The road should be hard-surfaced or otherwise arranged to support the weight of the fire apparatus and to allow for proper drainage. The dry hydrant must be accessible and useable under all weather conditions.
4. Adequate mechanical protection must be provided on both ends of the dry hydrant assembly. This protection may include pilings to protect against marine hazards and parking barriers to protect from automobiles.
5. "No Parking" signs must be installed in areas where vehicles could block access to the dry hydrant by fire apparatus.
6. All piping should be properly braced.
7. A suitable "crib" or strainer must be provided to guard against the entry of foreign materials which could damage the pump or clog nozzles.
8. The strainer inlet must be located a sufficient depth below the low water level to guard against drawing air into the assembly.
9. All piping should be at least 6 inches in diameter. Long runs will necessitate larger supply piping.
10. The piping (including joints) must be capable of withstanding the vacuum created by the fire department pumper and the pressure created by back flushing.
11. The initial responding fire department pumper must be equipped with the proper adaptors and hard suction hoses to facilitate immediate connection to the dry hydrants.
12. The responding fire apparatus must be capable of supplying at least 250 G.P.M. at 150 psi when pumping from a dry hydrant.
13. The "lift" at low water level must be within the capability of the responding pumper.
14. The pumper connection must be provided with an appropriate cap to protect the threads from damage.
15. The drafting capability of fire department pumpers must be maintained at all times. Standard service tests, conducted in accordance with N.F.P.A. 1911 Standard, must be conducted at least annually and appropriate records maintained on the results of these tests.
16. Dry hydrants must be inspected, tested and back flushed at least annually. Adequate records must be kept.

For additional information on dry hydrants, please see N.F.P.A 1142 Standard.

PROPERTY INSURANCE ASSOCIATION OF LOUISIANA

WATER HAULING GUIDELINES

NOTE: Effective immediately, Fire Departments in Louisiana who receive credit for water hauling will receive their credit through a “Virtual Shuttle” process. This process involves demonstrations of capabilities via various timed drills conducted in a safe location. A computer model is then used to calculate probable rates of delivery.

REQUIREMENTS

At no time will apparatus be required to make a timed cycle from the test site, to the fill site, and back again, and at no time will response time from fire stations to test sites be measured.

When conducting the various drills associated with the Virtual Shuttle process, different personnel must be used for each drill location.

SAFETY

The most important consideration during a water hauling demonstration is safety. Provisions must be made to safely control traffic on all public roads used in the demonstration. PIAL does not advise, suggest, encourage, urge, recommend, or endorse violating any traffic laws during demonstrations.

All fire departments participating in the demonstration must make specific arrangements maintaining fire protection throughout their respective response area. The demonstration will be stopped if any participating department is alerted to an emergency requiring their immediate response.

GENERAL INFORMATION

PIAL uses NFPA 1142 as its source document in developing the computer model that allows us to calculate probable rates of delivery for water hauling operations as follows:

The following are two primary factors to be considered in the development of tank water supplies:

1. The amount of water carried on initial responding units. This factor is determined by the apparatus owned by the department that is housed at the fire station nearest the fire site, and apparatus response records for incidents occurring during the graded year.
2. The amount of water that can be continuously delivered after initial response. The maximum continuous flow capability at the fire scene is calculated as follows:

$$Q = \frac{V}{A + T_1 + T_2 + B} \times k$$

where:

Q = maximum continuous flow capability (gpm)

V = tank volume of the mobile water supply apparatus (gallons)

A = time (min) for the mobile water supply apparatus to drive 200 ft, dump water into a drop tank, and return 200 ft to starting point.

T1 = time (min) for the mobile water supply apparatus to travel from fire to water source

T2 = time (min) for the same mobile water supply apparatus to travel from water source back to the fire

B = time (min) for the mobile water supply apparatus to drive 200 ft, fill mobile water supply at a water source, and return 200 ft to starting point

K = 1.0 for vacuum/pressure mobile water supply apparatus; 0.9 for all other mobile water supply apparatus due to spillage, underfilling, and incomplete unloading

The dumping time (A) and filling time (B) for the formula should be determined by drill and by close study of water sources. Equipment does not have to be operated under emergency conditions to obtain travel time (T), which is calculated using the following equation:

$$T = 0.65 + XD$$

where

T = time (min) of an average one-way trip travel

X = average speed factor = 60/average speed (PIAL uses an X Factor of 1.3)

D = one-way distance (miles)

The factor 0.65 represents an acceleration/deceleration constant developed by the Rand Corporation.

When fire departments do not provide their own dump times, PIAL will use NFPA 1142, Annex C, Table C.6 to calculate each apparatus's emptying time and then add 2 minutes for apparatus maneuvering time at the dump site.

When fire departments do not provide their own fill times, PIAL will use the following procedure to determine fill rate then add 2 minutes for apparatus maneuvering time at the fill site.

1. When fill sites include a hydrant free-flowing to fill relay tankers the free-flow rate of the hydrant will be measured using a pitot gauge.
2. When fill sites include a hydrant with a pumper connected to increase pressure, the calculated flow rate at 20 psi residual pressure is calculated as follows:

$$Q_R = Q_F \times \frac{h_r^{0.54}}{h_f^{0.54}}$$

where:

Q_R = flow predicted at desired residual pressure

Q_F = total flow measured during test

h_r = pressure drop to desired residual pressure

h_f = pressure drop measured during test

3. When fill sites include a drafting source, PIAL assumes uses the average flow rate capabilities of the pumper(s) used at that site.

DEMONSTRATIONS REQUIRED:

Two scenarios are offered. For the first, PIAL makes various assumptions. Fire departments that accept these assumptions need only to demonstrate their ability to set up their fire-scene and begin flowing water at a rate of 250 gpm within five minutes of arrival of the first fire fighting apparatus. This drill will be witnessed and timed by the PIAL Field Representative and should be conducted as follows:

1. From a starting point 200' away, the fire site pumper and other "time zero" apparatus as defined on the shuttle line-up form will pull into the fire scene.
2. On-scene personnel will set-up portable tanks, dump water into the tanks, establish a draft to supply the fire-site pumper and begin pumping water at a rate of at least 250 gpm.
3. Successful completion of this drill will result in award of water hauling credit at the rate calculated by using the computer model.

In addition to this drill, the PIAL Field representative will visually verify that all equipment required to establish desired fill sites, jet-siphons, etc... is on hand and serviceable.

Assumptions made for use in scenario one include:

1. The average time to set up a fire-site, not including dumping water, drafting, and pumping, is 3.5 minutes. The starting point for all associated apparatus is 200' from the set-up point.
2. The average time to maneuver a tanker into the fire-site from a starting point 200' from the dump tank, then to secure it and maneuver it 200' away after dumping is 2 minutes.
3. The average time to set-up a fill site is 4 minutes.
4. The average time required to pull a tanker into the fill site from 200' away, connect fill hoses to the tanker, then to secure it and pull it 200' away from the fill site is 1.5 minutes.

The second scenario is used for departments who do not accept PIAL's assumptions. Fire departments seeking credit under this scenario must demonstrate five capabilities:

1. Set up a fire-site pumper and begin pumping water at a rate of 250 gpm within five (5) minutes of arrival of the first fire fighting apparatus.
2. Set up portable on-site water storage systems.
3. Dump relay tankers of varying capacity and configuration.
4. Set up fill sites.
5. Fill relay tankers.

Fire-Site Set-up:

At no time will PIAL measure the time required for responding apparatus to reach the test site from the station where it is housed.

