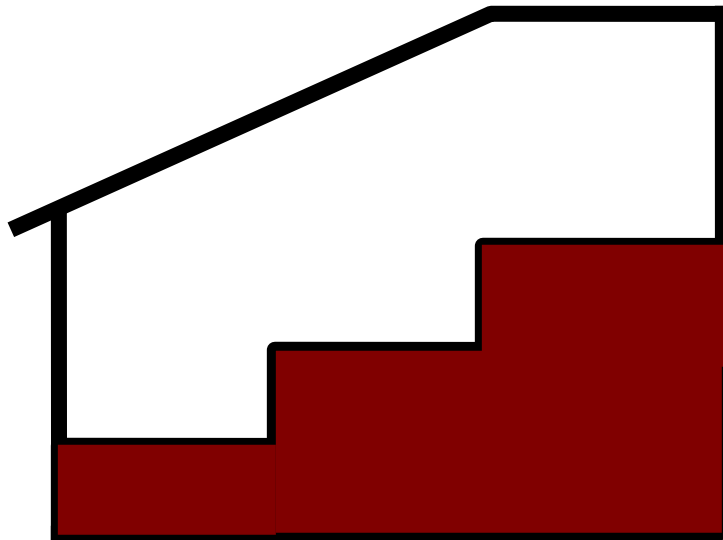


Housing Physical Accessibility Application Package

Community Development Block Grant Program

FY 2010 / FY 2011



STATE OF LOUISIANA

Division of Administration

Office of Community Development

Community Development Block Grant Program

P. O. Box 94095, Baton Rouge, LA 70804-9095

Physical Address: 1201 NorthThird Street

Claiborne Building, Suite 7-270

Telephone: (225) 342-7412 *Fax:* (225) 342-1947

Website: <http://www.doa.louisiana.gov/cdbg/cdbgHome.htm>

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Physical Accessibility Program Application—FY 2010 – FY 2011

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Acronyms

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

Definitions

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

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 and 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 Applicants

LCDBG Staff and Contact Information

MANAGERS

Name	E-Mail Address	Area of Responsibility
Paul Rainwater	Paul.Rainwater@la.gov	Executive Director, Office of Community Development
Tom Brennan	Thomas.Brennan@la.gov	Executive Assistant Director, OCD
Carol Newton	Carol.Newton@la.gov	Director, LCDBG Program
Dotty Tapscott	Dotty.Tapscott@la.gov	Assistant Director, LCDBG Program
Jeff Tessier, P.E.	Jefferson.Tessier@la.gov	Community Development Engineer
Donna Ramirez	Donna.Ramirez@la.gov	Planning, Policy, Procurement, IDIS
Laurie Durnin	Laurie.Durnin@la.gov	Financial Management, Economic Development
Rebecca Tedford	Rebecca.Tedford@la.gov	Technical Assistance
Traci Watts	Traci.Watts@la.gov	Public Facilities, Environmental, LaStep, DN
Wayne Dale	Leslie.Dale@la.gov	Housing, Physical Accessibility, Labor Standards, Census

STAFF

Buckli Stanga	Buckli.Stanga@la.gov	ED, Financial Management, Contracts
Cory Williams	Cory.Williams@la.gov	Grantee Handbook, Acquisition, Census Data
Heather Mancil	Heather.Mancil@la.gov	Environmental
Jeanine Braud	Jeanine.Braud@la.gov	Labor Standards, Housing, Physical Accessibility
Jim Reiger	Jim.Rieger@la.gov	Housing, Physical Accessibility, CD Plans
Lucy Hubenak	Lucy.Hubenak@la.gov	Fair Housing, Section 3, Environmental
Margaret Bethea	Margaret.Bethea@la.gov	ED, Financial Management, O & M review

SUPPORT STAFF

Valerie Christophe	Valerie.Christophe@la.gov	Administrative Manager
Toni Williams	Toni.Williams2@la.gov	Payroll Coordinator
Kimberly Fox	Kimberly.Fox@la.gov	Receptionist

MAILING ADDRESS

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, LA 70804-9095

PHONE NUMBERS

Telephone (225) 342-7412
Fax (225) 342-1947

PHYSICAL ADDRESS

Office of Community Development
1201 North Third Street
Baton Rouge, LA 70802

LOUISIANA RELAY SERVICE

Telephone (888) 699-6869

General Information for Applicants—Introduction

Purpose: This application package must be used to apply to the Office of Community Development for housing physical accessibility projects. Units of local government, specifically Villages, Towns, Cities and Parishes, are the types of entities that may be eligible to apply. The LCDBG Housing—Physical Accessibility Program will be referred to as the Physical Accessibility Program throughout this application package. The Physical Accessibility Program does not fund individuals nor make decisions regarding which homeowners receive assistance. Individuals are not eligible to apply to the Office of Community Development for funding but are encouraged to make their needs known to local government officials. Local governments decide whether to apply for funding and determine the geographical area, called a target area(s), that contains housing units that will receive assistance. Basic elements of a typical application and funding process include:

1. A citizen's participation plan is adopted and a public hearing is conducted to receive comments from citizens regarding the needs of the community.
2. The local government decides to apply for a housing project.
3. The local government may choose to contract with an administrative consulting firm to prepare the application.
4. During the process of completing the application package the local government decides on a geographical target area for Physical Accessibility improvements.
5. The local government submits the application by the required deadline.
6. The application is rated competitively among other applications.
7. If the application is funded the local government is responsible for administering the Physical Accessibility Program.
8. Housing units occupied by low to moderate income persons having one or more disabled persons are improved by making the units more accessible and for disabled (handicapped) persons.

Two Year Funding Cycle: The LCDBG Physical Accessibility program has a two year funding cycle. The Office of Community Development will accept housing applications for the FY 2010/ FY 2011 cycle on February 1, 2010. Those applications will be reviewed for funding under the FY 2010 and FY 2011 program years. The applications are ranked among other Physical Accessibility applications submitted. Although the deadline for receiving Physical Accessibility applications is February 1, 2010, the threshold date for meeting eligibility requirements is November 23, 2009.

For the first year of the funding cycle, the Office of Community Development will not rate any Physical Accessibility applications that do not meet all of the threshold criteria as of November 23, 2009. Such applications will not be in consideration for funding for the FY 2010 program year. For the second year, FY 2011, of the funding cycle the Office of Community Development will rate and rank data from any applications that meet the threshold criteria as of November 23, 2010. Having two funding rounds, each being independent of the other, may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other Physical Accessibility applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2011, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

Entitlement Jurisdictions: All municipalities and parishes in Louisiana are eligible to participate in the LCDBG program with the exception of the following HUD entitlement jurisdictions: Alexandria, Baton Rouge, Bossier City, Jefferson Parish (including Grand Isle, Gretna, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, Shreveport, Slidell, St. Tammany Parish, Terrebonne Parish Consolidated Government, and Thibodaux.

