

**OFFICE OF COMMUNITY DEVELOPMENT**  
**COMMUNITY WATER ENRICHMENT FUND**



**Grant Application Package**

**FISCAL YEAR 2019-2020**



**Division of Administration**  
**Office of Community Development**  
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Website: [https://www.doa.la.gov/Pages/ocd/LGAP/lgap\\_cwef\\_programs.aspx](https://www.doa.la.gov/Pages/ocd/LGAP/lgap_cwef_programs.aspx)

## **FY 2019-2020**

### **COMMUNITY WATER ENRICHMENT FUND**

#### **PURPOSE**

The Community Water Enrichment Fund (CWEF) was established in the 2008 Louisiana regular legislative session by way of HB 926 (Act 513). Its intent is to provide a source of funding to aid units of local government solely for the purpose of rehabilitation, improvement, and construction projects for community water systems to provide safe and clean drinking water.

#### **ELIGIBILITY AND MAXIMUM GRANT AMOUNTS**

All municipalities and parishes in Louisiana are eligible to participate in the LGAP program with the exception of the following HUD entitlement cities: Alexandria, Baton Rouge, Bossier City, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport.

Maximum grant ceiling amounts are based on the following population ranges.

Villages (1-999) are eligible to apply for up to \$25,000.

Towns (1,000-4,999) are eligible to apply for up to \$35,000.

Cities (5,000-35,000) are eligible to apply for up to \$50,000.

Parishes are eligible to apply for up to \$100,000.

(If a parish's incorporated communities' combined maximum ceiling amounts are less than the allocation for the entire parish area, the parish can then apply for more than \$100,000.)

Parishes may apply for projects that serve a parish-wide area or an unincorporated area of the parish.

For the 2019-2020 fiscal year, the maximum allocation amount available **per parish** area will be **\$143,000.00**. The Office of Community Development encourages all potential applicants within each parish to prioritize their requests.

**\*\*ONLY ONE (1) APPLICATION WILL BE ACCEPTED FROM EACH LOCAL GOVERNMENT ENTITY. MULTIPLE PROJECTS CAN BE INCLUDED ON THE SAME APPLICATION.**

## **APPLICATION DUE DATE**

**In order to be considered for the FY 2019-2020, completed applications must be received, not merely postmarked, in the Office of Community Development by December 6, 2019. Applications received after this date will not be considered.**

## **ELIGIBLE ACTIVITIES**

Funds awarded can only be used for rehabilitation, improvement, and construction projects for community water systems.

## **INELIGIBLE ACTIVITIES**

Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering-only or planning-only projects are not eligible activities under this program. Fire hydrants-only will also be ineligible. Fire hydrants must be included within a water line rehabilitation or extension project. Generators, hand/power tools, water line locators, heavy-duty equipment used for digging, all chemicals, and incidental supplies are not eligible.

## **EVALUATION PROCESS**

The evaluation process involves several steps, including a staff review and rating. Rating will be based on the following criteria. For fire protection projects, question number 5 will be used for rating instead of question number 6.

1. Does the proposed project serve the maximum percentage of citizens in the jurisdiction?
2. Does the proposed project address an urgent need of the community?
3. Does the proposed project resolve or enhance local infrastructure needs?
4. Is the project part of a larger project, or is it integral to other projects that are addressing the needs of the community?
5. Does the project have the potential to improve the fire rating of the community?
6. Does the project have a positive effect on the health of the community, safety, environment, or quality of life?

The Office of Community Development will evaluate each application to determine its rating and award amount.

## **APPLICATION PROCEDURES**

Complete all of the application forms included herein. An original, signed copy of the application must be submitted to the Office of Community Development. If the project involves technical or engineering questions, you may need to consult a qualified expert for design descriptions or budget estimates. A resolution of support from the governmental body must be attached to the application. In addition, the application must include a letter of support from the state senator and state representative who represents the district in which the project is located. Applications will not be considered for potential awards without both the legislative letters of support and the local government resolution of support.

## **EMERGENCY SET-ASIDE**

\$900,000 has been set-aside for projects determined to be of an emergency nature that affect the health and safety of residents of an area. The ceiling amount for an individual emergency grant is \$300,000. A unit of local government may receive an emergency grant only once during the fiscal year under this category. The emergency situation must have occurred within 3 months of application submission. Applications will be accepted on a continuous basis. Local governments interested in applying for these funds should first contact Jeff Tessier in the Office of Community Development to discuss the proposed project. If it is determined by the Office of Community Development that the proposed project meets the intent of the program, the local government will be invited to submit an application. Municipalities may only be funded for an emergency grant every other program year. Parish governments may be funded every year; however, the water or sewer system receiving the emergency funds can only be funded every other grant program year.

Please note the following rules regarding the CWEF program:

- Local governments are limited to two (2) open CWEF grants at one time. If a local government has two open grants at the time the award would be made, the Office of Community Development will notify the local government that it has six months to close out one of its open grants or it will no longer be eligible for the award.
- Local governments on the Legislative Auditor's Non-Compliance List at the time of award, will not be eligible. The Office of Community Development will notify the local government that it has six months to be removed from the list or it will no longer be eligible for the award.
- CWEF will not provide funds to administer the project nor fees to complete the application.
- Requests for payments, accompanied by invoices, will be sent to the Office of Community Development. Under no circumstances will the state reimburse costs for invoices dated **prior** to an executed contract with the unit of local government.