PIAL assumes that a typical fire department can establish fire-site set-up within 4 minutes of arrival of the first firefighting apparatus. This includes completing all actions required to begin pumping from draft at a rate of at least 250 gpm. This assumption does not include the time required to prime the pump and begin drafting from the

portable pond. Departments that don't wish to accept this assumption may submit their own times obtained through carefully conducted drills prior to arrival of the PIAL Field Representative.

During the field demonstration, the evaluator will record and validate the times provided for completing the following actions:

1. From a starting point 200' away, the fire site pumper will pull into the test site, personnel will remove 100' of 2.5" hose and begin pumping at a minimum rate of 250 gpm. Hose may be re-loaded onto the apparatus after completion of this drill. This is the only drill conducted during the test that must be completed within 5 minutes. **This is a pass/fail drill.**
2. From a starting point 200' away, apparatus carrying the portable pond will pull into the test site and the equipment will be off-loaded and set up including connection to the fire-site pumper in preparation for drafting. Although this drill is timed, there are no pass/fail criteria. PIAL's assumption is that portable ponds can be set-up and configured for use within 3.5 minutes.
3. If multiple portable ponds are to be used, separate drills will be conducted for each. Connection of second and subsequent tanks will include establishing the means of transferring water between tanks if needed. No water will be placed into the portable pond(s) during these timed drills. Although this drill is timed, there are no pass/fail criteria. PIAL's assumption is that additional portable ponds can be set-up and configured for use within 3.5 minutes.
4. **If the department accepts the PIAL's assumptions, they do not need to perform the 3 drills outlined above during their rating.** In lieu of these drills, PIAL will witness the department's ability to roll in the pumper, tanker and apparatus carrying the portable pond from 200' away, at the times outlined on their Water Hauling Line-up as they are scheduled to arrive. They may then fill the pond with water from the first arriving tanker(s), establish a draft with the fire-site pumper, and begin pumping at a rate of at least 250 gpm using their deck gun, portable monitor, or other discharge outlet on their pumper. **This must be accomplished within 5 minutes and is a pass/fail drill.** If the portable pond is not on scene prior to the 5-minute point, the department must begin flowing prior to 5 minutes using water on hand and continue flowing until the portable pond has arrived, been set up, and the flow switched from the initial source to the draft source. There can be no interruption or reduction in the discharge rate during this process. After the flow from the portable pond is established, the fire site set-up drill is completed. The time required to perform this function is not recorded and does not determine success or failure. **However, the ability to switch from internal or nurse tanker supply to the draft source without interruption is a pass/fail item.**

Tanker Dumping:

PIAL assumes it takes an average of 2 minutes to maneuver relay tankers into and out of the fire site. This time is added to the calculated time to dump each tanker based on its capacity and dump chute size as defined in NFPA 1142. Departments that don't wish to accept this assumption may provide their own times obtained through carefully conducted drills as outlined above prior to arrival of the PIAL Field representative. Times provided by the fire department will be spot-checked during the PIAL rating using the following procedure:

1. From a starting point 200' from a portable pond (already set up), each relay tanker will travel, one at a time, into the fire site, be positioned by ground personnel and dumped into the portable pond.

2. When empty, the relay tanker will travel 200' from the portable pond at which time the drill for that tanker is completed and the time required to complete the drill is recorded.
3. Although this drill is timed, there are no pass/fail criteria.

Fill-site Set-up:

At no time will apparatus be required to make a timed cycle from the test site, to the fill site, and back again.

PIAL assumes it takes an average of 4 minutes to establish a fill site and complete all actions necessary to begin filling relay tankers. Departments that don't wish to accept this assumption may provide their own times obtained through carefully conducted drills conducted prior to arrival of the PIAL Field representative.

These times will be spot-checked during the PIAL rating using the following procedure:

1. From a starting point 200' away, personnel or apparatus will travel to the fill point and prepare to fill relay tankers.
2. The time required to complete the drill is recorded.
3. Although this drill is timed, there are no pass/fail criteria.

Tanker Filling:

PIAL assumes it takes an average of 1.5 minutes travel from a point 200' from the fill site and to secure the tanker then travel to a point 200' from the fill site after filling. This is added to the time to fill the tanker based on the configuration of the fill site.

1. From a starting point 200' away, each relay tanker, one at a time, will pull into the fill point, be filled, and then travel 200' from the fill point.
2. The time required to complete this drill will be measured and recorded.
3. Although this drill is timed, there are no pass/fail criteria.

The water supply location(s) may be any distance from the demonstration site. PIAL's model calculates the distance at a default value of 1 mile (2-mile round trip). Criteria for creditable water sources are:

1. The water supply location(s) must be readily accessible at all times. Drafting sites, dry hydrants and ground storage tanks must be properly maintained, inspected and tested at least annually. Records of these tests must be available for review.
2. A water supply location on private property must be readily accessible at all times and a letter of authorization to use the water supply signed by the property owner must be on file with department being graded.
3. Drafting locations and dry hydrants must conform to general requirements of NFPA including appropriate signage.
4. No credit will be given for any procedure that may contaminate a domestic water supply or result in any type of pollution.

All apparatus used in the demonstration must be under the ownership or control of the respective department. All equipment involved in the demonstration must be located at the test site prior to starting the demonstration. PIAL will

make a visual inspection of all apparatus that the department being graded expects to use during water hauling operations. This may be done at the stations where the apparatus is housed or at a central location as determined by the department being rated. All units must be roadworthy. All units must have radio communications with each other. All units must be equipped with standard emergency warning devices. (Non-owned apparatus utilized in the demonstration will be suitable and available at all times. A written contractual agreement with the owner is required.) All equipment used in the demonstration must remain on the vehicles until the test begins. Travel distances are provided by the fire department and spot-checked by PIAL and are as measured along the shortest practicable all weather road over which the responding departments equipment may readily travel

MUTUAL AID

Mutual aid equipment may participate in the demonstration subject to a signed mutual aid agreement on record. Each department participating as mutual aid must provide records of water hauling training within past twelve (12) months in conjunction with the department being graded.

PROTECTED PROPERTIES

Properties receiving a protected fire insurance rate must:

1. Be located within the boundaries of the graded area.
2. Be located within seven road miles from a recognized responding fire station.

INSTRUCTIONS FOR COMPLETING WATER HAULING FORMS

There are 3 forms and a minimum of 2 drawings that are used in applying for Virtual Water Hauling credit.

The Line-Up Form:

This form is required of all departments regardless of their acceptance of PIAL's assumptions. Much of this form is identical to previously used forms. The PIAL Field Representative will determine the starting manpower, but the fire department needs to provide all other data. Note that on the line for each apparatus listed, there are additional columns. In the "Purpose" column, please identify the role of that apparatus. Choices are Fire-Site Pumper (FSP), Supply-Site Pumper (SSP), Relay Tanker (RT), Static Supply (a tanker that never goes to the fill site), or Support.

In addition, for Fire-Site Pumpers, or Relay Tankers that must pump their water into the dump tank, their pump capacity is needed. For apparatus carrying dump tanks, the capacity of those tanks is needed. For Relay Tankers, the size of the discharge or dump chute is needed. To assist PIAL in determining how to enter these apparatus into the computer model, a drawing of the test site and fill sites is required. This drawing may be hand-drawn and should show available dump and fill positions.

The rest of the form is the same as previous forms and are self-explanatory.

Attached you will find one completed Sample Form and several blank forms. You may make additional copies as needed.

