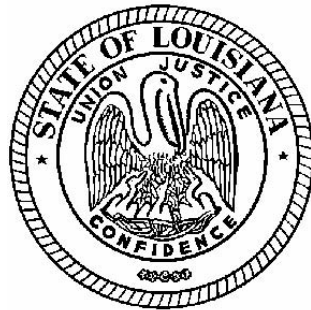


**OFFICE OF COMMUNITY DEVELOPMENT
LOCAL GOVERNMENT ASSISTANCE PROGRAM**

Grant Application Package

FISCAL YEAR 2019-2020



**Division of Administration
Office of Community Development
P.O. Box 94095
Baton Rouge, LA 70804-9095
Tel: (225) 342-7412
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Website: https://www.doa.la.gov/Pages/ocd/LGAP/lgap_cwef_programs.aspx

FY 2019-2020 LOCAL GOVERNMENT ASSISTANCE PROGRAM

PURPOSE

The purpose of the Local Government Assistance Program (LGAP) is to fill in the gaps where there are no federal or other state funds available to assist local governments with an identified high priority need. Priority is given to projects that resolve basic human health and safety needs, such as fire and police protection and sewer and water improvements.

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 **\$165,700.00**. 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

Fire protection, sewer, water, renovations to essential governmental buildings, police protection, land acquisition, demolition, equipment, roads, drainage, and reasonable engineering costs (10% of grant award for basic engineering services if associated with construction and 3% for inspection services) are eligible for assistance under this program.

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. Projects intended for “recreational use” such as playground equipment, park benches/trash receptacles, or walking trails 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 3 will be used for rating instead of question number 2.

1. Does the proposed project serve the maximum percentage of citizens in the jurisdiction?
2. Does the proposed project improve the health, safety, living conditions, and quality of life of the community?
3. In cases involving fire protection, will the proposed project improve the fire rating of the community?
4. Does the proposed project improve the economic conditions of the area?
5. Is the project cost reasonable/effective?
6. Will LGAP funds be used to match other local, state or federal funds?

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. 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

\$600,000 dollars 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. 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 LGAP program:

- Local governments are limited to two (2) open LGAP 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.
- LGAP 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

LGAP 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

**LOCAL GOVERNMENT ASSISTANCE PROGRAM
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):

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

IS THE BUILDING **PUBLICLY OWNED**? Yes No Not Applicable

IF THIS PROJECT INVOLVES FIRE PROTECTION, ESTIMATE THE CHANGE IN FIRE RATING:

Current _____ Future _____ Not Applicable _____

LEGISLATIVE REPRESENTATION: Please provide the names of the State Senator and the State Representative for the area where the project 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 LGAP PROGRAM	AMOUNT OF MATCH BY LOCAL GOVERNMENT	SPECIFY OTHER FUNDS AND SOURCE (private, federal, other state monies)	TOTAL
CONSTRUCTION COSTS				
ACQUISITION OF REAL PROPERTY AND/OR EQUIPMENT				
OTHER Explain Below				
PROJECT TOTAL				

Instructions for Completing LGAP Proposed Budget Summary

Please use the following categories to show all project costs:

Construction Costs

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

Cost of Proposed Acquisition of Real Property and/or Equipment

Expenditures for acquiring fixed assets including 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 LGAP.
2. The LGA assures that funding received under the LGAP 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 LGAP 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.

Signature of Chief Elected Official

Title

Print Name Here

Date