

**Application Package**  
**Community Development Block Grant Program**  
**Public Facilities Allocation**  
**FY 2019**



**STATE OF LOUISIANA**  
**Division of Administration**  
**Office of Community Development**  
**Community Development Block Grant (CDBG) Program**  
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**STATE OF LOUISIANA**

**JOHN BEL EDWARDS, GOVERNOR**

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**DIVISION OF ADMINISTRATION**

**JAY DARDENNE, COMMISSIONER**

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**OFFICE OF COMMUNITY DEVELOPMENT**

**PAT FORBES, EXECUTIVE DIRECTOR**

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**Louisiana Community Development Block Grant Program**

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### Physical Address

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

## Acronyms

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

## Definitions

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



# FY 2018 - FY 2019 LCDBG Public Facilities Program Application Package

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## **I. PROGRAM GOALS AND OBJECTIVES**

All activities funded by the Louisiana Community Development Block Grant (LCDBG) Program must address one of the following three national objectives.

- Principal benefit (at least fifty-one percent) to low and moderate income persons.
- Elimination or prevention of slums or blight.
- Urgent Need

In order to meet these national objectives, the Office of Community Development has the following goals.

- Benefit low and moderate income persons.
- Eliminate or aid in the prevention of slums or blight.
- Strengthen community and economic development through the creation of jobs, stimulation of private investment, and community revitalization, principally for the benefit of low and moderate income persons.
- Provide for other community development needs with a particular urgency due to existing conditions that pose a serious and immediate threat to the health or welfare of the community.

## **II. GENERAL INFORMATION FOR PUBLIC FACILITIES APPLICANTS**

### **Introduction**

The Division of Administration's Office of Community Development (OCD) administers the LCDBG Program. It is anticipated that Louisiana will receive approximately \$21.6 million from the U.S. Department of Housing and Urban Development (HUD) in Community Development Block Grant funds. Of that amount, approximately \$16.2 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 2019 Program year are:

- Sewer Improvements
- Potable Water Improvements
- Street Improvements

### **Application Process**

The LCDBG Public Facilities Program has a two year funding cycle, which is divided into two phases.

#### **Phase I – For FY 2018 and FY 2019 LCDBG Public Facilities Program**

Project Severity packages were accepted by the OCD on June 9, 2017. OCD scored the project severity packages. These project severity packages were reviewed for funding under the FY 2018 – FY 2019 program years.

## Phase II – For FY 2019 LCDBG Public Facilities Program

OCD will make determinations regarding the past performance threshold criteria beginning on page 4 as of July 13, 2018. All applicants that meet the past performance threshold criteria as of July 13, 2018, and receive a project severity score that is in the top sixty percent of all applicants' project severity scores that meet the past performance threshold criteria as of July 13, 2018, will be invited to submit a full application to the Public Facilities program. Invitations to submit a full application will be issued around July 27, 2018. OCD will conduct Application Workshops on August 6, 2018 (Baton Rouge), and on August 7, 2018 (Pineville). Full applications for the Public Facilities program will be due to OCD on October 26, 2018. Project severity applicants who do not meet past performance threshold criteria as of July 13, 2018, will not be included in the calculation to determine the top sixty percent of the applicants. Full applications received in the FY 2018 program year that meet past performance threshold criteria as of July 13, 2018, and receive a project severity score in the top sixty percent of all applicants' project severity scores, that meet the past performance threshold criteria as of July 13, 2018, and were not funded under the FY 2018 program year will be considered under the FY 2019 program year. Project severity applicants who do not meet past performance threshold criteria as of July 13, 2018, will not be included in the calculation to determine the top sixty percent of the applicants.

Please note, for the FY 2019 program year, the Office of Community Development will consider applications that meet the threshold criteria as of July 13, 2018, and are in the top sixty percent of the project severity scores of all applicants that meet that benchmark as well. 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 in the same activity area. Since additional applicants may meet the threshold criteria for FY 2019, there may be changes in the points awarded under cost effectiveness and in the overall ranking of the projects.

## 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  
1201 North Third Street  
Claiborne Building, Suite 3-150  
Baton Rouge, Louisiana 70802

## Citizen Participation Requirements

Prior to the submittal of the application, the local governments must complete certain Citizen Participation requirements, which include adopting a Citizen Participation Plan that is in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended, and

conducting a public hearing to allow citizens the opportunity to comment on the needs of the community. The local Citizen Participation Plan must have been made available to the public at the public hearing. The public hearing should have been held prior to the submittal of the project severity package. Citizen Participation requirements can be found on the Office of Community Development's website at [http://www.doa.la.gov/Pages/ocd/CDBG/about\\_lcdbg.aspx](http://www.doa.la.gov/Pages/ocd/CDBG/about_lcdbg.aspx). 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 Services**

It is allowable to use LCDBG funds to pay for professional services such as administrative or engineering services. Procurement of these services should have been made prior to the submittal of the project severity package. Any questions concerning this information may be directed to Traci Watts 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, potable water, 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. 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. 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.

### **Size of Grants**

The State has established the following funding ceilings:

- \$1,200,000 – Sewer Treatment
- \$1,000,000 – New Sewer Collection
- \$1,000,000 – Existing Sewer Collection Rehabilitation
- \$1,000,000 – Potable Water
  - \$800,000 – Streets
  - \$300,000 – Demonstrated Needs
  - \$500,000 – La STEP

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

### **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, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish (including Abita Springs, Covington, and Madisonville), Shreveport, Slidell, Terrebonne Parish Consolidated Government, and Thibodaux.