The Fill Time Form:

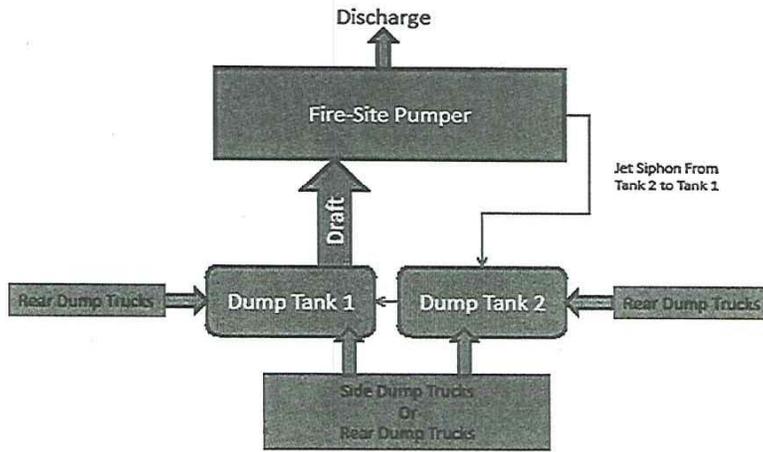
This form is not used for departments choosing to accept PIAL's assumptions regarding fill times. The Fill-Time Form serves to record both fill site set-up times and tanker filling times and provides information for our calculation of fill rates for each relay tanker. This may be determined by conducting the drill described above and recording the times, or by using the opposite of the weighing method described above...weigh the tanker (less than full), fill it for one minute, then weigh it again and do the math the same way you did for determining the dump rate above.

The Dump Time Form:

This form is not used for departments choosing to accept PIAL's assumptions regarding dump times. The Dump Time Form provides information for our calculation of dump rates for each relay tanker. There are two ways to do this, and it's up to each fire department to decide which to use. The first method is the drill described above where apparatus are moved 200', dumped, and then moved 200 feet again and the time recorded. The second method is more involved and requires weighing the tanker while full, dumping it for a known period of time (1, 2, or 3 minutes depending on the size of the tanker), weighing the tanker again, and then doing the math. Guidance for this method can be obtained in NFPA 1142, Annex C.

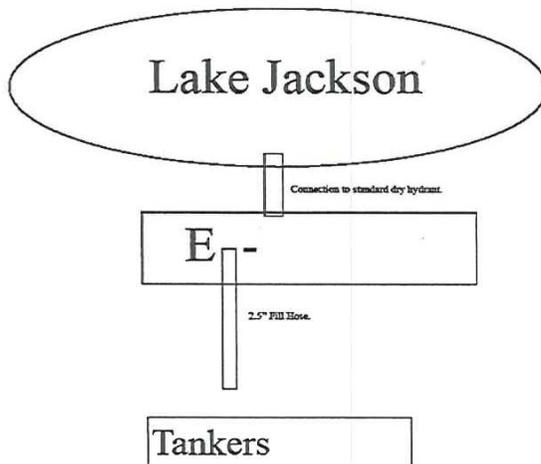
Fire-Site Drawing:

A drawing depicting the proposed fire-site is required. This drawing may be computer generated or hand drawn.
Example:



Fill-Site Drawing:

A drawing depicting each proposed fill-site is required. This drawing may be computer generated or hand drawn.
Example:



WATER HAULING DISTANCE TIME TABLE

Miles	Time	Miles	Time	Miles	Time	Miles	Time
0.1	0.8	4.3	6.2	8.5	11.7	12.7	17.2
0.2	0.9	4.4	6.4	8.6	11.8	12.8	17.3
0.3	1.0	4.5	6.5	8.7	12.0	12.9	17.4
0.4	1.2	4.6	6.6	8.8	12.1	13.0	17.6
0.5	1.3	4.7	6.8	8.9	12.2	13.1	17.7
0.6	1.4	4.8	6.9	9.0	12.4	13.2	17.8
0.7	1.6	4.9	7.0	9.1	12.5	13.3	17.9
0.8	1.7	5.0	7.2	9.2	12.6	13.4	18.1
0.9	1.8	5.1	7.3	9.3	12.7	13.5	18.2
1.0	2.0	5.2	7.4	9.4	12.9	13.6	18.3
1.1	2.1	5.3	7.5	9.5	13.0	13.7	18.5
1.2	2.2	5.4	7.7	9.6	13.1	13.8	18.6
1.3	2.3	5.5	7.8	9.7	13.3	13.9	18.7
1.4	2.5	5.6	7.9	9.8	13.4	14.0	18.9
1.5	2.6	5.7	8.1	9.9	13.5	14.1	19.0
1.6	2.7	5.8	8.2	10.0	13.7	14.2	19.1
1.7	2.9	5.9	8.3	10.1	13.8	14.3	19.2
1.8	3.0	6.0	8.4	10.2	13.9	14.4	19.4
1.9	3.1	6.1	8.6	10.3	14.0	14.5	19.5
2.0	3.3	6.2	8.7	10.4	14.2	14.6	19.6
2.1	3.4	6.3	8.8	10.5	14.3	14.7	19.8
2.2	3.5	6.4	9.0	10.6	14.4	14.8	19.9
2.3	3.6	6.5	9.1	10.7	14.6	14.9	20.0
2.4	3.8	6.6	9.2	10.8	14.7	15.0	20.2
2.5	3.9	6.7	9.4	10.9	14.8	15.1	20.3
2.6	4.0	6.8	9.5	11.0	15.0	15.2	20.4
2.7	4.2	6.9	9.6	11.1	15.1	15.3	20.5
2.8	4.3	7.0	9.7	11.2	15.2	15.4	20.7
2.9	4.4	7.1	9.9	11.3	15.3	15.5	20.8
3.0	4.6	7.2	10.0	11.4	15.5	15.6	20.9
3.1	4.7	7.3	10.1	11.5	15.6	15.7	21.1
3.2	4.8	7.4	10.3	11.6	15.7	15.8	21.2
3.3	4.9	7.5	10.4	11.7	15.9	15.9	21.3
3.4	5.1	7.6	10.5	11.8	16.0	16.0	21.5
3.5	5.2	7.7	10.7	11.9	16.1	16.1	21.6
3.6	5.3	7.8	10.8	12.0	16.3	16.2	21.7
3.7	5.5	7.9	10.9	12.1	16.4	16.3	21.8
3.8	5.6	8.0	11.1	12.2	16.5	16.4	22.0
3.9	5.7	8.1	11.2	12.3	16.6	16.5	22.1
4.0	5.9	8.2	11.3	12.4	16.8	16.6	22.2
4.1	6.0	8.3	11.4	12.5	16.9	16.7	22.4
4.2	6.1	8.4	11.6	12.6	17.0	16.8	22.5