Single Purpose Applications: Only single purpose applications will be accepted. A single purpose grant provides funds for one primary need or activity, such as Physical Accessibility. Multi-purpose applications are not eligible for funding. Multi-purpose applications, such as an application containing both physical accessibility improvements and street improvements are not eligible for funding.

Physical Accessibility Grant Ceiling: The State has established a funding ceiling of \$200,000 for Physical Accessibility grants for program years 2010 and 2011.

Pre-agreement Costs: Within the ceiling amount, the applicant is allowed to request funds for the reimbursement of pre-agreement costs (application preparation fees), administrative costs, and engineering/architectural fees, if any. A maximum of \$2,500 is allowed for pre-agreement costs for Physical Accessibility applications. Of this amount, a maximum of \$1,000 will be allowed for the packaging of the application and a maximum of \$1,500 will be allowed for household surveying costs. The \$1,500 for household surveying is allowed only if the administrative consultant conducts the household survey. In order to be eligible for the pre-agreement costs, the following requirements must be met:

- The application must be funded.
- The LCDBG procurement procedures must have been followed in the procurement of engineering/architectural and/or administrative consulting firms.
- The application preparation tasks and corresponding costs must be identified in a written contract between the firms and the local governing body.
- The application must be complete, accurate, and timely as determined by the State. If an application is not submitted by the deadline date, it will not be rated.

Only those local governing bodies 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.

Allowances: The funding ceiling of \$200,000 for FY 2010 and FY 2011 means that all costs to be paid with LCDBG funds must not exceed \$200,000. Maximum FY 2010 and FY 2011 LCDBG amounts allowed are as follows:

Pre-agreement Costs for packaging the application	\$ 1,000
Pre-agreement Costs for conducting the household survey	1,500
General Program Administration	25,000
Rehabilitation Administration at \$1,000 per unit, for x number of units	(1,500)(x)
Rehabilitation	(\$200,000 less the sum of the above items)

“General Program Administration” is for tasks such as overall program administration, preparing Requests for Payment, and submitting closeout documents. In contrast, “Rehabilitation Administration” is for tasks relating to individual housing units such as the work write-up assessing the deficiencies of a particular unit, detailing the proposed remedies for the unit, overseeing the bidding and contract award per unit and the inspection process for each unit.

Eligible Activities: The Proposed FY 2010 Consolidated Annual Action Plan will identify all of the activities eligible for community development block grant funding under federal guidelines. Within those regulations, the State has established priorities for program categories and activities. Ineligible activities are identified in Title 24, Section 570.207 of the Code of Federal Regulations.

Physical Accessibility: Physical Accessibility is an eligible activity for single or multi-family residential housing structures that may include but is not limited to the following components:

- Construction of a wheel chair ramp to aid accessibility
- Construction/reconfiguration of steps or porches to aid entrance safety
- Replacement of old deteriorating steps, porch(es) or ramps
- Construction of handrails where needed—exterior or interior
- Removal of structures that impede accessibility while maintaining overall structural soundness of the residence
- Removal of old plumbing fixtures and installation of new fixtures suitable for use by persons with disabilities
- Conversion of a bathtub to a shower stall to promote access for the disabled
- Installation of doorknobs that provide better access and usability for disabled persons
- Installation of grab-bars that provide support for disabled persons
- Widening of doorways and installation of wider doors
- Other improvements that provide accessibility or remove barriers to accessibility

Note: A home can receive accessibility improvements without having to bring the entire structure up to Section 8 requirements. However, under the Physical Accessibility program, care should be exercised to improve all major accessibility impediments—**to the extent feasible**.

Rehabilitation Administration: Rehabilitation administration is an eligible activity involving the administration of the bidding and construction process pertaining to individual housing units. It is sometimes referred to as “construction administration”.

General Program Administration: General program administration is an eligible activity involving the overall program administration of an LCDBG grant.

Requirements, Definitions Restrictions, and Procedures

Low/Mod Requirement: Beneficiaries of the LCDBG Physical Accessibility Program must be of low and moderate income according to the definitions provided in the current year Consolidated Annual Action Plan.

Household: A household is defined as a dwelling unit and all persons who reside therein. The income of all the persons dwelling in the household must be considered when determining LMI status regardless of whether those dwelling there are related by blood or marriage.

Example: Two unrelated adults dwell in one house. In determining LMI status, the income of both adults must be considered. The household size will be a two-person household when using the (completed) “Income Limits” chart on page 42 to determine income status.

Disabled Person: Under the Physical Accessibility program a disabled person is any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Major life activities include walking, talking, hearing, seeing, and/or performing manual tasks and caring for oneself.

The terms “disabled” and “handicapped” are used interchangeably in this application package. Handicapped improvements, physical accessibility improvements, and improvements to help disabled persons are synonymous terms under the Physical Accessibility program. The strict definition of “disabled” as used by the Social Security Administration, where persons must be unable to be gainfully employed to be considered as disabled, does not apply to the Physical Accessibility program.

Example: John Brown, an elderly person who is gainfully employed outside the home, has trouble climbing the steps to his house due to the onset of arthritis. John is considered to have a disability under the Physical Accessibility program and his home would be eligible for improvements to the steps such as the installation of handrails or the construction of a handicapped entrance ramp.

Duration of Disability: Households which are expected to have a need for accessibility improvement for two years or more are eligible under the Physical Accessibility program. Examples:

- A family had a vehicle accident where the mother’s leg was broken. The expected duration of the mother’s condition is only six months. The household would not be eligible.
- A family had a vehicle accident where the father was paralyzed. The expected duration of the father’s condition is more than five years—possibly permanently. The household would be eligible.

Target Area(s): Physical Accessibility improvements must be confined to a target area or at the most, two target areas. The local government has the responsibility of determining the size and location of a target area(s). A target area may cover a limited area such as a particular

neighborhood or a larger area such as the entire corporate limits. When deciding the size of the target area, keep in mind that the number of responses by those applying for Physical Accessibility improvements treatment may be overwhelming if the target area covers the entire corporate limits. For example, local governments would not desire to have 300 homeowner-applicants for a grant that will, in all likelihood, serve less than 20 homes. The target area(s) must be adequately described in the “Project Description” form. The expansion of a target area after an application is funded is not allowed.