### **Threshold Criteria (Excerpt from Proposed FY 2018 Consolidated Annual Action Plan)**

With the exception of municipalities with a population of more than 25,000 and parishes that have an unincorporated population of more than 25,000, eligible applicants were permitted to apply for one public facilities grant under the FY 2018 LCDBG Program. Those applications not funded under the FY 2018 LCDBG Program will be considered for funding under the FY 2019 LCDBG Program. Those municipalities with a population of more than 25,000 and those parishes that 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 \$2.2 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.

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

### **In order to be eligible to receive a public facilities grant award under the FY 2019 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 2009, FY 2010, FY 2011, FY 2012, FY 2013, FY 2014, FY 2015, FY 2016, FY 2017, and FY 2018) 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 2019 LCDBG program year.

- If any of these local governments have no open or ongoing LCDBG grants awarded prior to the FY 2019 LCDBG program, the local government will be eligible to receive two public facilities grants under the FY 2019 LCDBG Program.
- If any of these local governments have one open or ongoing LCDBG grant awarded prior to the FY 2019 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 2019 LCDBG Program.
- If two applications are in a funding position under the FY 2019 program but eligibility requirements only allow 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 2019 LCDBG program year, with the exceptions listed below, the local government will not be eligible for any public facilities grants under the FY 2019 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 2019 funding.

- Economic Development – FY 2015, FY 2016, FY 2017, and FY 2018 Programs
  - Demonstrated Needs – FY 2018 Program
  - LaSTEP - FY 2015, FY 2016, FY 2017, and FY 2018 Programs
- b) Audit and monitoring findings made by the State or HUD have been cleared.
- c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State. Also see Section III.E.6, Criteria for Disapproval of an Application.
- d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
- e) The unit of general local government cannot be on the list of sanctioned communities that is maintained by the Office of Community Development.

For the FY 2019 program year, the eligibility status of the public facilities applicants will be re-evaluated; any applicants who were invited to submit a full application for the FY 2018 program year and who are determined to be eligible for FY 2019 funding will be rated and ranked. If an applicant did not meet the threshold requirements for either program year, the applicant was not invited to submit a full application.

The State may announce some FY 2019 awards and issue “authorizations to incur costs” for those awards prior to the beginning of the FY 2019 LCDBG Program year. Those issuances will be contingent upon the State’s receipt of FY 2019 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 that 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 Forms**

Only application packages submitted on the standard forms included herein will be accepted. The application package is available online at [http://www.doa.la.gov/Pages/ocd/cdbg/lcdbg\\_applications\\_and\\_forms.aspx](http://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx).

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

The following regulations apply to the LCDBG Program and should be considered in the preparation of your application.

1. Uniform Act (Acquisition and Relocation) – Requires appraisals for all acquisition (valued over \$10,000) undertaken in connection with activities included in the application, including easements/servitudes for public facilities. The local governing body is required to pay at least fair market value for all properties acquired. Acquisition must be completed before construction begins. Acquisition and relocation can be very time consuming. Please develop your program time schedule accordingly.
2. Davis-Bacon and Contract Work Hours and Safety Standards – Requires that Federal prevailing wage rates are paid to all employees working under a construction contract of \$2,000 or more. Also, all employees must be paid at least time and a half for any time they work more than forty hours per week. The Federal Labor Standards Provisions and the applicable federal wage decision(s) must be included in bid packages and contract documents as well as referenced in all bid advertisements. Prevailing wage rates are higher than regular wages in many rural areas and may affect the project budget.
3. Audit Requirements – 2 CFR 200 Subpart F requires single audits of all grantees that have total annual federal expenditures in excess of \$750,000. Financial audits and/or certifications are required in accordance with State law when grantee has total annual federal expenditures less

than \$750,000. Single audit costs may be eligible for reimbursement in part as an administrative expense.

4. Architectural Barriers Act – Requires that all non-residential structures and public facilities constructed, renovated, or rehabilitated with federal funds be accessible to the physically disabled. Entrances must have ramps; bathrooms must accommodate wheelchairs; etc.

### **III. PROJECT SELECTION PROCESS**

#### **Preliminary Review**

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

1. Timeliness of Submission – Applications 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 three national objectives identified on page 1 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 2019 Proposed Consolidated Annual Action Plan and also in this section.

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

#### **Rating Criteria**

## Public Facilities - Water, Sewer, Streets (Maximum of 63 Points)

Since the FY 2019 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 2019 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 maximum points available for all PF categories (sewer, water, and streets) is 63.

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 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.

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, etc., or available census data boundaries. Property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

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 an activity 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 and sewer 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 designates as beneficiaries 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, potable water, 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 ten separate sub-categories for cost effectiveness points assignment. This allows those projects benefiting many people and those benefiting fewer people to be rated for cost effectiveness against other projects benefiting a similar number of persons.

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

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

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

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

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 illustrates a more severe, existing condition. If existing conditions as stated in the severity package are unsubstantiated or not in violation of any state or federal standard, the OCD reserves the right to assign severity scores below the minimum scores shown in the point ranges below.