**THE FOLLOWING FORMS MUST BE SUBMITTED TO:**

**OFFICE OF COMMUNITY DEVELOPMENT  
CWEF Program  
Post Office Box 94095  
Baton Rouge, LA 70804-9095**

- 1) Cover page
- 2) Classification page
- 3) Project description
- 4) Proposed Budget Summary and instructions
- 5) Local Government Assurances signature page
- 6) Resolution of support from governmental agency/governing body
- 7) Support letters from state senator and state representative

**COMMUNITY WATER ENRICHMENT FUND  
2019-2020 GRANT APPLICATION**

**COVER PAGE**

**COMPLETE ALL SECTIONS:** Incomplete forms may disqualify or reduce a grant award.

GOVERNMENTAL FISCAL AGENCY: (Name of Municipality or Parish)

\_\_\_\_\_

ADDRESS OF LOCAL GOVERNMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHYSICAL ADDRESS OF PROJECT(S) (Including the 9-digit Zip Code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF WATER SYSTEM(S) BEING IMPROVED: \_\_\_\_\_  
\_\_\_\_\_

CHIEF ELECTED OFFICIAL: (Mayor or Parish President's Name)

\_\_\_\_\_

CONTACT PERSON (if different from the head of government)

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

APPLICATION PREPARED BY (if different from the contact person):

\_\_\_\_\_

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_

FEDERAL TAX IDENTIFICATION NUMBER: \_\_\_\_\_

# CLASSIFICATION PAGE

**COMPLETE ALL SECTIONS:** Incomplete forms may disqualify or reduce a grant award.

NAME OF PARISH: \_\_\_\_\_

NAME OF MUNICIPALITY: \_\_\_\_\_

POPULATION: Please check the appropriate category based on most recent available Census figures.

- Village (1 - 999 citizens) \_\_\_\_\_ population
- Town (1,000 - 4,999 citizens) \_\_\_\_\_ population
- City (5,000 - 35,000 citizens) \_\_\_\_\_ population
- Parish \_\_\_\_\_ population

OTHER LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES/PARTICIPANTS IN PROJECT:

\_\_\_\_\_

IS THE PROPOSED PROJECT LOCATED ON **PUBLICLY OWNED LAND**?  Yes  No  
(If No, please explain) \_\_\_\_\_

TYPE OF WATER SYSTEM:

Public \_\_\_\_\_ Private non-profit \_\_\_\_\_

**\*\*\*\*PRIVATE FOR PROFIT WATER SYSTEMS ARE NOT ELIGIBLE FOR FUNDING\*\*\*\***

LEGISLATIVE REPRESENTATION: Please provide the names of the State Senator and the State Representative for the area(s) where the project(s) will occur.

State Senator(s): \_\_\_\_\_

State Representative(s): \_\_\_\_\_







# PROPOSED BUDGET SUMMARY

**COMPLETE ALL SECTIONS:** (Incomplete forms may disqualify or reduce a grant award.)  
**Refer to instructions below for an explanation of the spending categories.**

| COLUMN 1                 | COLUMN 2                           | COLUMN 3                            | COLUMN 4  | COLUMN 5 |
|--------------------------|------------------------------------|-------------------------------------|---|----------|
| SPENDING CATEGORY        | AMOUNT REQUESTED FROM CWEF PROGRAM | AMOUNT OF MATCH BY LOCAL GOVERNMENT | SPECIFY OTHER FUNDS AND SOURCE (private, federal, other state monies) | TOTAL    |
| CONSTRUCTION COSTS       |                                    |                                     |   |          |
| ACQUISITION OF EQUIPMENT |                                    |                                     |   |          |
| OTHER<br>Explain Below   |                                    |                                     |   |          |
| <b>PROJECT TOTAL</b>     |                                    |                                     |   |          |

## Instructions for Completing CWEF Proposed Budget Summary

Please use the following categories to show all project costs:

### **Construction Costs**

Proposed project cost for construction projects. The CWEF program will pay for contract labor only.

### **Cost of Proposed Equipment**

Expenditures for acquiring fixed assets--equipment.

### **Other Items**

Proposed project costs not otherwise listed in the above categories.

# Local Government Assurances

**COMPLETE ALL SECTIONS:** (Incomplete forms may disqualify or reduce a grant award.)

## FISCAL ASSURANCES

1. The local government agency (LGA) assures that all programs, activities, and expenditures of funds conducted in association with this program are in direct compliance with the provisions of the CWEF.
2. The LGA assures that funding received under the CWEF will not replace or reduce funding for existing programs.
3. The LGA assures that it will provide for proper fiscal control and accounting procedures as may be required for fiscal audit.

## PROGRAMMATIC ASSURANCES

1. The LGA assures that it will comply with R.S. 24:513 (State Audit Law), and the State of Louisiana public bidding procedures.
2. The LGA assures that, as applicable, it will comply with all federal and state laws, executive orders, and/or regulations.
3. The recipient of this grant assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this grant.
4. The LGA assures that no funds will be used on private property.
5. By acceptance of this grant, the LGA acknowledges that any CWEF grant will not be open beyond three years from the effective date of the signed contract.
6. The recipient of the grant assures that funds requested in the grant will be used for the stated purpose only and within the time frame stated. Proof of proper expenditure of these funds will be required through invoices, canceled checks, copies of contracts, and other documentation. Failure to comply with any part of this agreement will result in termination of this grant and require any funds paid to be returned to the Office of Community Development.

**I UNDERSTAND THAT, UNDER STATE LAW, NO REIMBURSEMENT CAN BE MADE FOR ANY INVOICES FOR WORK OR PURCHASES BEFORE THERE IS AN EXECUTED WRITTEN CONTRACT SIGNED BY BOTH THE LOCAL GOVERNMENT AND THE DIVISION OF ADMINISTRATION.**

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*Signature of Chief Elected Official*

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*Title*

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*Print Name Here*

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*Date*