Various methods and sources may be used to determine which households need accessibility improvements. Such methods include public hearings, the placement of brochures at appropriate public locations, newspaper advertisements, etc. Sources of information include citizen input, non-profit organizations, medical organizations, etc.

Unique Beneficiary Tabulation Process: Proposed beneficiaries will not consist of all who reside in a target area as in many other LCDBG programs, but rather, proposed beneficiaries as listed in the initial application will be only those who reside in homes that are expected to receive accessibility improvements.

The 75% Rule and the Structural Soundness Test for Physical Accessibility: A house will be eligible for accessibility treatment if it is able to meet (a) the 75% Rule and (b) the Structural Soundness Test.

The 75% Rule states that a housing unit is eligible for treatment when the estimated cost of the treatment that results in Section 8 standards being met would be less than seventy-five percent of the fair market value of the house once treatment is completed. Note that the Physical Accessibility program does not require homes to be brought up to Section 8 standards—such standards simply provide a “yardstick” for measuring the extent of the improvements needed.

Since accessibility treatment does not necessarily bring the entire home up to Section 8 standards, a “Structural Soundness Test” must also be met as part of eligibility requirements. If a home is deemed structurally sound enough to receive and utilize accessibility improvements for the expected average life of the improvements, then the home meets the Structural Soundness Test. For instance, a termite-infested home that has incurred severe structural damage would not qualify for renovation of the bathroom to achieve handicapped access because such a home would not be deemed structurally sound.

Mobile Homes: Mobile and modular homes are not eligible under the Physical Accessibility program.

Eligibility of Owners And Renters: A housing unit occupied by the owner (or a person with lifetime usufruct) is eligible for accessibility treatment. Additionally, the property on which an owner-occupied housing unit is located must be owned by the occupant of the home.

A housing unit under a “rent-to-own” agreement will be considered as a rental unit under the Physical Accessibility program. The cost-sharing procedure between owner and landlord as described in the next few paragraphs would apply to “rent-to-own” housing units that become part of the Physical Accessibility project.

Renter-occupied units are also eligible for treatment under the following conditions: (a) the current tenants must be of LMI income status, (b) the owner/landlord of tenant occupied homes must prove ownership, (c) the owner/landlord must agree to pay for fifty percent of the improvements, and (d) the owner/landlord must agree to set rent prices that are affordable, as defined in the next paragraph, for a period of at least five years. The local government will assume the responsibility of determining that the owner/landlord keeps rent affordable. The five year period will begin upon acceptance of the work performed. (This five year period must not be confused with the five year Deferred Payment Loan Lien period utilized in the LCDBG Housing program. The Physical Accessibility program does not utilize the Deferred Payment Loan Lien.)

This office defines affordable rent as no more than the Fair Market Rent as established by HUD on the following website: <http://www.huduser.org/datasets/fmr.html>.

A housing unit must be occupied to be eligible under the Physical Accessibility program. Vacant housing units are not eligible.

Owner/Landlord Cost Sharing Procedure: The owner/landlord must pay for fifty percent of the expected construction expenses on rental units by depositing the full amount of the expected owner/landlord share in an escrow (checking) account to which both the owner/landlord and local government are signatories. The account should be established requiring both signatures on any check.

Chronologically, the first construction invoices for each home are to be paid from the escrow account. The transactions, including the disbursements of each check, are to be handled by the local government. When accessibility improvements are about half completed on a particular home, LCDBG funds may then be requested and utilized for construction expenses on that home.

Usual construction costs and costs for "Construction Administration" (up to \$1,000 per home) will be considered as construction expenses. Costs for "General Administration" (up to \$20,000 per grant) will not be considered as a construction expense. At the conclusion of the project, construction expenses are to be tabulated by the local government. Additional funds may be due from the owner to complete his 50% obligation or, if there were under-runs relative to the cost estimate, then the remaining unused funds in the escrow account must be returned to the owner/landlord. The escrow account should then be closed.

Contracts: After a commitment of funding is determined by the Office of Community Development, contracts must be entered into by all parties regarding their respective interests. The following contract types can be identified:

- A contract, commonly called the LCDBG contract, between this office and the local government. This contract is prepared by the Office of Community Development prior to the release of LCDBG funds. Upon release of LCDBG funds a copy of the fully executed LCDBG contract is sent to the local government.
- A contract (or agreement) between the local government and homeowner for lead and/or asbestos testing if such testing is deemed to be necessary.
- A contract (or agreement) between the local government and homeowner. This contract (or agreement) is prepared by the local government and is to be executed after the release of LCDBG funds but before advertisement is made for construction bids.
- A contract between the homeowner, prime contractor and the local government. (If the homeowner is a landlord, the contract must include a commitment from the

owner/landlord to pay 50% of construction expenses according to information in the above heading, "Owner/Landlord Cost Sharing Procedure." This office encourages the local government to prepare this contract and have it executed by all parties shortly after the construction contract is awarded.

- A contract between the landlord and tenant, if applicable, specifying responsibilities of each party, timetables, etc., is recommended. The contract may be prepared by the local government or the landlord and should be executed prior to the start of construction.

Section C of the Most Recent Grantee Handbook: Those who prepare a Physical Accessibility application will need to know procedures and requirements that must be followed and observed in the event the application is funded. A Physical Accessibility grant is a type of housing grant. As such, many of the procedures followed in the bidding and awarding of construction contracts for physical accessibility project is the same or very similar to the bidding and awarding of construction contracts on a housing rehabilitation/reconstruction project. The most recent LCDBG Grantee Handbook available, which is the 2009 Grantee Handbook as of the publication date of this application package, will provide many details regarding the bidding and construction process that will be applicable to a Physical Accessibility project. Section C of the Grantee Handbook and Task C-9, in particular, pertains to issues regarding Physical Accessibility.

The Grantee Handbook is available on the LCDBG website at www.doa.louisiana.gov/cdbg/cdbgHome.htm →Grants Management→Grantee Handbook.

Time Limits on the Receipt of Homeowner Applications: Homeowner applications are received and reviewed after LCDBG funding and release of LCDBG funds. In the interest of closing the grant in a timely manner a deadline for the receipt of all items necessary to review and rate homeowner applications must be established. This deadline will become part of the local government's Housing Policy. Changes to the deadline, as described in the local government's Housing Policy, would require amending the Housing Policy and the approval of the Housing Program Manager of the Office of Community Development. This deadline should be no more than fifteen months and could practically be as little as ten months from the date of the Authorization to Incur Cost letter that is sent to all funded applicants. The establishment of a deadline date for the receipt of homeowner applications must serve to limit the duration of grant activities so that reasonable close-out schedules can be met without having to extend the LCDBG contract beyond the established 12 quarter (three year) duration of LCDBG contracts with local governments.