**Project Severity Criteria for Wastewater Applications**

<b>PROPOSED ACTION</b>	<b>POINT RANGE</b>
<i>COLLECTION</i>	
Replace or rehabilitate collection system components.	10-50
<i>EXISTING TREATMENT FACILITY</i>	
Replace or upgrade existing facility to meet capacity and or discharge requirements.	15-50
<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.	0-50

**Project Severity Criteria for Potable Water Applications**

<b>PROPOSED ACTION</b>	<b>POINT RANGE</b>
<i>SOURCE and SUPPLY</i>	
Replace or Rehabilitate source to meet existing demands.	15-50
<i>DISTRIBUTION</i>	
Replace or Rehabilitate Distribution due to pressure or MCL violations.	20-50
<i>STORAGE</i>	
New or Rehabilitate facility when existing capacity is not capable of meeting current requirements.	15-50
<i>TREATMENT</i>	
Replace or upgrade facility due to existing demand to meet primary drinking water standards.	20-50
<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.	0-50

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 minimum 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
<b>TOTALS</b>			<b>87,200</b>		<b>6,337,600</b>

$$\text{Weighted condition rating} = 6,337,600/87,200 = 72.68$$

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 who agree to pay the engineering costs associated with the implementation of the LCDBG program. Such costs include but are not limited to basic design, resident inspection, testing, staking, etc. Local funds must be pledged and allocated for such services. To confirm that the local government will pay the engineering costs associated with the LCDBG Program, a certification of such signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firms hired and the proposed amount of the contracts. That resolution must state that local funds will be used to pay the engineering fees and any other engineering costs incurred by the local government.

Surveying for purposes of acquisition, although generally performed by the engineer, should be put under the Acquisition activity. Note: the local government can pay for engineering costs, but not surveying for acquisition, and still get the rating point.

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, etc. 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 for grants up to \$600,000 (and \$40,000 for grants over \$600,000), 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 who 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.

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

**If other funds are involved and that applicant is in a position to be funded, the LCDBG staff will contact the applicant prior to grant award and request 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 2019 funding, then that applicant will not be funded under the FY 2019 program.

### **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 2019 proposed Consolidated Annual Action Plan 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 FOR PUBLIC FACILITIES PROJECTS**

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:

- \$1,200,000 – Sewer Treatment
- \$1,000,000 – New Sewer Collection
- \$1,000,000 – Existing Sewer Collection Rehabilitation
- \$1,000,000 – Potable Water
- \$800,000 – Streets
- \$300,000 – Demonstrated Needs
- \$500,000 – La STEP

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

Within these ceiling amounts, the applicant is allowed to request funds for the reimbursement of pre-agreement costs (application preparation fees), administrative costs, and engineering 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 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 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 2019 LCDBG Program year;
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 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.
- If invited to submit a full application, all income verifications for hook-ups will be required with the submittal of the application.
- 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.
- No more than 25% of the households surveyed can respond “no” to the required question on the survey form regarding the monthly user fee. Applications with more than 25% of households surveyed answering “no” will be disapproved and not be considered for rating/funding.

**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 57.

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. If a portion of a street is being improved, only those residences whose EMS/911 address is identified within the portion of the street being improved can be counted as beneficiaries.** The number of occupied residences for each street scheduled for construction was counted and shown on the Street Summary Table in the Severity Package (page 27 of the package). A copy of the Street Summary Table from the Severity Package should also be submitted with the application. In delineating the target areas, the boundaries must be coincident with visually recognized boundaries such as streets, streams, canals, etc. Property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

Each target area for street projects must have a minimum of fifty-one percent low and moderate income persons benefiting, be a minimum of seventy-five percent residential, and not more than fifty percent exempt.

**State roads are not eligible for improvement with LCDBG funds.**

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

## 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.

<b>FORM</b>	<b>Page No.</b>	<b>Completed</b>
General Description Form	21	
Budget/Cost Summary Form	25	
Activity Beneficiary Information	29	
Household Income Limits by Applicant's Parish (if applicable)	37	
Household Survey and Beneficiary Documents	See website	
Analysis of Household Survey Data Form (if applicable)	39	
Maps	41	
Project Description	43	
System Information Form	45	
Engineer's Cost Estimate	47	
Program Impact Certification Form	57	
Cost Effectiveness Form	61	
Engineering Costs Certification Form	61	
Certification of Other Funds Form	61	
Pre-Agreement and Administrative Costs Certification Form	65	
Proof of Publication	65	
Statement of Assurances	67	
Disclosure Report	73	
DEQ Notice of Application for LCDBG Sewer Project	See website	



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                      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 Firm Preparing Application	
8. Administrative Consultant Email Address			9. Engineering Firm Email Address	
10. Target Area information				
system-wide <input type="checkbox"/>			<u>Census Tract / Block Group/Zip Code</u>	
target area(s) <input type="checkbox"/>			_____	
name of target area _____			_____	
name of target area _____			_____	
name of target area _____			_____	
name of target area _____			_____	
11. National Objective Addressed:  <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Urgent Need			12. Total Amount of LCDBG Funds Requested  \$	
13. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	\$			
Local Funds	\$			
Private Funds	\$			
State Funds	\$			
Federal Funds	\$			
Other Funds	\$			
TOTAL COST	\$			
14. Signature (Chief Elected Official)			15. Date	
16. Typed Name/Title			17. Telephone Number	



## INSTRUCTIONS

### General Description Form

- Item 1: Enter applicant name (municipality or parish).
- Item 2: Type of Application – Circle the type of project for which you are applying.
- 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 **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 preparing the application. If the Engineer does not have an Email address, enter “Not Applicable”.
- Item 10: 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.
- Item 11: 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 570.208(b)(1), 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 12: Enter the total amount of LCDBG funds being requested.