Water Hauling Distance Time Table

Miles	Time	Miles	Time	Miles	Time
16.9	22.6	21.3	28.3	25.7	34.1
17.0	22.8	21.4	28.5	25.8	34.2
17.1	22.9	21.5	28.6	25.9	34.3
17.2	23.0	21.6	28.7	26.0	34.5
17.3	23.1	21.7	28.9	26.1	34.6
17.4	23.3	21.8	29.0	26.2	34.7
17.5	23.4	21.9	29.1	26.3	34.8
17.6	23.5	22.0	29.3	26.4	35.0
17.7	23.7	22.1	29.4	26.5	35.1
17.8	23.8	22.2	29.5	26.6	35.2
17.9	23.9	22.3	29.6	26.7	35.4
18.0	24.1	22.4	29.8	26.8	35.5
18.1	24.2	22.5	29.9	26.9	35.6
18.2	24.3	22.6	30.0	27.0	35.8
18.3	24.4	22.7	30.2	27.1	35.9
18.4	24.6	22.8	30.3	27.2	36.0
18.5	24.7	22.9	30.4	27.3	36.1
18.6	24.8	23.0	30.6	27.4	36.3
18.7	25.0	23.1	30.7	27.5	36.4
18.8	25.1	23.2	30.8	27.6	36.5
18.9	25.2	23.3	30.9	27.7	36.7
19.0	25.4	23.4	31.1	27.8	36.8
19.1	25.5	23.5	31.2	27.9	36.9
19.2	25.6	23.6	31.3	28.0	37.1
19.3	25.7	23.7	31.5	28.1	37.2
19.4	25.9	23.8	31.6	28.2	37.3
19.5	26.0	23.9	31.7	28.3	37.4
19.6	26.1	24.0	31.9	28.4	37.6
19.7	26.3	24.1	32.0	28.5	37.7
19.8	26.4	24.2	32.1	28.6	37.8
19.9	26.5	24.3	32.2	28.7	38.0
20.0	26.7	24.4	32.4	28.8	38.1
20.1	26.8	24.5	32.5	28.9	38.2
20.2	26.9	24.6	32.6	29.0	38.4
20.3	27.0	24.7	32.8	29.1	38.5
20.4	27.2	24.8	32.9	29.2	38.6
20.5	27.3	24.9	33.0	29.3	38.7
20.6	27.4	25.0	33.2	29.4	38.9
20.7	27.6	25.1	33.3	29.5	39.0
20.8	27.7	25.2	33.4	29.6	39.1
20.9	27.8	25.3	33.5	29.7	39.3
21.0	28.0	25.4	33.7	29.8	39.4
21.1	28.1	25.5	33.8	29.9	39.5
21.2	28.2	25.6	33.9	30.0	39.7

The travel of apparatus is calculated from the following formula:

$$T = 0.65 + (1.3 \times D)$$

T=Minutes
D=Distance in Miles

Note: Each decimal place under time is equal to 6 seconds. For instance, a time of 12.6 minutes is equal to 12 minutes and 36 seconds.

Property Insurance Association of Louisiana - Water Hauling Line-Up Form

Fire District:		Test Area		Date:	01/01/11	Type of Department (P, V, or C)	V
Test Site Location:		Test Location	Anywhere Site 1			Paid="P", Volunteer="V" & Combination="C"	
Fill Site 1:		Anywhere Site 2					
Fill Site 2:							
Fill Site 3:							
Fill Site 4:							
Fill Site 5:							

Arrival of First Apparatus / Time Test Started:		Nozzle Size:	2.25	Inches
Initial Water Flow Time:		Stop Time:		
Delivery Rates:	4	psi	Initial Flow Rate @ 5 Minutes After Arrival of First Apparatus =	250
	44		Target Flow Rate @ 15 Minutes After Arrival of First Apparatus =	1000
			1st Alarm Manpower:	0

PIAL Distance from station housing first due apparatus to the test site: 0.5 miles

Fire Department & Station	Unit Number	Purpose (Fire Site Pump (FSP), Supply Site Pump (SSP), Relay Tanker (RT), Relay Pump (RP), etc.)	Size of Relay Tanker Dump Chute (10", 6", 4", etc...)	Water Tank Capacity	Pump Capacity (all pumps and any relay trucks that dump by pumping)	Capacity of Drop Tank Carried	Alarm Status		Distance Delay		Manning Status - Paid / Volunteer (p or v)	Decision / Comm Delay Time Factor (B)	Assembly Delay Time Factor (C)	Delay Time (A + B + C)
							First (X)	Second (X)	Miles	Time Factor (A)				
Fire Dist 1, STATION 1	E-711	FSP	10	1500	1250		X		0.5	0.0	V	0.0	0.0	0:00:00
Fire Dist 1, STATION 1	E-713	RT	10	3000		3000	X		0.5	0.0	V	0.0	0.0	0:00:00
Fire Dist 1, STATION 1	T-714	RT	10	4250		2000	X		0.5	0.0	V	0.0	0.0	0:00:00
Fire Dist 1, STATION 5	E-751	SSP	10	1000	1000		X		4	5.2	V	0.0	0.0	0:05:12
Fire Dist 1, STATION 5	T-753	RT	10	1800			X		4	5.2	V	0.0	0.0	0:05:12
Fire Dist 2, STATION 1	T-841	RT	10	1300			X		6	7.8	V	0.0	0.0	0:07:48
Fire Dist 2, STATION 1	T-842	RT	10	2500			X		6	7.8	V	0.0	0.0	0:07:48
Fire Dist 1, STATION 3	E-731	RT	10	750	500		X		10	13.7	P	3.0	0.0	0:16:42
Fire Dist 1, STATION 4	E-741	RT	10	1000	1000		X		10	13.7	V	3.0	3.0	0:19:42
Fire Dist 1, STATION 2	E-721	RT	10	1000	1000		X		11	15.0	V	3.0	3.0	0:21:00
Fire Dist 1, STATION 2	T-723	RT	10	1800			X		11	15.0	V	3.0	3.0	0:21:00
Fire Dist 3, STATION 1	E-122	RT	10	2200			X		15	20.2	P	3.0	0.0	0:23:12
Fire Dist 3, STATION 1	T-120	RT	10	2300			X		15	20.2	P	3.0	0.0	0:23:12
Fire Dist 3, STATION 1	T-160	RT	10	6000			X		15	20.2	P	3.0	0.0	0:23:12

By signing below, I am certifying that all requirements for water hauling credit were followed in this demonstration.

Print Name

Signature

FILL TIME MEASURED IN MINUTES (TO ONE DECIMAL PLACE)

Community: _____

Louisville Fire District _____

Date: _____

March 24, 2010

Fill Site	Set-up Time	Louisville T-21				Louisville T-22				Louisville T-31			
		Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average
Brown's Pond	3.2	4.9	4.3	5.2	4.8	5.9	6.3	6.1	6.1	4.1	4.3	4.8	4.4
Hydrant at Miller's Gin	4.0	4.3	4.1	4.7	4.4	5.5	5.2	5.9	5.5	4.6	4.2	4.4	4.4
Ground Storage Tank at Station 2	3.8	5.1	4.8	4.6	4.8	5.3	5.1	4.8	5.1	4.9	4.3	4.6	4.6

Fill Site set-up time is the time required to move the fill-site apparatus and personnel 200' and perform all actions required up to discharging water from fill hoses.

Tanker Fill Time is the time required to move each relay tanker 200', fill it to capacity, and drive it 200' from the fill site.

Fill Site	Set-up Time	Louisville T-11				Mallonville T-1				Fire District 3, T-5			
		Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average
Brown's Pond	3.2	4.1	4.3	4.8	4.4	5.9	6.3	6.1	6.1	5.9	6.3	6.1	6.1
Hydrant at Miller's Gin	4	4.6	4.2	4.4	4.4	5.5	5.2	5.9	5.5	5.5	5.2	5.9	5.5
Ground Storage Tank at Station 2	3.8	4.9	4.3	4.6	4.6	5.3	5.1	4.8	5.1	5.3	5.1	4.8	5.1

Fill Site Set-up Time is the time required to move the fill-site apparatus and personnel 200' and perform all actions required up to discharging water from fill hoses.

Tanker Fill Time is the time required to move each relay tanker 200', fill it to capacity, and drive it 200' from the fill site.

FILL TIME MEASURED IN MINUTES (TO ONE DECIMAL PLACE)

Community: _____

Date: _____

		Fill Time											
Tankers:		Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average
Fill Site	Set-up Time												

Fill Site set-up time is the time required to move the fill-site apparatus and personnel 200' and perform all actions required up to discharging water from fill hoses.