Housing Policy of the Local Government: Local governments which receive funding under the Physical Accessibility program must insure that a "LCDBG Program Housing Policy" covers elements necessary for the Physical Accessibility program. A sample LCDBG Housing Policy (that does not contain Physical Accessibility items) is available as Exhibit C-1 in the most recent LCDBG Grantee Handbook, which is available on the LCDBG web site. Such a policy may have been prepared by the applicant under a previous housing grant. Whether writing a new policy or updating an existing policy program guidelines for the Physical Accessibility program must be incorporated into the policy. The following should be included:

- Description of the method which will be used to inform the public of the availability of accessibility improvements in the target area—whether by brochure, advertisement, placement of signs, etc.
- Description of types of accessibility improvements that are eligible.
- Minimum and maximum dollar amounts per each home that will receive treatment.
- Description of the type of household units eligible for accessibility treatment—especially concerning Structural Soundness Test and the 75% Rule.
- Definition of qualified applicants—LMI households with accessibility needs.
- Requirements, if any, regarding a medical opinion or other proof of disability. Note, the proof of disability is not required under the Physical Accessibility program but the local government may, at its own discretion, require a level of proof. If the local government chooses to require such proof, the requirements should be specified in the housing policy.
- Restriction(s) regarding expected duration of disability or handicapped condition.
- Description of a time period allowable for the receipt and approval of homeowner applications. Example: Homeowner application receipt and approval must be obtained from the local government within thirteen months of the authorization to incur costs date of the LCDBG funded grant.
- Description of the procedure that will be utilized to advertise for homeowner applications pertaining to households contained in the original LCDBG application.
- Description of (an optional) procedure allowing additional advertising for homeowner applications from households not contained in the original LCDBG application but which are located in the established target area(s). This optional procedure must specify that the additional applications must be submitted within the time period allowable for receipt and approval of homeowner applications.
- Description of the rating/selection process that will be used by the local government to determine (a) which homes are selected for assistance and (b) ranking priority. Factors could include but are not limited to the following: age, expected duration of disability, type of disability, or even a rating on a first come—first served basis.

Examples:

- (a) The greater the age the greater the priority.
- (b) The longer the duration of expected disability the greater the priority.
- (c) A specified type of disability, such as wheelchair-bound persons, may be given preference over other disability type(s).

Procedures must be specified which the local government will use to determine which applicants are selected and the ranking priority of approved applicants. Such procedures should be specified in the Housing Policy. A point system for rating applicants is required.

Funded applicants, who will be required to submit a Housing Policy for the LCDBG Physical Accessibility program, must adopt the policy by resolution of the local governing body. Amendments to the Housing Policy, at a later date, must be by resolution of the local governing body and must be approved by the Office of Community Development to be effective under the Physical Accessibility program.

Application Details

Application Deadline: The deadline for submittal of physical accessibility applications is February 1, 2010. If hand delivered, applications must be received by the Office of Community Development by 4:30 p.m. on or before February 1, 2010. If mailed, the postmark must be stamped no later than February 1, 2010. The applicant must obtain a “Certificate of Mailing” from the Post Office, certifying the date mailed. The State may require the applicant to submit the “Certificate of Mailing” to document compliance with the deadline.

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

Number of Copies of Applications: An original and one copy of the complete application must be mailed to:

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

Or delivered to:

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

Restrictions on Applying For Grants

1. With the exception of municipalities with a population of more than 25,000 and parishes which have an unincorporated population of more than 25,000, each eligible applicant can apply for one housing (including physical accessibility) and one public facilities grant (including multi-purpose community centers) under the FY 2010 LCDBG Program; those applications not funded under the FY 2010 LCDBG Program will be considered for funding under the FY 2011 LCDBG Program. Those municipalities with a population of more than 25,000 and those parishes which have an unincorporated population of more than 25,000 can submit a maximum of three single purpose applications for housing or public facilities (at least one application must be a housing application, and at least one application must be a public facilities application) with a combined maximum request of \$2.7 million; the individual amounts requested per application cannot exceed the funding ceiling amount for that particular type of application as identified in Section II.F.1. (Refer to the additional stipulations in Section II.G.2.) A multi-jurisdictional, regional public facilities application counts as one application that may be submitted by parishes. According to 2000 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, Iberia Parish, Lafourche Parish, Livingston Parish, City of New Iberia, Ouachita Parish, Plaquemines Parish, Rapides Parish, St. Bernard Parish, St. Charles Parish, St. John the Baptist Parish, St. Landry Parish, St. Martin Parish, Tangipahoa Parish, Vermilion Parish, Vernon Parish, and Washington Parish.

Any eligible applicant may apply for an economic development project, demonstrated needs grant or LaSTEP grant under the FY 2010 LCDBG Program, including those applicants previously funded under the housing or public facilities components of the FY 2010 LCDBG program. The number of demonstrated needs grants which an eligible applicant may receive during any program year is limited to one. Municipalities may only be funded for a demonstrated needs project every other program year. Generally, parishes may be funded for one demonstrated needs project every program year; however, the sewer, water, or gas system, etc. for which it receives demonstrated needs funds can only be funded every other program year under the demonstrated needs program category.

2. Capacity and performance: threshold considerations for grant approval. No grant will be made to an applicant that lacks the capacity to undertake the proposed program. In addition, applicants which have previously participated in the Community Development Block Grant Program must have performed adequately.

In order to be eligible to receive one housing grant award and one public facilities grant award under the FY 2010 LCDBG Program, the following thresholds must have been met:

Performance and capacity determinations for FY 2010 (housing and public facilities applications) will be made as of the deadline date for the submittal of the public facilities applications (November 23, 2009).

(a) Units of general local government will not be eligible to receive funding for a public facilities grant unless past LCDBG public facilities programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, and FY 2009) awarded by the State have been conditionally closed-out with the exceptions listed below.

Units of general local government will not be eligible to receive funding for a housing grant unless past LCDBG housing programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, and FY 2009) awarded by the State have been conditionally closed-out with the exceptions listed below.

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 2010 funding. If, however, the recipients have an LCDBG program funded under another program category, that grant must meet the threshold requirements in order for the recipient to be eligible for other funding.