Item 13: 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 14: The chief elected official must sign on line 15.

Item 15: Enter the date the application was signed by the chief elected official.

Item 16: Type or print the name and title of the chief elected official signing the application.

Item 17: Enter the applicant's telephone number.

LCDBG PROGRAM  
 BUDGET/COST SUMMARY FORM

APPLICANT NAME:

I. Costs by Activity (Read Instructions Before Completing)				
Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds <sup>1</sup> (E)
1.				
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

<sup>1</sup> If other funds are being injected in a public facilities project, refer to the “Certification of Other Funds” form on page 63 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 61 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 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.

## 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. 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 <https://hudexchange.info/manage-a-program/acs->

low-mod-summary-data. Use the links for “all block groups by state” and “local government summaries by state.” Census maps must be checked to determine if a census tract(s), or block group(s) is generally contiguous with the target area(s). An applicant can go to <http://factfinder.census.gov> and select Reference Maps, then make selections from the dropdown lists to show the desired items on the map.

When a project area does not coincide with census tracts or block groups, an applicant must conduct a local survey or combine census data with a local survey. For instance, if a project area encompasses an entire block group area, but is larger than the block group area, (however does not encompass the entire neighboring block group area or the place), the applicant would utilize the census data for the block group area, and conduct a survey of the additional area(s) which are outside of the block group area and combine the data. An 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. 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).

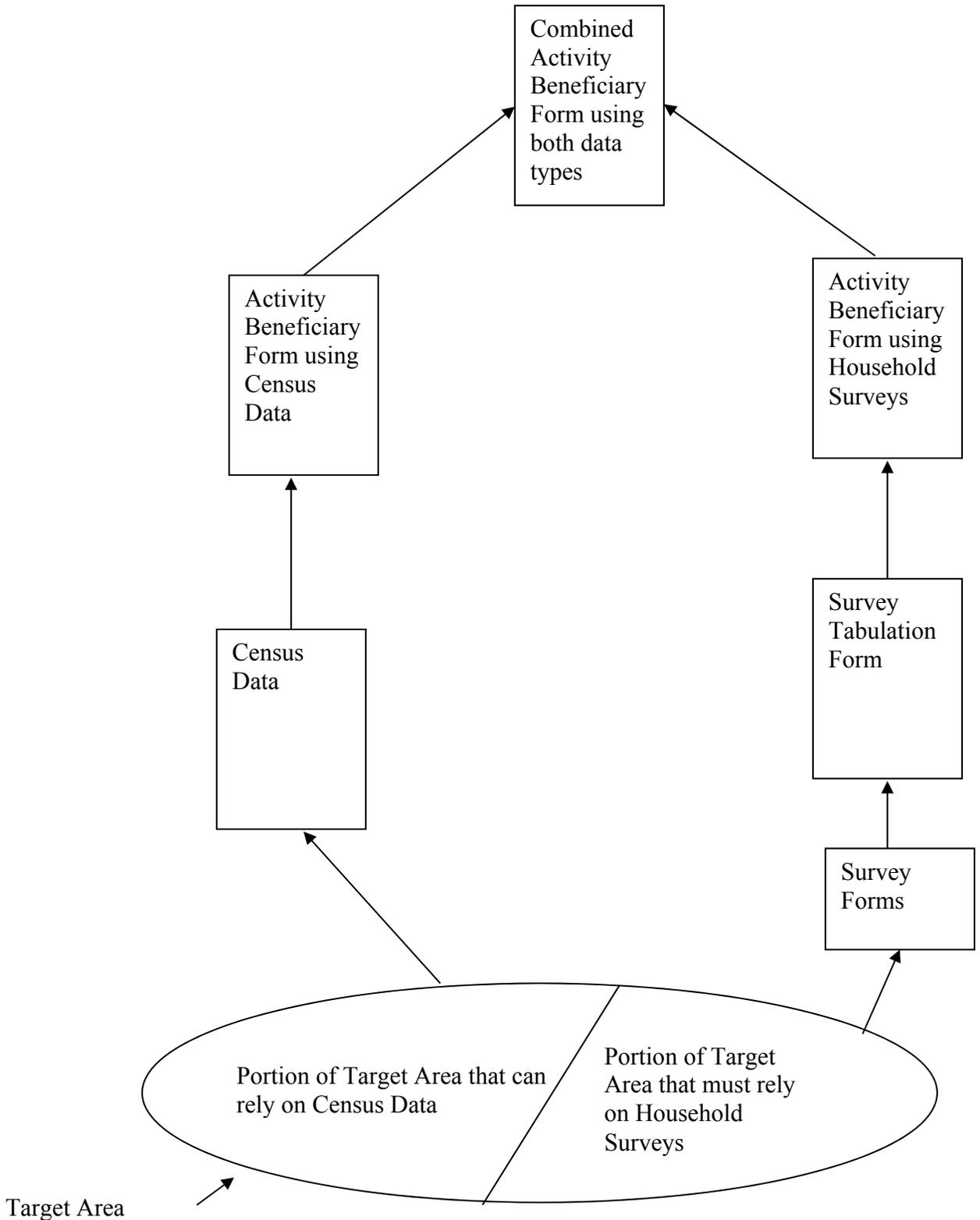
If a random household survey is involved, the Activity Beneficiary Form must identify all beneficiaries, not just those surveyed. If all households were not surveyed, projections must be made based on the survey results. The Office of Community Development has developed an excel workbook, Household Survey and Beneficiary Documents, which provides forms and instructions. The workbook is located on the OCD website at [http://www.doa.la.gov/Pages/ocd/CDBG/lcdbg\\_applications\\_and\\_forms.aspx](http://www.doa.la.gov/Pages/ocd/CDBG/lcdbg_applications_and_forms.aspx) under the Applications and Forms tab.