Tanker Fill Time is the time required to move each relay tanker 200', fill it to capacity, and drive it 200' from the fill site.

		Fill Time											
Tankers:		Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average	Test 1	Test 2	Test 3	Average
Fill Site	Set-up Time												

Fill Site Set-up Time is the time required to move the fill-site apparatus and personnel 200' and perform all actions required up to discharging water from fill hoses.

Tanker Fill Time is the time required to move each relay tanker 200', fill it to capacity, and drive it 200' from the fill site.

BOBBY JINDAL
GOVERNOR



PEGGY M. HATCH
SECRETARY

State of Louisiana
DEPARTMENT OF ENVIRONMENTAL QUALITY
ENVIRONMENTAL SERVICES

TO: PROSPECTIVE APPLICANTS FOR A COMMUNITY DEVELOPMENT BLOCK GRANT

Attached is the "Notice of Application to the Division of Administration for a Community Development Block Grant for a Sewer Project" form to be filled out and **submitted directly to this Office before October 10, 2013** by the required applicants for the Community Development Block Grant Program. The required applicants are **ONLY** those applicants who are (1) proposing a new sewerage treatment facility, (2) planning an upgrade that will increase the design capacity, or (3) operating an existing facility without a permit or under an expired permit. Notices mailed to this Office after October 10, 2013 **will not be considered**. Complete the Notice form in full and submit to:

Department of Environmental Quality
Office of Environmental Services
Post Office Box 4313
Baton Rouge, Louisiana 70821-4313
Attention: Municipal and General Water Permits Section

Your forms will not be considered complete unless you address every question and the appropriate person signs the signatory page. If an item does not apply, enter "N/A" (for Not Applicable) to indicate that you considered the question.

Please be aware that all applicants who are proposing a "new" sewerage treatment facility, or who have an existing facility operating without a permit, or under an expired permit must also apply for a Louisiana Pollutant Discharge Elimination System (LPDES) permit. Additionally, applicants who have an existing facility and whose proposed project will cause a change in the facility's design capacity or discharge location must apply for a modification to their present permit.

This permit requirement is in accordance with Subtitle II of Title 30 of the Louisiana Revised Statutes (La. R.S. 30:2075) which states "No person shall conduct any activity which results in the discharge of any substance into the waters of the state without the appropriate permit, variance, or license required under the regulations of the department adopted pursuant to this Chapter" as implemented by the Louisiana Administrative Code, Title 33, Part IX.2311 of the Water Quality Regulations which states, "The LPDES program requires permits for the discharge of pollutants from any point source into waters of the State."

An LPDES Permit Application may be obtained by contacting the Office of Environmental Services at (225) 219-3181 or by writing to Post Office Box 4313, Baton Rouge, Louisiana 70821-4313. The LPDES Permit Application may also be downloaded by accessing the following Internet address:

<http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1837>

Post Office Box 4313 • Baton Rouge, Louisiana 70821-4313 • Phone 225-219-3181 • Fax 225-219-3309
www.deq.louisiana.gov

RE: Community Development Block Grant
Page Two (2)

Please be advised, for sanitary treatment plants, the plans and specifications must be approved by the Department of Health and Hospitals, Office of Public Health, PO Box 4489, Baton Rouge, LA 70821-4489, telephone (225) 342-7395.

Please be further advised that according to La. R.S. 48:385 any discharge to a highway ditch, cross ditch, or right of way shall require approval from the Louisiana Department of Transportation and Development, P. O. Box 94245, Baton Rouge, Louisiana 70804, (225) 379-1234, and by the Department of Health and Hospitals, Center for Environmental Health Services, P.O. Box 4489, Baton Rouge, Louisiana 70821-4489, (225) 342-7395.

If you have any questions, please feel free to contact Mr. Jeremy "Todd" Franklin, Office of Environmental Services, Municipal and General Water Permits Section, Post Office Box 4313, Baton Rouge, Louisiana 70821-4313 or (225) 219-3209.

Sincerely,



Sam Phillips
Assistant Secretary

dgb

Attachment



NOTICE OF APPLICATION

FOR A LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT SEWER PROJECT

STATE OF LOUISIANA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Office of Environmental Services
Post Office Box 4313
Baton Rouge, LA 70821-4313
PHONE#: (225) 219-3181

(Attach additional pages if needed.)

SECTION I - FACILITY INFORMATION

A. Permit is to be issued to the following: (must have operational control over the facility operations - see LAC 33:IX.2501.B and LAC 33:IX.2503.A and B).

1. Legal Name of Applicant/Owner
(Company, Partnership, Corporation, etc.) _____

Facility Name _____

Mailing Address _____

Zip Code: _____

2. Location of facility. Please provide a specific street, road, highway, interstate, and/or River Mile/Bank location of the facility for which the application is being submitted.

City _____ Parish _____

Front Gate Coordinates:

Latitude

- _____ deg. _____ min. _____ sec. Longitude- _____ deg. _____ min. _____ sec.

Method of Coordinate Determination: _____

(Quad Map, Previous Permit, website, GPS)

Is the facility located on Indian Lands? Yes No

SECTION I - FACILITY INFORMATION (cont.)

3. Name & Title of Contact Person at Facility _____
Phone _____ Fax _____ e-mail _____
Facility Federal Tax I.D. _____
nine-digit number

B. Name and address of responsible representative who completed the application:

Name & Title _____
Company _____
Phone _____ Fax _____ e-mail _____
Address _____

Please check (√) the appropriate blank.

- The applicant is:
- (1) Owner of the facility
 - (2) Operator of the facility
 - (3) Owner & Operator of the facility

Provide the name and telephone number of the Operator of the facility, if other than the owner:
Name: _____ Telephone: _____

SECTION I - FACILITY INFORMATION (cont.)

C. Type of Facility (sewage district, residential subdivision, office building, etc.):

SECTION I - FACILITY INFORMATION (cont.)

D. The sources of raw wastewater are:

List Municipalities or areas served including populations:

Number of Residences (Houses/Homes):

Existing: _____ Planned: _____

Anticipated date for planned residences to enter system: Month: _____ Year: _____

Number of Mobile Homes:

Existing: _____ Planned: _____

Anticipated date for planned mobile homes to enter system: Month: _____ Year: _____

Number of Apartments:

Existing: 1 bedroom: _____ 2 bedroom: _____ 3 bedroom: _____

Planned: 1 bedroom: _____ 2 bedroom: _____ 3 bedroom: _____

Anticipated date for planned apartments to enter system: Month: _____ Year: _____

Other (List): _____

If the facility will serve an incorporated area (city, town, village, etc.), indicate the population:

Existing: _____ Planned: _____ (figures from most recent census can be used)

Anticipated date for expanded population to enter system: Month: _____ Year: _____

E. Indirect Discharges

1. Are there any indirect commercial/industrial discharges introduced into the treatment facility?
 Yes No

2. Are any indirect sewage sludge (domestic septage, solids removed from primary, secondary, or advanced wastewater treatment, grease trap waste mixed with sewage sludge, or portable toilet waste) introduced into the facility?
 Yes No

If yes, to E.1 or E.2, please complete ATTACHMENT I, INDUSTRIAL/INDIRECT WASTE DISCHARGER INTO SANITARY SYSTEM for each indirect discharger into the treatment system.

SECTION I - FACILITY INFORMATION (cont.)