Economic Development - FY 2006, FY 2007, FY 2008, and FY 2009 Programs
Demonstrated Needs – FY 2009 Program
Disaster Recovery – FY 2006 Program
LaSTEP - FY 2007, FY 2008, and FY 2009 Programs

The following stipulations in this paragraph 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 Section II. G.1.) which may be applying for funds under the FY 2010 LCDBG program year.

- If any of these local governing bodies have no open or ongoing housing or public facilities grants awarded prior to the FY 2010 LCDBG program, the local governing body will be eligible to receive three grants under the FY 2010 LCDBG Program, however, at least one of the three grants must be a housing grant and at least one must be a public facilities grant.
- If any of these local governing bodies have one housing or public facilities grant awarded prior to the FY 2010 LCDBG program year which has not been conditionally closed-out, the local governing body will be eligible to receive two grants under the FY 2010 LCDBG Program. However, if the prior year funded grant is a housing grant, the FY 2010 grants must both be public facilities grants, or one housing and one public facilities grant. If the prior year funded grant is a public facilities grant, the FY 2010 grants must both be housing grants, or one housing and one public facilities grant.
- If any of these local governing bodies have two housing or public facilities grants awarded prior to the FY 2010 LCDBG program year which have not been conditionally closed-out, the local governing body will be eligible to receive one grant under the FY 2010 LCDBG Program. However, if the prior year funded grants are both housing grants, the FY 2010 grant must be a public facilities grant. Likewise, if the prior year funded grants are both public facilities grants, the FY 2010 grant must be a housing grant. If the prior year funded grants are one housing and one public facilities grant, the FY 2010 grant can be either for housing or public facilities.
- If multiple applications are in a funding position under the FY 2010 program but eligibility requirements do not allow them all to be funded, the local governing body may choose which application(s) will be funded.
- If any of these local governing bodies have three open or ongoing housing and public facilities grants awarded prior to the FY 2010 LCDBG program year, the local governing body will not be eligible for any grants under the FY 2010 LCDBG program year.
 - (b) Audit and monitoring findings made by the State or HUD have been cleared.
 - (c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State.
 - (d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
 - (e) The unit of general local government cannot be on the list of sanctioned communities which is maintained by the Office of Community Development.

In order to be eligible to receive one housing grant award and one public facilities grant award under the FY 2011 LCDBG Program, the following thresholds must have been met:

Performance and capacity determinations for FY 2011 (housing and public facilities applications) will be made on November 23, 2010.

(a) Units of general local government will not be eligible to receive funding for a public facilities grant unless past LCDBG public facilities programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, FY 2009, and FY 2010) awarded by the State have been conditionally closed-out with the exceptions listed below.

Units of general local government will not be eligible to receive funding for a housing grant unless past LCDBG housing programs (FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, FY 2004, FY 2005, FY 2006, FY 2007, FY 2008, FY 2009, and FY 2010) awarded by the State have been conditionally closed-out with the exceptions listed below.

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 2011 funding. If, however, the recipients have an LCDBG program funded under another program category, that grant must meet the threshold requirements in order for the recipient to be eligible for other funding.

Economic Development - FY 2007, FY 2008, FY 2009, and FY 2010 Programs
Demonstrated Needs – FY 2010 Program
LaSTEP – FY 2007, FY 2008, FY 2009, and FY 2010 Programs

The following stipulations in this paragraph 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 Section II. G.1.) which may be applying for funds under the FY 2011 LCDBG program year.

- If any of these local governing bodies have no open or ongoing housing or public facilities grants awarded prior to the FY 2011 LCDBG program, the local governing body will be eligible to receive three grants under the FY 2011 LCDBG Program, however, at least one of the three grants must be a housing grant and at least one must be a public facilities grant.
- If any of these local governing bodies have one housing or public facilities grant awarded prior to the FY 2011 LCDBG program year which has not been conditionally closed-out, the local governing body will be eligible to receive two grants under the FY 2011 LCDBG Program. However, if the prior year funded grant is a housing grant, the FY 2011 grants must both be public facilities grants, or one housing and one public facilities grant. If the prior year funded grant is a public facilities grant, the FY 2011 grants must both be housing grants, or one housing and one public facilities grant.

- If any of these local governing bodies have two housing or public facilities grants awarded prior to the FY 2011 LCDBG program year which have not been conditionally closed-out, the local governing body will be eligible to receive one grant under the FY 2011 LCDBG Program. However, if the prior year funded grants are both housing grants, the FY 2011 grant must be a public facilities grant. Likewise, if the prior year funded grants are both public facilities grants, the FY 2011 grant must be a housing grant. If the prior year funded grants are one housing and one public facilities grant, the FY 2011 grant can be either for housing or public facilities.
- If multiple applications are in a funding position under the FY 2011 program but eligibility requirements do not allow them all to be funded, the local governing body may choose which application(s) will be funded.
- If any of these local governing bodies have three open or ongoing housing and public facilities grants awarded prior to the FY 2011 LCDBG program year, the local governing body will not be eligible for any grants under the FY 2011 LCDBG program year.

(b) Audit and monitoring findings made by the State or HUD have been cleared.

(c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State.

(d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.

(e) The unit of general local government cannot be on the list of sanctioned communities which is maintained by the Office of Community Development.

For the FY 2010 program year, only those housing and public facilities applications which were submitted by grantees who meet the threshold requirements will be rated and ranked. For the FY 2011 program year, the eligibility status of the housing and public facilities applicants will be re-evaluated; at that time any additional applications that are determined to be eligible for FY 2011 funding will be rated and ranked. If an applicant does not meet the threshold requirements for either program year, its application(s) will not be rated.

The State may announce some FY 2010 and FY 2011 awards and issue “authorizations to incur costs” for those awards prior to the beginning of the FY 2010 and FY 2011 LCDBG Program years. Those issuances will be contingent upon the State’s receipt of FY 2010 and FY 2011 LCDBG funds from HUD.

The State is not responsible for notifying applicants as to their performance status.

All local governments participating in a funded multi-jurisdictional application will not be able to receive future public facilities grants until the multi-jurisdictional grant has been conditionally closed out with the following exception. For these local governments which may have three open housing and public facilities grants, the multi-jurisdictional grant will only count as one of those three 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 governing body.”

Citizen Participation Requirements

Importance of Following Citizen Participation Requirements: Failure to follow LCDBG Citizen Participation requirements could derail the application rating process, or if an application is funded, could cause disallowed costs.

Required—A Written and Adopted Citizen Participation Plan: Prior to the submittal of the application, the local governing bodies must have a written and adopted Citizen Participation Plan that is in compliance with Section 508 of the Housing and Community Development Act of 1974, as amended. The local Citizen Participation Plan must be made available to the public at the first public hearing. Instructions for developing a Citizen Participation Plan and a Sample Citizen Participation Plan for local governments are provided on the LCDBG website at:

www.doa.louisiana.gov/cdbg/cdbgHome.htm →Citizen Participation.