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.**

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 of each target area must be conducted independently of the others and a Survey Tabulation Form for each target area must be completed.** Survey data must be submitted on the forms provided in the excel workbook, Household Survey and Beneficiary Documents, located on the OCD website under the Applications and Forms tab in the order specified in the Survey Form and Methodology section of this application package.

**Household surveys conducted for the previous applicant cycle are acceptable.**

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 [http://www.doa.la.gov/pages/ocd/cdbg/lcdbg\\_resources.aspx](http://www.doa.la.gov/pages/ocd/cdbg/lcdbg_resources.aspx).

The survey form provided by the Office of Community Development must be used for Public Facilities projects that require a survey. The form and instructions are included in the excel workbook, Household Survey and Beneficiary Documents, available on the OCD’s website under the Applications and Forms tab. In addition to those instructions, the following applies to the survey process.

User Fee – 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.html>. On that webpage, click on the appropriate links to access the most recent Income Limits for the applicant’s parish (county) in the State of Louisiana.

Refer to the sample chart for Acadia Parish on the following pages as an example. If there are five persons in a household located in Acadia Parish and the annual household income is \$41,000, then the household would be classified as high income. If that same household had an annual income of \$40,500, then the household would be classified as low/moderate income.

**A copy of the applicant’s parish Income Limit Chart from the HUD website must be included in the application if a household survey is conducted.**

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

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

### Family Size Adjustments

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

<b>Number of Persons in Family and Percentage Adjustments</b>							
<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 be counted as occupied households for projects seeking funds for public infrastructure.
- If there is a group home located in the target area, contact Cory Williams at the Office of Community Development in order to determine if the residents of the home should be counted as beneficiaries.

All surveys must be accompanied by a corresponding map. The survey for sewer, water, or street improvement applications must be conducted using a map identifying all structures in the area. **Customer lists are no longer allowed to be utilized.** A detailed map of the target area(s) that corresponds to the survey must be included in the application. An example is demonstrated on page 36. See the instructions for Maps on page 41 for more details. Applicants may choose to complete a separate map of each street identifying each structure, but would also need a map of the area that shows all streets in the area. This will enable the State to verify that no street was omitted from the individual street maps. The map must identify which structures are commercial or exempt. Then, all residential structures (occupied and vacant) on the map or the list are numbered in a consecutive order. The total number of residential structures will be the **POPULATION** size.

In order to determine the survey sample size, go to <http://www.surveysystem.com/sscalc.htm>. Enter the Population size with a Confidence Level of 99% and a Confidence Interval of 4, then click the Calculate button to obtain the required number of surveys. Print a copy of the screen and include the printout in the application. **The number of surveys obtained for each surveyed area(s) as required by the survey sample size chart must be exact. Any target areas with a Population size of 50 or below must be 100 percent surveyed.**

In order to identify the households within the Population that are required to be surveyed, go to <https://www.random.org/sequences/>. In the area identified as Sequence Boundaries, enter the “Smallest Value” as 1 and the “Largest Value” as the total number of your Population. Choose the number of columns that is preferred by the applicant for the output of the random numbers sequence, then click the Get Sequence button. The OCD does not have a preference for number of columns. **Print a copy of the sequence list. A copy of original printout of the sequence list must be included in the application.**

The applicant should count down the sequence list equal to the number of required surveys identified in the previous step. Those numbers would be the required numbers and households that correspond with

