


Office of Community Development
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Nonprofit Organizations Interested in Establishing Non-congregate Shelters
FROM:  Traci Watts, Director
Office of Community Development - Local Government Assistance (OCD-LGA)
SUBJECT: Notice of Funding Availability
Louisiana Community Development Block Grant – Coronavirus (LCDBG-CV)
Non-congregate Shelter Program
DATE: August 22, 2022

Due to the pandemic, local government entities are having to take actions to prevent the spread of COVID-19. In the CARES Act, HUD was allocated funding to prevent, prepare, and respond to the virus. From that funding, the State of Louisiana has been appropriated \$44,336,196. Of that amount, OCD has allocated approximately \$6 million for the acquisition of property to be utilized as Non-congregate Low Barrier Shelter for people experiencing homelessness. Non-congregate Shelter (NCS) is a private room style shelter similar to a hotel. This type of sheltering is essential to protect people from COVID-19.

All interested parties **must** complete the Letter of Intent (LOI) process and submit a separate LOI for each organization in which funding is intended to be utilized. Each LOI must include a letter of support from the Continuum of Care (CoC) where the project will be located. The LOI must be submitted by email to Fenishia Favorite at Fenishia.favorite@la.gov no later than midnight September 22, 2022. Once your organization's LOI has been reviewed and approved and the application becomes available your organization will be notified via email.

These guidelines will help explain the expectations for your organization's LOI, and how they will be reviewed.

Who is Eligible to Submit a Letter of Intent to Apply?

Nonprofit organizations are eligible to submit a letter of intent to apply.

Office of Community Development Priorities

1. Projects in rural disaster impacted areas specifically (Houma/Terrebonne Parish, Calcasieu Parish, and the Northshore) will be given priority

2. Projects must be able to articulate an annual operations budget for the last 5 years
3. Funding may not exceed \$3 million dollars per property acquisition
4. Additional funds can be made available for rehabilitation, furniture, and supplies related to the initial set-up
5. Organization's experience working with federal funds; previous collaborations with OCD-Community Development Block Grant, Emergency Solutions Grant (ESG), or Disaster Recovery

Project Details – Please respond to the following questions in the LOI

1. What are the service needs and planned components of the proposed project?
2. Is rehabilitation needed on the proposed property? If yes, please identify amount requested.
3. Are there any ancillary costs such as furniture required for the property to be utilized as a shelter? If yes, please identify amount requested.
4. Are there private sector loans on the property?
5. What are the ongoing operational costs planned for the project?
6. Is FEMA Non-congregate Shelter funding being used now to support the project? Are there plans to continue utilizing FEMA NCS funding (to the extent it is available) for services and operations after the property has been purchased?
7. Have there been collaboration plans between the organization and the Continuum of Care to incorporate this facility into long-term sheltering plans?
8. What is the proposed timeline to acquire the property?
9. Please identify other funding partners if any and their proposed investment.
10. Identify previous experience working with federal funds, also list previous collaborations with state agencies.

Timing

Purchase agreement contingent upon clearance of grant agreement conditions, including the Environmental Review Record, must be in place by November 30, 2022, but not before the date of the Award Letter or the Authorization to Incur Costs letter from the Office of Community Development.

Federal Requirements

Section III.E.3.a of the Notice also contains additional requirements for emergency shelters, which can/will be met by this activity, as well as the following, other Federal requirements:

- In the CARES Act, HUD was allocated CDBG-CV funds to prevent, prepare for, and respond to coronavirus. All projects must meet the intended use of the CDBG-CV funds and help prevent COVID-19.
- The hotel property is currently ADA and Section 504 compliant.

- Environmental requirements at 24 CFR Part 58 will apply and the facility must meet Part 58 and the minimum shelter standards found at 24 CFR 576.403.
- CDBG-CV grants are subject to the Davis-Bacon prevailing wage requirements imposed by section 110(a) of the HCD Act.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) must be followed in regards to real property acquisition and relocation.
- Feasibility and other due diligence items including resources to address on-going operational costs will be the responsibility of the Sub recipient. Appraisals, zoning and all necessary permitting for the facility will be required.
- If the property was acquired or improved by a grantee, the change of use standard applies from the date CDBG-CV funds are first spent for the property until five years after closeout of the grantee's participation in the CDBG program. (25 CFR 570.505)

Additional Information

- When operational, it is expected that your organization will utilize the HMIS/comparable database of the CoC in which funds are being requested or will be able to meet this requirement quickly.
- Organizations must also participate in the Coordinated Entry system(s) of the CoC in which funds are being requested.
- Need for services in your organization's anticipated service area should be thoroughly explained. Service areas that are historically underfunded or higher risk will receive a higher priority to ensure service availability throughout the state. Need should be described utilizing as much quantitative data as possible. Please be detailed and specific when answering both the Need and Determining Need questions.

If you have further questions, contact Fenishia Favorite, Policy and Program Coordinator, fenishia.favorite@la.gov, 225-342-7412.