F. Indicate the estimated yearly amount (in dollars) of sewer user revenues for the following:

(1) Sewer User Fees

(2) Sales Taxes

(3) Property/Other Taxes

(4) Commercial and/or industrial user charges _____

Indicate an estimated annual operation and maintenance cost (in dollars)

SECTION II – TREATMENT INFORMATION

- A. Provide the location of the treatment facility and discharge point(s) on the appropriate section of a U.S.G.S. Quadrangle Map or equivalent and attach to this application. Include on the map, extending one mile beyond the property boundaries of the source, the facility and each of its intake and discharge structures; each of its hazardous waste treatment, storage, or disposal facilities; each well where fluids from the facility are injected underground; and those wells, springs, other surface waterbodies, and drinking water wells listed in public records or otherwise known to the applicant in the map area.

Provide the geographic coordinates of the discharge point(s). Please indicate each discharge point (ex. Outfall 001, Outfall 002, etc.), and give the Latitude and Longitude for each discharge point. (Use additional sheets if necessary.) For each individual outfall, provide the outfall designation and description, include if discharge is continuous or intermittent.

Outfall Number: _____
 Designation and Description: _____
 Continuous or Intermittent: _____
 Latitude: _____ deg. _____ min. _____ sec. Longitude: _____ deg. _____ min. _____ sec.
 Method of Coordinate Determination: _____
(Quad Map, Previous Permit, website, GPS)

Outfall Number: _____
 Designation and Description: _____
 Continuous or Intermittent: _____
 Latitude: _____ deg. _____ min. _____ sec. Longitude: _____ deg. _____ min. _____ sec.
 Method of Coordinate Determination: _____
(Quad Map, Previous Permit, website, GPS)

Outfall Number: _____
 Designation and Description: _____
 Continuous or Intermittent: _____
 Latitude: _____ deg. _____ min. _____ sec. Longitude: _____ deg. _____ min. _____ sec.
 Method of Coordinate Determination: _____
(Quad Map, Previous Permit, website, GPS)

Outfall Number: _____
 Designation and Description: _____
 Continuous or Intermittent: _____
 Latitude: _____ deg. _____ min. _____ sec. Longitude: _____ deg. _____ min. _____ sec.
 Method of Coordinate Determination: _____
(Quad Map, Previous Permit, website, GPS)

SECTION II – TREATMENT INFORMATION (cont.)

B. Provide a description of how the treatment facility effluent does or would reach State Waters:

By _____ (effluent pipe, ditch, etc.);
 thence into _____ (Parish drainage ditch, canal, etc.);
 thence into _____ (named bayou, creek, stream, etc.);
 thence into _____ (river, lake, etc.).

If the discharge is directly to the Mississippi River, please provide the river mile of the discharge point. This information can be obtained from <http://www.mvn.usace.army.mil/eng/edsd/navbook.htm>.

C. Provide a description of the treatment facility including collection system, complete description of the treatment method, type of disinfection method, and handling of the effluent (use additional sheets if necessary):

Provide the type of flow measurement/recording device used at the facility (ex. V-notch weir, Totalizer, Totalizing Meter, Continuous Recorder, Combination Totalizing Meter/Continuous Recorder, etc.)

D. Provide an estimation (or measurement for an existing source) of average raw wastewater flow (gpd) and load (lb BOD₅/day). Show the method of calculation (use additional sheets if necessary):

Provide the “Treatment Design Capacity” for the facility: (in Million Gallons per Day, MGD):

Existing: _____ Planned: _____

Provide the “Estimated or Expected Treated Wastewater Flow: (in Million Gallons per Day, MGD):

Existing: _____ Planned: _____

Plant design BOD removal (%): _____ Plant design N removal (%): _____

Plant design P removal (%): _____ Plant design SS removal (%): _____

Plant Began Operation (year): _____ Plant Last Major Renovation (year): _____

SECTION II – TREATMENT INFORMATION (cont.)

- E. (1) Provide an estimation (or lab analysis for an existing discharge) of the following effluent characteristics (wherever applicable):
Complete one table for each outfall.

Outfall Number: _____

Pollutant	EXISTING								PROPOSED							
	Influent		Effluent						Influent		Effluent					
	Long Term Average Value		Maximum Weekly Average Value		Maximum Monthly Average Value		Long Term Average Value		Long Term Average Value		Maximum Weekly Average Value		Maximum Monthly Average Value		Long Term Average Value	
	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l	Mass lbs/day	Concentration mg/l
BOD₅ or CBOD₅ (Circle)																
TSS																
NH₃-N																
Oil & Grease																
Fecal Coliform (mpn/100 ml)			Value		Value		Value				Value		Value		Value	
Flow (MGD)	Value		Value		Value		Value		Value		Value		Value		Value	
pH (standard units)			Lowest Monthly Value		Highest Monthly Value						Lowest Monthly Average Value		Highest Monthly Average Value			

- (2) For facilities using Chlorine as a disinfectant:
Total Residual _____ mg/l (instantaneous measurement)

- (3) For facilities having a design capacity equal to or greater than 1.0 MGD:
(average of effluent grab samples taken on at least four separate days)

Hardness: _____ mg/l CaCO₃
Phosphorus: _____ mg/l total Phosphorus
Sulfate: _____ mg/l SO₄
Nitrogen: _____ mg/l as Total Kjeldahl Nitrogen

SECTION II - TREATMENT INFORMATION (cont.)

F. If sludge is produced at this facility, indicate the method of disposal.

If the sludge is disposed of “off-site”, provide a complete description of the disposal site including the Solid Waste permit number if disposal is at a landfill.

If the method of disposal will be some type of “Beneficial Reuse”, please indicate what type of beneficial reuse, and give a complete description of the location of disposal.

G. If treatment includes some form of “Land Application” (ex. overland flow, rapid infiltration, spray irrigation) indicate the number of acres of the land application area and give a description of the land use (ex. pasture, cattle/sheep/goat/horse grazing, etc.)

Acres: _____

Land Use: _____

H. If the treatment includes the use of a “Natural Wetland System”, please contact the Water Permits Division at telephone (225) 219-9371 for additional information prior to submittal of this application.

I. For Publicly Owned Treatment Works (POTW’s):

(1) Is the facility operating under an approved pretreatment program? (YES or NO) _____

(2) If so, provide the date of approval: _____

(3) If not, is the facility required to develop a pretreatment program? (YES or NO) _____

According to the Louisiana Water Quality Regulations, LAC 33:IX.2503.B, the following requirements shall apply to the signatory page in this application:

Chapter 25. Permit Application and Special LPDES Program Requirements

2503. Signatories to permit applications and reports

- A. All permit applications shall be signed as follows:
1. For a corporation - by a responsible corporate officer. For the purpose of this Section responsible corporate officer means:
 - (a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - (b) The manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 2. For a partnership or sole proprietorship - by a general partner or the proprietor, respectively; or
 3. For a municipality, parish, State, Federal or other public agency - either a principal executive officer or ranking elected official. For the purposes of this Section a principal executive officer of a Federal agency includes:
 - (a) The chief executive officer of the agency, or
 - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).
- B. All reports required by permits, and other information requested by the state administrative authority shall be signed by a person described in LAC 33:IX.2503.A, or by a duly authorized representative of that person. A person is a duly authorized representative only if:
1. The authorization is made in writing by a person described in LAC 33:IX.2503.A.
 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as a position of plant manager, operator of a well or well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
 3. The written authorization is submitted to the state administrative authority.
- C. Changes to authorization. If an authorization under LAC 33:IX.2503.B is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of LAC 33:IX.2503.B must be submitted to the state administrative authority prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Any person signing any document under LAC 33:IX.2503.A or B shall make the following certification:
- "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

SIGNATORY AND AUTHORIZATION

Pursuant to the Water Quality Regulations (specifically LAC 33:IX.2503) promulgated September 1995, the state permit application must be signed by a responsible individual as described in LAC 33:IX.2503. and that person shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

The applicant for this permit hereby authorizes the Department of Environmental Quality to publish the public notice for a draft permit once in the appropriate newspaper(s). In accordance with LAC 33:IX.6521.A, the applicant agrees to be responsible for the cost of publication. The newspaper(s) is authorized to invoice the applicant directly.