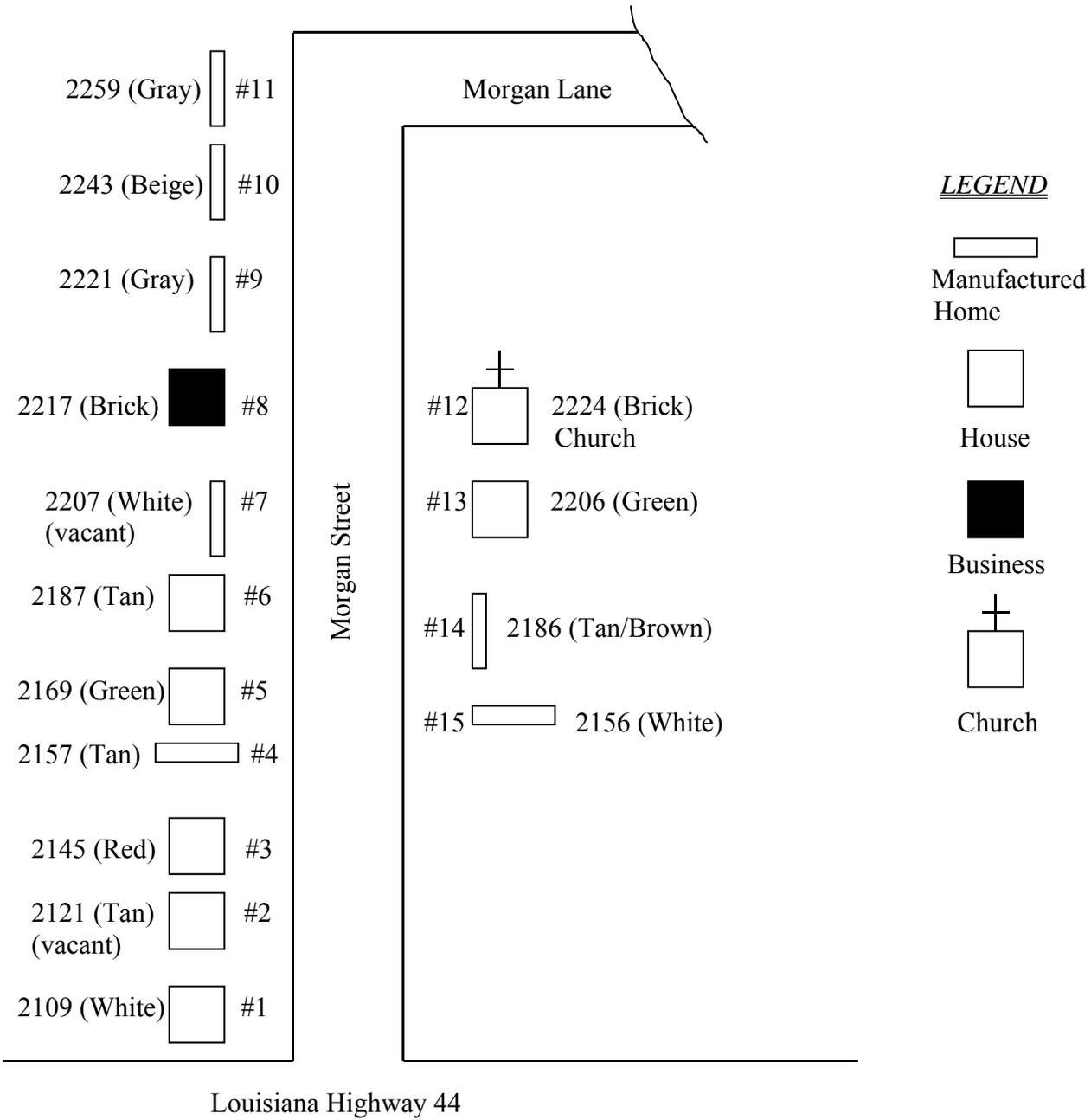
those numbers on the map must be surveyed. If any of those households cannot be surveyed for any reason, then the next number on the sequence list would be used to replace the original required number. For example, if the required number of surveys is 100, then the households that correspond to the first 100 numbers on the sequence list would be required as surveys. If one of those households are vacant, then the 101<sup>st</sup> number on the sequence list would be used to replace the vacant household in the surveys, and so on. **Note: if the sample size cannot be reached due to too many vacant households, then a 100 percent survey is required.**

**The data on the Household Survey Forms that are submitted with the application must be in the same order as identified on the sequence list. The data cannot be in numerical order. If this is not done correctly, the application will not be rated.**

An occupied house where no one is home is one that cannot be surveyed after three separate attempts were made to obtain the survey. Surveys should be attempted at different times of the day and on different days of the week if the first attempt to obtain the survey is unsuccessful. If the first attempt is made during normal working hours, other attempts must be made at times other than normal working hours. If all three attempts were made during normal working hours, the applicant will be required to repeat the survey process for that particular home. Documentation of the survey attempts (including dates and the time of day the visits occurred) must be maintained. If more than 10% of the survey results show houses where no one is home, this documentation must be submitted. Otherwise, this documentation does not have to be submitted with the application, however, the OCD may request the documentation if necessary.

**NOTE: If there are multiple target areas, each target area must have a minimum of fifty-one percent low and moderate income persons benefiting. Each target area must have census data reported and/or survey data reported independently of the others. The number of required surveys for each target area depends on the Population size of the area being surveyed.**

**MORGAN STREET**





## FY 2018 INCOME LIMITS DOCUMENTATION SYSTEM

First select a state:

- Louisiana - LA
- Maine - ME
- Maryland - MD
- Massachusetts - MA
- Michigan - MI
- Minnesota - MN
- Mississippi - MS
- Missouri - MO
- Montana - MT
- Nebraska - NE

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

**View County Calculations**

Or view FY 2018 statewide Income Limits for Louisiana:

**View State Calculations**

Or select a FY 2018 HUD Metropolitan Fair Market Rent/Income Limits Area (HMFA):

Abilene, TX MSA

**View HMFA Calculations**

Prepared by the [Economic and Market Analysis Division](#), HUD.