Previous LCDBG recipients that have already adopted a Citizen Participation Plan must revise their plan to reflect any changes herein. Local governing bodies that are not familiar with the State’s Citizen Participation Plan may request a copy by contacting Dotty Tapscott in the Office of Community Development at 225/342-7412. Only the citizen participation requirements that pertain to the application procedures are identified herein.

If the local governing body is not having an official meeting to adopt/amend the Citizen Participation Plan prior to the first public hearing, the local governing body can distribute the new or revised Citizen Participation Plan at the public hearing. However, the new or revised Citizen Participation Plan must be adopted prior to the second public notice announcing availability of the application for review and the notice must state that the adopted Citizen Participation Plan will also be available for review.

First Public Hearing: The local governing body must hold the first public hearing prior to the development of the application. The purpose of the hearing is to receive comments on the housing and community development needs of the jurisdiction. A notice of the public hearing (sample available on the LCDBG website under “Citizen Participation”) must be published in a local newspaper a minimum of five days prior to the date of the hearing. The day the notice is published does **not** count as one of the five days. The hearing can be held on the fifth day. The location and time of the hearing must be convenient to potential beneficiaries. Also, a location and time frame for the submittal of comments should be included for persons unable to attend the hearing. An interpreter must be present at the public hearing if a significant number of non-English speaking persons are expected. The notice must state that accommodations for persons with disabilities or non-English persons will be provided. Citizens, particularly persons of low and moderate income and those living in slum and blighted areas, should be encouraged to participate in this process.

Requirements of the First Public Notice: The following information must be identified in the public notice as items to be discussed at the hearing and provided to persons attending the meeting.

1. The amount of funds available for proposed community development and housing needs.
2. The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income.
3. The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided to persons actually displaced as a result of such activities.
4. If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior LCDBG programs funded by the State.

Written minutes of the hearing and an attendance roster must be maintained by the local governing body.

Requirements of the Second Public Notice: A second public notice (sample available on the LCDBG website under "Citizen Participation") regarding the specific contents of the application must be published a minimum of seven calendar days prior to application submittal in a local newspaper. The purpose of the notice is to inform the citizens of the proposed objectives, proposed activities, location of the proposed activities, and amount of funds to be used for each activity. Citizens must be given the opportunity to review the application and to submit comments on the proposed application. The notice must state the proposed application submittal date and provide the location and time frame the application is available for review. **The application must be complete and available for public review when the notice is published in the newspaper.**

The applicant must provide technical assistance to facilitate citizen participation when requested, particularly to representatives of or low and moderate income persons. The level and type of technical assistance shall be determined by the applicant based upon the specific needs of the community's residents.

Procurement Procedures

Importance of Procurement Procedures: Failure to follow LCDBG procurement procedures could result in disallowed costs.

Website Location of LCDBG Procurement Procedures: LCDBG procurement procedures are posted on the LCDBG website at:

www.doa.louisiana.gov/cdbg/cdbgHome.htm →Procurement

Procurement Policy: Procure means to acquire goods or services by effort. An LCDBG procurement policy is a document that explains how a local government will acquire goods or services for an LCDBG application and/or funded program. All local governing bodies that receive LCDBG funds must prepare or have a current written and adopted procurement policy that contains all items required by 24 CFR 85.36 and the LCDBG Program. Procurement for an LCDBG application or project may involve professional services, construction services or materials.

Procurement of Professional Services: Local governments often procure the services of administrative consulting firms and engineering/architectural firm to assist in the preparation of LCDBG applications. If an applicant will be using LCDBG funds to pay for administrative consulting services or engineering/architectural services the LCDBG procurement procedures must be followed. If an applicant will be using local funds to obtain such service(s) LCDBG procurement procedures do not apply.

Website Contents Regarding Procurement Procedures: The LCDBG procurement procedures as posted on the website are of vital importance to LCDBG applicants and grantees. Although the LCDBG procurement procedures are not incorporated into the body of this application package the applicant (or funded grantee) is responsible to follow procurement procedures as posted on the LCDBG website. The LCDBG Procurement Procedures as posted on the website will include the following:

- Preparation of a procurement Policy
- Advertising requirements
- Methods of procurement
- Preparation of contract
- Sample advertisements
- Sample request for proposals for an administrative consultant
- Selection criteria
- Sample contract for administrative services

Other Federal and State Statutes and Regulations

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

1. **Property Rehabilitation Standards:** The local government will be required to adopt standards that apply to rehabilitation and reconstruction relative to the LCDBG program which must meet, at a minimum, (a) HUD's Section 8 Housing Quality Standards, (b) the International Building Code as adopted by the State of Louisiana, (c) asbestos detection and abatement requirements of the Louisiana Department of Environmental Quality (d) HUD's Lead-based Paint Controls and Abatement Standards, and the Fire Administration Authorization Act of 1992.

(Note: The Physical Accessibility program does not require an entire housing unit to be brought up to Section 8 standards; however, portions of a Physical Accessibility project, such as the remodeling of bathroom facilities for a handicapped person, must meet Section 8 standards.)

2. **Physical Accessibility Standards:** Section 504 of the Rehabilitation Act includes building standards for accessibility improvements. Standards (specific measurements for door clearances, wheelchair area dimensions, slope angles for wheelchair ramps, door hardware requirements, etc.) for providing access have been adopted and made available as the Uniform Federal Accessibility Standards (UFAS).
3. **Audit Requirements:** OMB Circular A-133 requires single audits of all grantees that have total annual federal expenditures in excess of \$500,000. Financial audits and/or certifications are required in accordance with State law when grantee has total annual federal expenditures less than \$500,000. Single audit costs may be eligible for reimbursement in part as an administrative expense.
4. **Uniform Act (Acquisition and Relocation):** The relocation provisions of Uniform Act as it pertains to permanent relocation of citizens are applicable to the LCDBG Housing Program. Housing programs usually do not cause permanent relocation but if such should happen the relocation provisions of the Uniform Act will be applicable.

The acquisition provisions of the Uniform Act will be applicable to a Housing application/grant only if acquisition of property is involved. It is rare for property to be acquired in association with an LCDBG Housing Program.

5. **Davis-Bacon Act & Contract Work Hours and Safety Standards Act (CWHSSA):** Davis-Bacon and CWHSSA apply only if there are more than seven housing units under one construction contract. It is rare for Davis Bacon and CWHSSA to be triggered with more than seven housing units let under one bid.