Signature

Print Name: _____
Title: _____
Date: _____
Telephone Number: _____

IMPORTANT

To prevent any unnecessary delay in the processing of your application, please take a moment and check to be certain that the following items have been addressed and enclosed:

1. ALL questions and requested information have been answered (N/A if the question or information was not applicable).
2. ALL required maps, drawings, lab analysis, and other reports are enclosed.
3. The appropriate person has signed the signatory page.

ANY APPLICATION THAT DOES NOT CONTAIN ALL OF THE REQUESTED INFORMATION WILL BE CONSIDERED INCOMPLETE. APPLICATION PROCESSING WILL NOT PROCEED UNTIL ALL REQUESTED INFORMATION HAS BEEN SUBMITTED.

NOTE: UPON RECEIPT AND SUBSEQUENT REVIEW OF THE APPLICATION BY THE WATER & WASTE PERMITS DIVISION, YOU MAY BE REQUESTED TO FURNISH ADDITIONAL INFORMATION IN ORDER TO COMPLETE THE PROCESSING OF THE PERMIT.

**ATTACHMENT I
INDUSTRIAL/INDIRECT WASTE DISCHARGER INTO SANITARY SYSTEM**

Legal Name of Company: _____

Mailing Address: _____

Contact Person: _____

Physical Address: _____

Type of Process: _____

Total Daily Flow: _____

SIC Code: _____

Type of Discharge: (√) Check One:

Continuous

Intermittent

Batch

If intermittent, give hours per day and number of days per week of discharge:

If the discharge is introduced to the treatment plant via a hauler/pumped from a truck, please provide the current Louisiana Department of Health and Hospitals license number for the hauler(s).

Provide a measurement of the following effluent characteristics for the industry's discharge before it reaches the sanitary system:

BOD₅ _____ lb/day

TSS _____ lb/day

COD _____ lb/day

pH _____ Standard Units

Oil & Grease _____ lb/day

NH₃-N _____ lb/day

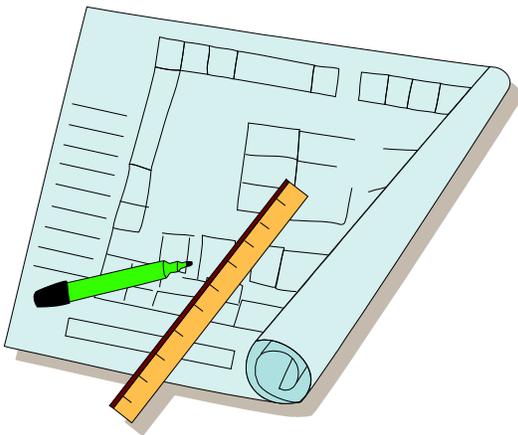
Other pertinent physical and chemical properties (ex. toxic compounds, taste and odor compounds, heavy metals)

Note: Numerous discharges with similar processes, such as service stations, Laundromats, etc., may be grouped together and the total flow and waste loads reported on one form. An estimate should be provided of the number of discharges. If the above source contains any substances not amenable to treatment by the facility covered by this application, an individual pretreatment determination may be made by the issuing agency.

**V. ENGINEERING FEE SCHEDULES AND POLICIES
 FOR THE LCDBG PROGRAM**

ENGINEERING FEE SCHEDULES AND POLICIES

FOR THE LCDBG PROGRAM



JUNE 2009

**ENGINEERING FEE SCHEDULES AND POLICIES
FOR THE LCDBG PROGRAM**

NOTE: Only funded projects are eligible for reimbursement of engineering fees.

PRE-AGREEMENT COSTS (ENGINEERING)

A flat fee of \$1,500 will be allowed for the engineering work necessary to complete the LCDBG Application. This will include the development of the project description, preparation of the cost estimate, certification of violations, and at least one site visit.

BASIC SERVICES

Basic services will be contracted as a lump sum; however, the maximum allowable fees for the LCDBG Program will be calculated based on a percentage of the estimated construction cost. The fee percentages are as follows:

Basic Services Table

Estimated Construction Cost	Basic Services Fee Percentage
\$0 - \$30,000	14.6%
\$40,000	14.1%
\$50,000	13.6%
\$60,000	13.2%
\$70,000	12.9%
\$80,000	12.6%
\$90,000	12.3%
\$100,000	12.0%
\$200,000	11.0%
\$300,000	10.3%
\$400,000	9.8%
\$500,000	9.3%
\$600,000	8.8%
\$700,000	8.6%
\$800,000	8.4%
\$900,000	8.2%
\$1,000,000	8.0%

This fee will be the engineer's compensation for providing engineering services traditionally known as "basic services" found in standard engineering contracts from the preliminary design phase through the post-construction phase. The following services will also be considered as basic services with compensation included in the fee:

1. Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by the Grantee.
2. Redesigning to reduce project costs to within available funds.
3. Rebidding contracts.
4. Preparing documents for alternate bids.
5. Determining the acceptability of substitute materials and equipment.
6. Services in making revisions to drawings and specifications occasioned by the acceptance of substitute materials or equipment.
7. Evaluating claims by the contractor.
8. Services in connection with preparing and furnishing to the Grantee a set of reproducible Project Record Drawings (As-Built Drawings) showing appropriate record information based on project documentation.
9. Surveying for the purposes of design except as provided in the "Eligible Additional Services" section.
10. Reproduction of reports, drawings, specifications, bidding documents, and similar project-related items.

NON-ELIGIBLE ADDITIONAL SERVICES

Services customarily referred to as additional services that will not be eligible for payment under the LCDBG Program include, but are not limited to:

1. Services required as a result of the Grantee's providing incomplete or incorrect project information.
2. Providing renderings or models.
3. Services (which are not part of basic services) during out-of-town travel required of the engineer other than for visits to the site or Grantee's office.
4. Providing construction phase services beyond the contract time unless liquidated damages are assessed.
5. Additional or extended services during construction made necessary by a significant amount of defective, neglected, or delayed work by the contractor.
6. Additional or extended services during construction made necessary by the acceleration of the progress schedule involving services beyond normal working hours.

Other additional services may not be eligible for payment under the LCDBG Program. The eligibility for payment for these services will be considered on a case-by-case basis.

ELIGIBLE ADDITIONAL SERVICES

Additional services that are eligible for payment under the LCDBG Program include, but are not limited to:

1. Providing property surveys.
2. Providing construction staking to enable the contractor to perform the work.
3. Providing extensive topographic beyond what is included in the surveying for the purposes of design.

Compensation for additional services must be requested in the LCDBG Application. **The amount of compensation and a written justification for the additional service must be included in the cost estimate portion of the LCDBG Application. The Office of Community Development will evaluate the necessity and eligibility of the requested additional service and may disallow or limit the amount of compensation based on the results of the evaluation.**

Other additional services may be eligible for payment under the LCDBG Program. The eligibility for payment for these services will be considered on a case-by-case basis.