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



# FY 2018 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

## FY 2018 Income Limits Summary

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

FY 2018 Income Limit Area	Median Family Income <a href="#">Explanation</a>	FY 2018 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Acadia Parish, LA HUD Metro FMR Area</b>	\$49,400	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	17,350	19,800	22,300	<b>24,750</b>	26,750	28,750	30,700	32,700
		Extremely Low Income Limits (\$)* <a href="#">Explanation</a>	12,140	16,460	20,780	<b>24,750*</b>	26,750*	28,750*	30,700*	32,700*
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	27,750	31,700	35,650	<b>39,600</b>	42,800	45,950	49,150	52,300

**NOTE:** Acadia Parish is part of the **Acadia Parish, LA HUD Metro FMR Area**, so all information presented here applies to all of the **Acadia Parish, LA HUD Metro FMR Area**. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Acadia Parish, LA HUD Metro FMR Area**.

The **Acadia Parish, LA HUD Metro FMR Area** contains the following areas: Acadia Parish, LA;

Analysis of Household Survey Data Form

Applicant: \_\_\_\_\_

Target Area #: \_\_\_\_\_

Above Income

Moderate/Low/Extremely Low

1. Total number of persons in households: \_\_\_\_\_

\_\_\_\_\_

2. Total number of households: \_\_\_\_\_

\_\_\_\_\_

3. Average persons per household: \_\_\_\_\_

\_\_\_\_\_

Target Area #: \_\_\_\_\_

Above Income

Moderate/Low/Extremely Low

1. Total number of persons in households: \_\_\_\_\_

\_\_\_\_\_

2. Total number of households: \_\_\_\_\_

\_\_\_\_\_

3. Average persons per household: \_\_\_\_\_

\_\_\_\_\_

Target Area #: \_\_\_\_\_

Above Income

Moderate/Low/Extremely Low

1. Total number of persons in households: \_\_\_\_\_

\_\_\_\_\_

2. Total number of households: \_\_\_\_\_

\_\_\_\_\_

3. Average persons per household: \_\_\_\_\_

\_\_\_\_\_

## INSTRUCTIONS

### Analysis of Household Survey Data Form

Due to the potential variance that can occur in data obtained during the Household Survey process, the applicant is required to complete this form if the percentage of low/moderate income persons for a target area is at least 51 but less than 55. Please remember that in order to be eligible, a target area must be at least 51 percent low/moderate income persons. Each target area must pass this test independently. If more than one target area has a percentage of low/moderate income persons of at least 51 but less than 55, then this form must be completed for each target area. For example, if Target Area 1 has a low/moderate income percentage of 53.2, Target Area 2 has a low/moderate income percentage of 54.9, and Target Area 3 has a low/moderate income percentage of 58.4; then the application must include analyses for Target Areas 1 and 2.

## MAPS

The following maps are required:

1. A map(s) that delineates the census tract and/or block groups (by number) for each target area. The target area must also be indicated on this map.
2. A map indicating the location of concentrations of minorities and concentrations of low and moderate income persons, showing number and percent for both groups by jurisdiction, (if minorities and/or low and moderate income persons are evenly disbursed throughout the jurisdiction then the applicant must include such a statement on the map). All proposed target areas must be indicated on the map as well.
3. A map showing the boundaries of the beneficiary area with proposed improvements included.
4. A map of the entire utility system is required, if the entire water or sewer system is benefiting from the proposed improvements. This is a requirement for sewer and water applications.
5. Also, for projects that require a survey, a detailed field map identifying every structure on each street must be provided. **A customer utility list can no longer be used to conduct a survey.** Each residential structure (occupied and vacant) must be identified by a number. The numbers must be in a consecutive order. Numbers 20 through 25 and number 213 identifying structures should not occur on the same street. The following two types of field maps will be acceptable.
  - a. One map identifying all houses in the surveyed area. Each residential structure should be numbered in consecutive order, or
  - b. One map of each street identifying all residential structures on the street and one map of the entire surveyed area. Each residential structure should be numbered in consecutive order



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, whether the acquisition is to be paid for with LCDBG funds or not.
- Briefly explain the needs to be addressed with the proposed improvements.
- Describe 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. Please note that the applicant must retain ownership of the improvements, unless the system is owned by a subdivision of the applicant; however, a cooperative endeavor agreement can be executed with another entity regarding operation and maintenance of the proposed improvements.
- Describe the method by which the applicant can ensure that adequate revenues will be available to operate and maintain the proposed project. The description must identify the source and the estimated amount of funds that will be generated for this purpose.
- 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.

## System Information Form

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

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

- applicant (sewer or water district included) \_\_\_\_\_
- other municipal/parish (sewer or water district included) \_\_\_\_\_
- private (for-profit) \_\_\_\_\_
- private (non-profit) \_\_\_\_\_
- other (\_\_\_\_\_)

Note: If the project is part of a system that is not owned by the applicant, please provide documentation from the entity that owns the system that acknowledges the entity will operate and maintain the improvements resulting from the project. If the project includes providing new water services to an area previously not connected to a water system, the documentation must also state that the owner of the system agrees to provide water to the new area, as well as to operate and maintain the improvements resulting from the project. **If funded and upon completion, the applicant (Village, Town, City, or Parish) can only donate the improvements to a sewer or water district that is a subdivision of the applicant.**

3. Please provide a brief history of the system (for example, how and when it was established):

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## INSTRUCTIONS

- Item 1: Identify the type of system for which the applicant is seeking funds.
- Item 2: Identify what type of entity owns the utility system.
- Item 3: Provide a brief history of the system, including how and when the system was established and who governs the system.