If Davis-Bacon is determined to be applicable, it requires that Federal prevailing wage rates be paid to all employees working under a construction contract of \$2,000 or more. Also, under CWHSSA, when it is applicable, all employees must be paid at least time and a half for any time they work more than forty hours per week.

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 after the deadline date will be returned to the applicant unopened and **will not be considered for funding**.
2. Completeness and Accuracy of the Application – Applications will be reviewed for completeness and accuracy. Failure to include all forms or the inclusion of incomplete or inaccurate 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 properly or was poorly packaged, etc., funds requested for pre-agreement costs may be reduced.

If the determination is made during the review that the application is so poorly packaged that it is unrateable as submitted then (a) the application may not be rated or (b) the application may be rated if proper additional and/or revised documentation is submitted in a timely manner.

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 one of this application package. **Ineligible activities will not be rated.**

Applicant Selection

Rating of Applications According to Established Criteria: After preliminary review, all physical accessibility applications that meet the threshold criteria described in Chapter II of this application package will be rated/scored according to the rating criteria described in the State's FY 2010 Consolidated Annual Action Plan.

The Office of Community Development will not rate applications that do not meet the threshold criteria identified in Chapter II of this application package as of November 23, 2009. Therefore, those applications will not be in consideration for funding for the FY 2010 program year. For the second year of the funding cycle, FY 2010, the Office of Community Development will rate and rank applications that meet the threshold criteria as of November 23, 2010. This may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2011, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

Site Visits: Physical accessibility applications will be assigned raw scores and then ranked highest to lowest. After ranking, the Office of Community Development may select some of the highest rated applicants and conduct a site visit. 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.

Summary of Rating Criteria: The rating criteria which is also discussed in the State’s (proposed) FY 2010 Consolidated Annual Action Plan is briefly summarized as follows:

Cost Effectiveness	49
Program Impact	49
<u>Renewal Community</u>	<u>2</u>
Total points available	100

Cost Effectiveness (Up to 49 points): The amount of funds requested for construction costs divided by the number of disabled beneficiaries will yield the cost per disabled person benefiting. Construction costs will include normal construction costs, Construction Administration costs of up to \$1,500 per home but not General Administration costs. Persons who are not handicapped or disabled but who live in a household with an impaired person(s) are reported as beneficiaries on the Activity Beneficiary Form but are not considered as beneficiaries in the calculation of Cost Effectiveness. The applicant with the lowest cost per person benefiting will receive the full forty-nine points for Cost Effectiveness. The remainder of the applications will receive (reduced) scores which are relative to the best score.

Program Impact (Up to 49 points): Program Impact is a measure of the expected duration of a handicap or disability for each person with a handicap or disability.

The duration of a handicap or disability is to be measured in three distinct time periods:

1. More than five years
2. Between two and five years and
3. Less than two years.

If there are no handicapped persons in the household who are expected to have a handicap or disability for at least two years the Physical Accessibility program must not be used for the household. When there is at least one person in a household who expects to have a handicap or disability for at least two years, “weights” will be assigned to each handicapped person as follows: (1) each person expected to be handicapped (or disabled) for more than five years or who has been diagnosed with a terminal illness will receive a weight of ten, (2) each person expected to be handicapped (or disabled) for between two and five years will receive a weight of five, and (3) each person expected to be handicapped (or disabled) for less than two years will receive a weight of one. The maximum allowable combined weight per household for all handicapped persons in the household is to be thirty. The following formula will be used to determine the program impact points for each applicant:

$$\frac{\text{Combined weight of persons in each household}}{\text{Number of Households} \times 30} \times 44 \text{ total possible points}$$

Renewal Community (2 points): If the target area(s) is completely within the boundaries of a federally designated renewal community, two points will be assigned.

Appeals Procedures:

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 applicable yearly 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. Forms & Instructions for Physical Accessibility Applications

The information indicated on this form is needed to rate and/or rank your physical accessibility application. All forms listed on this page are to be made a part of the housing application. However, this form, the Application Completeness Form, should not be made part of the housing application.

Application Completeness Form	Page No.	Completed
General Description	24	
Supplemental Information	27	
Budget/Cost Summary	29	
LCDBG Program Time Schedule	31	
Activity Beneficiary	33	
Household Survey Form	39	
Income By Household Chart	42	
Maps	45	
Project Description	46	
Cost Estimate	48	
Cost Effectiveness	50	
Program Impact	50	
Designated Renewal Community	52	
Administrative Costs Certification	52	
Proofs of Publication	54	
Statement of Assurances	55	
Disclosure Report	60	

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PHYSICAL ACCESSIBILITY PROGRAM GENERAL DESCRIPTION FORM			1. Applicant Name	
2. Type of Application <u>Physical Accessibility</u>			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 Eng/Architectural Firm	
8. Administrative Consultant Email Address			9. Engineering/Architectural Firm Email Address	
10. Applicant's Fax Number			11. Parish	
12. National Objective Addressed: <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Low/Moderate Income If Slum/Blight, please identify the following <input type="checkbox"/> Spot <input type="checkbox"/> Area			13. Total Amount of LCDBG Funds Requested \$	
14. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	\$			
Local Funds	\$			
Private Funds	\$			
State	\$			
Federal Funds	\$			
Other Funds	\$			
TOTAL COST	\$			
15. Signature (Chief Elected Official)			16. Date	
17. Typed Name/Title			18. Telephone Number	

General Description Form—Instructions

- Item 1: Enter applicant name (municipality or parish).
- Item 2: This is a Physical Accessibility application.
- Item 3: Enter mailing address of applicant (P.O. Box or street address, name of city, and zip code plus four digits). (Note: For the four digit number, please contact your local post office).
- Item 4: Enter the name of the City Clerk or Parish Secretary.
- Item 5: Enter an Email address for the applicant. If the applicant does not have an Email address, enter “Not Applicable.”
- Item 6: Enter the name and phone number of the Administrative Consultant preparing the application. If the Consultant is self-employed, enter the individual’s name; otherwise, enter the name of the firm.
- Item 7: Enter the name and phone number of the engineering/architectural **firm** preparing the application. Enter the name of the firm, not the name of an individual. If there is no such firm enter “Not Applicable.”
- Item 8: Enter an Email address for the Administrative Consultant preparing the application. If the Administrative Consultant does not have an Email address, enter “Not Applicable.”
- Item 9: Enter an Email address for the Engineer/Architect preparing the application. If such a firm does not exist you may enter “Not Applicable.”
- Item 10: Enter applicant’s FAX number. If the applicant does not have a FAX number, enter “Not Applicable.”
- Item 11: Enter the Parish in which the applicant is located.
- Item 12: Identify the national objective addressed by the proposed activity by placing an “x” in the []. Mark only one national objective for the application.