SANITARY SEWER EVALUATION SURVEY

Sanitary Sewer Evaluation Surveys (SSES) are eligible under the LCDBG Program for sanitary sewer collection system rehabilitation projects. The firm performing the SSES may be procured by the Grantee using LCDBG procurement requirements or may be hired by the engineer as a sub-consultant. Engineering fees for the administration of the SSES and for basic services will be computed by totaling the estimated cost of the SSES and the estimated construction cost and deriving the associated percentage of the total costs from the Basic Services Table. Resident Project Representative fees associated with the construction project will be based only on the estimated construction cost (not inclusive of the estimated cost of the SSES). The Office of Community Development will reimburse the Grantee for the actual invoiced costs for these services up to the maximum amount allowed. Please see the section entitled, "Method of Calculating Engineering Fees" below.

RESIDENT PROJECT REPRESENTATIVE

The engineer shall furnish a Resident Project Representative (RPR), assistants, and other field staff to assist the engineer in observing the progress and quality of the work. The RPR shall be under the engineer's supervision and normally is to be a member of the engineer's staff or a contract employee. In some cases, a qualified employee of the Grantee may be approved. In any case, the engineer shall attest to the RPR's qualifications and abilities to perform the appropriate duties and responsibilities. A copy of the RPR's current resume showing his qualifications and work history must be submitted to the Office of Community Development along with a completed and signed

“Qualification Certification for Resident Project Representative” form. The Office of Community Development must approve the proposed RPR before construction begins.

The fee for the RPR is to compensate for the effort necessary to ensure that the construction project is properly and adequately inspected. As part of his duties, the RPR will prepare reports recording, at a minimum, the following information: project name, contractor’s name, date, weather conditions, contractor’s work force (indicating work classifications), equipment (in use or idled), quantities of pay items installed, deficiencies in materials or work, general observations, summary of construction activities, and RPR’s signature. Each report shall be **completely** filled out. Furnishing a RPR does not relieve the engineer of the responsibility of making visits to the site at intervals appropriate to the various stages of construction.

RPR services will be contracted as a lump sum; however, the maximum allowable fees for the LCDBG Program will be calculated based on a percentage of the estimated construction cost. The fee percentages are as follows:

RPR Services Table

Estimated Construction Cost	RPR Services Fee Percentage
\$100,000 or less	5.0%
\$200,000	4.6%
\$300,000	4.3%
\$400,000	4.1%
\$500,000	3.9%
\$600,000	3.8%
\$700,000	3.7%
\$800,000	3.6%
\$900,000	3.5%
\$1,000,000	3.4%

METHOD OF CALCULATING ENGINEERING FEES

For both the basic services fee and the fee for the resident project representative, the percentages are interpolated from the tables; however, rounding the percentage should be avoided. The interpolated percentage is then multiplied by the estimated construction cost to calculate the fee. The fee is then rounded up to the nearest \$100.

Example: The construction cost of the project is estimated to be \$427,500. From the Basic Services Table, the percentage figure is calculated as 9.6625%. The basic services fee is calculated as $\$427,500 \times 0.096625 = \$41,307$. Rounding up to the nearest \$100 would make the eligible fee equal to \$41,400. Similarly, for the RPR fee, the percentage from the RPR Services Table is calculated as 4.045%. The RPR fee is calculated as $\$427,500 \times 0.04045 = \$17,292$. Rounding up to the nearest \$100 would make the eligible fee equal to \$17,300.

On projects involving a significant amount of pipe installation, i.e. water distribution systems and sewer collection systems, the RPR fees will be eligible to be increased. This is being done to compensate for the added inspection effort made necessary by the nature of the work. The fee or portion of the fee associated with pipe installation will be multiplied by a factor of 1.35.

The items eligible for the increase are items related to the main line, i.e. gravity sewer pipe, water distribution pipe, borings, force mains, fittings, fire hydrants, canal crossings, tapping sleeves and valves, flushing risers, etc. Not eligible are sewer manholes, sewer services, water services, and other non-main line items.

When requesting increased inspection fees; a detailed list of eligible items and the increased RPR fees must be included in the application.

Example: The project involves the construction of a new sewer collection system. The estimated construction costs are as follows:

8" sanitary sewer pipe	\$175,000
8" sanitary sewer pipe (jack or bore)	\$ 12,000
Manholes	\$ 45,000
Mainline wyes	\$ 5,000
4" service line	\$ 50,000
4" service fittings,cleanouts, etc.	\$ 30,000
4" force main	\$ 25,000
Lift station	\$ 50,000
Asphalt street repair	\$ 10,000
Maintenance aggregate	\$ 10,000
Remove and relay 18" CMP	\$ 1,000
Remove and relay 24" CMP	\$ 1,000
Project sign	<u>\$ 1,000</u>
TOTAL	\$415,000

From the table, the percentage figure is calculated as 4.07%. The initial fee is calculated as $\$415,000 \times 0.0407 = \$16,891$. The amount subject to the increase is the amount related to the main line items, i.e. $\$175,000$ (8" sanitary sewer pipe) + $\$12,000$ (8" sanitary sewer pipe (jack or bore)) + $\$5,000$ (mainline wyes) + $\$25,000$ (force main) = $\$217,000$. Prorating the fee gives $(\$217,000/\$415,000) \times \$16,891 = \$8,832$. The increased portion is $\$8,832 \times 1.35 = \$11,923$. The remainder is $\$16,891 - \$8,832 = \$8,059$. The total allowable fee is $\$11,923 + \$8,059 = \$19,982$. Rounding up to the nearest \$100 would make the eligible fee equal to \$20,000.

On projects involving water wells or ground storage tanks, the fee (or applicable portion) will be as per the RPR Services Table up to a maximum of \$7,500 for each well or tank.

On projects involving elevated storage tanks, the fee (or applicable portion) will be as per the RPR Services Table up to a maximum of \$12,000 for each tank. The fee for paint inspection shall be included herein.

TESTING AND GEOTECHNICAL INVESTIGATIONS

It shall be the responsibility of the Grantee to provide the services of an independent testing laboratory to perform all inspections, tests, and approvals of samples, materials, and equipment required by the contract documents. Additionally, there will be occasions when the engineer will require a geotechnical investigation to be performed for the purposes of engineering design. The hiring of a firm or firms to provide these services may be accomplished by either the Grantee procuring the firm(s) in accordance with LCDBG procurement requirements and entering into a contract with the firm(s) or the Grantee may allow the engineer to contract directly with the firm(s) in which case the LCDBG procurement requirements would not apply.

The basic services fee will include compensation to the engineer for providing assistance to the Grantee in the selection of the firm(s), contract negotiation and preparation, processing and handling invoices, and other associated overhead costs. The engineer will estimate the cost of testing services and geotechnical investigations in the LCDBG Application and will include a written justification for each service. The Office of Community Development will reimburse the Grantee for the actual invoiced costs for these services up to the maximum amount allowed.

PERMITS

Reimbursement will be made to the Grantee for railroad crossing permits up to a maximum of \$1,800. For all other permits, reimbursement will be made to the Grantee for the actual cost of the permit (any engineering work required for permit applications is included in the compensation for basic services).

APPLICATION LINE ITEMS FOR ENGINEERING COSTS

Each engineering item should be shown on the cost estimate of the LCDBG Application as a separate line item. Typical items include basic services, resident project representative, surveying (topographic), surveying (property acquisition), construction staking, testing, geotechnical investigation, etc. **Written justification must be provided for all engineering services other than the basic services and Resident Project Representative fees. The justification is to contain an explanation of how the requested fee was derived.**

VI. DISPLACEMENT POLICY

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

The (jurisdiction) will replace all occupied and vacant (but suitable for occupancy) low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1). 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.

Consistent with the goals and objectives of activities assisted under the Act, 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.