Please remember that if the project involves improvements to a system that is not owned by the applicant, the application must include documentation from the entity that owns the system that acknowledges the entity will operate and maintain the improvements resulting from the project. If the project includes providing new water services to an area previously not connected to a water system, the documentation must also state that the owner of the system agrees to provide water to the new area, as well as to operate and maintain the improvements resulting from the project. **If funded and upon completion, the applicant (Village, Town, City, or Parish) can only donate the improvements to a sewer or water district that is a subdivision of the applicant.**

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

Estimated number of weeks of construction: \_\_\_\_\_

Estimated number of parcels to be acquired: \_\_\_\_\_

\_\_\_\_\_  
Signature of  
Licensed Engineer

\_\_\_\_\_  
Date

## INSTRUCTIONS

### Engineer's Cost Estimate

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

Engineering fees shall be identified by type in a line item format. Typical items include basic services, resident project representative, surveying (property acquisition), construction staking, geotechnical investigation, and testing. Written justification must be provided for all engineering services other than basic services and a resident project representative. The justification is to contain an explanation of why the service is needed and how the proposed fee was derived. Please refer to the document entitled, "Engineering Fee Schedules and Policies for the LCDBG Program" located on OCD's website for more information concerning eligible fees. Justification of other fees is not required if fees are not to be paid with LCDBG funds.

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, 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

ACQUISITION:

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

ADMINISTRATION:

\$35,000

PRE-AGREEMENT COSTS:

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

TOTAL PROJECT COST:

\$459,600

Estimated number of weeks of construction: 25

Estimated number of parcels to be acquired: 1

\_\_\_\_\_  
Signature of  
Licensed Engineer

\_\_\_\_\_  
Date

**JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Sewer)**

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
¾" 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

ACQUISITION:

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

ADMINISTRATION:

\$35,000

PRE-AGREEMENT COSTS:

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

TOTAL PROJECT COST:

\$656,000

Estimated number of weeks of construction: 35

Estimated number of parcels to be acquired: 1

\_\_\_\_\_  
Signature of  
Licensed Engineer

\_\_\_\_\_  
Date

**JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Water)**

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 =	<u>\$2,000</u>

**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 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 59 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.

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


\_\_\_\_\_  
Signature of  
Licensed Engineer

\_\_\_\_\_  
Date



## INSTRUCTIONS

### **Project Impact Certification**

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

The engineer must certify 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 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 below, 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: PSR Range 4.1 - 5.0	Visually, pavement should show no deviations from a smooth surface. facilities should have no cracks or patches. Pavement was probably recently constructed or reconstructed or pavement was resurfaced within the past year or two. No maintenance is required.
Good: PSR Range 3.1 - 4.0	Pavements in this category give a first-class ride and are beginning to show signs of surface deterioration. Flexible pavements show evidence of 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: PSR Range 2.1 - 3.0	The riding qualities of pavement in this category are noticeably inferior to those of new pavements and may be barely tolerable for high-speed traffic. Surface defects of flexible pavements may include 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: PSR Range 0.0 - 2.0	Pavements in this category have deteriorated to a point where resurfacing at least or total reconstruction may be required. Ride-ability at any speed is 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 COSTS CERTIFICATION

I certify that our local government will pay all of the engineering costs associated with the implementation of this LCDBG program. These costs will include but not be limited to basic design, resident inspection, testing, 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 13 of the severity package for specifics on this calculation.
- c. On line c., divide the monies shown on line a. by the total persons benefiting as shown on line b.

For example, if a total of \$700,000 is required 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 did not capture rating data from any applications that did not meet the threshold criteria described in Chapter II of this Application Package as of July 14, 2017. Therefore, those applications were not in consideration for funding for the FY 2018 program year. For the second year of the funding cycle, FY 2019, the Office of Community Development will capture rating data from any applications that met the threshold criteria as of July 13, 2018. Since additional applicants may meet the threshold criteria for FY 2019, 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 Costs Certification

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

To substantiate that the local government will pay the engineering costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. **A copy of the resolution passed by the local government identifying the engineering firm hired and the proposed amount of the contract must be included in the application. That resolution should also state that local funds will be used to pay the engineering fees and any other engineering costs incurred by the local government, (except property surveying 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 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 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 verification 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 round of award for the program year.

**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

**PROOF OF PUBLICATION**

Attach the public notice and proof of publication regarding making the application available for review.

## 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.

### **Proof of Publication**

A copy of the public notice and proof of publication must be included in the application package.

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 2 CFR Part 200, 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 42 U.S.C. 5304 (l).
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 may be mandatory depending on the amount of time passed since attendance of a previous training session; the municipality/parish will be notified prior to the training session if attendance is required. Failure to attend this session, if required, will result in a monetary penalty assessed against the municipality/parish.

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SIGNATURE OF CHIEF ELECTED OFFICIAL

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TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

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DATE



# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 12/31/2015)

**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:	Date: (mm/dd/yyyy)
X	

## **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://portal.hud.gov/hudportal/documents/huddoc?id=2880.pdf> .

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 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

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.

## **VI. DISPLACEMENT POLICY**

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

Reasonable benefits include but are not limited to:

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

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

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

**Guide for Residential Antidisplacement and Relocation Assistance**  
**Plan under Section 104(d) of the Housing and Community**  
**Development Act of 1974, as Amended**

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.