Principal benefit to low/moderate income persons is an objective that will be addressed by an activity whose beneficiaries will be at least fifty-one percent low/moderate income.

In order to claim that the proposed activity meets the objective of elimination or prevention of slums and blight, the following must be included. An area must be delineated by the applicant that:

- (l) Meets the definition of slums and blight as defined in Act 570 of the 1970 Parish Redevelopment Act, Section Q-8 (See Appendix 2 of the FY 2010 Action Plan), and

- (2) 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.

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

Item 14: Identify all funds that will be used for completion of the project. Include funds requested through this application and any other funding sources to be utilized. List the 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 "Other 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, or final approval.

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

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

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

Item 18: Enter the applicant's telephone number.

LCDBG PROGRAM

SUPPLEMENTAL INFORMATION

APPLICANT NAME _____

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

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

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

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

3. Identify the U.S. Congressman representing your jurisdiction and congressional district number.

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

4. Target Area Zip Code + Four digits: _____

5. List the name of the target area(s) and Census data.

	<u>Census Tract / Block Group</u>
Name of target area _____	_____
Name of target area _____	_____

6. Applicant's fiscal year end date _____

INSTRUCTIONS

Supplemental Information

- Item 1: Enter the name, telephone number, and district number of each State Senator representing the local governing body for community-wide projects. If the project involves a target area(s), enter the names of only those State Senators representing the target area(s).
- Item 2: Enter the name, telephone number, and district number of each State Representative representing the local governing body for community-wide projects. If the project involves a target area(s), enter the names of only those State Representatives representing the target area(s).
- Item 3: Enter the name and district number of each Congressman representing the local governing body.
- Item 4: Enter the zip code + four digits for the project target area(s). (Note: If you are unsure of the four “plus” digits of your zip code, please contact your local post office.) Please refer to the following scenarios which best describe the location of your project area.
- The zip code + four digits of the city/town/village hall should be used for applicants whose project is community-wide.
 - For a project with multiple target areas, the zip code + four digits of the target area where the majority of the construction funds will be spent must be used.
- Item 5: Name or brief description of the target area(s). Indicate the census tract, block group. The path to finding census tract and block group numbers is as follows:
- www.census.gov → American Fact Finder → Data Sets → Decennial Census → Census 2000 SF-1 → Reference Maps → Louisiana → Click on the approximate map location of the project → Adjust Boundaries and features → Activate Boundary and feature checkboxes → click on update → observe the census tract and block group numbers on the map.
- Item 6: Enter the applicant’s fiscal year end date.

BUDGET/COST SUMMARY FORM

APPLICANT NAME:

I. Costs by Activity (All funding sources)				
Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds* (E)
TOTAL				

II. Line Item Budget – LCDBG Funds Only		Activity Totals	For State Use Only
1. Rehabilitation Loans and Grants (Rehabilitation)			
2. Rehabilitation Administration (Construction Admin)			
3. General Program Administration (3a plus 3b)			
3a. Pre-agreement Costs	\$		
3b. General Administration Costs	\$		
4. Other LCDBG Approved Activity (specify as needed)			
Total LCDBG Line Item Budget Costs			

*If other funds are being provided in a Physical Accessibility project attach a document certifying the other funding.

Budget/Cost Summary Form--Instructions

Enter Name of Applicant.

SECTION I. COSTS BY ACTIVITY FROM ALL SOURCES

Column A: List the name of each activity on a separate line. When listing administration as an activity in Section I, the pre-agreement costs are included in General Program Administration and should not be listed separately.

Columns B, C, D, & E: For each activity, complete the cost columns. Indicate all LCDBG money you are requesting in Column B. In column (C) list other funds you will use to accomplish the activity. 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. If other funds will be provided insert another page after the Budget Cost Summary Form page certifying the other funds.

SECTION II: LINE ITEM LCDBG BUDGET

Include LCDBG costs only in Section II, the LCDBG line item 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.

Example for entries under Section II.

Section II, Item 1. Rehabilitation of 20 houses costing an estimated average of \$4,900 per house
(Enter \$98,000 for item 1—Rehabilitation Loans and Grants)

Section II, Item 2. Construction Administration for 20 units at the maximum allowable of \$1,500 per unit
(Enter \$30,000 for item 2—Rehabilitation Administration)

Section II, Item 3 General Program Administration at \$27,500, which is the total of 3a plus 3b
(Enter \$27,500 for item 3—General Program Administration)

Section II, Item 3a. Pre-agreement Costs, which are a component of General Program Administration at the maximum allowable of \$2,500 per funded grant
(Enter \$2,500 for item 3a—Pre-agreement Costs)

Section II, Item 3b. General Administration costs which are a component of General Program Administration at the maximum allowable of \$25,000 per funded grant
(Enter \$25,000 for item 3b—General Program Administration)

The total LCDBG funding is \$155,500 in this example.

LCDBG PROGRAM TIME SCHEDULE						APPLICANT NAME:						
ACTIVITIES	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 5	Quarter 6	Quarter 7	Quarter 8	Quarter 9	Quarter 10	Quarter 11	Quarter 12
Rehabilitation Milestones a. b. c. d. e.												
Rehabilitation Admin Milestones a. b. c. d. e.												
General Progam Admin Milestones a. b. c. d. e.												
Other (specify) Milestones a. b. c. d. e.												
Total—Other Funds												
Total—LCDBG Funds												
This row—State Use Only												

Program Schedule--Instructions

The LCDBG program may have a duration period up to three years (twelve quarters). On this schedule, for each major activity, indicate when completion of major project milestones is expected.

The normal activities under the Physical Accessibility program are Rehabilitation, Rehabilitation Administration and General Program Administration.

The activity, General Program Administration, as indicated on the Budget/Cost Summary Form, will include pre-agreement costs and general administration.

Consider the activities and decide what major tasks must be accomplished to complete them. List these tasks as milestones under **each** activity. Then indicate by lines on the twelve quarter schedule showing when these tasks will occur. **For each activity also estimate projected expenditures by dollar amount for each quarter. The expenditures should reflect all funds (LCDBG and other) being used to complete the activity. Distinguish between the funds by source and amount. Identify other funds with the use of parentheses.**

The "Total—Other Funds" row allows space for a quarterly summary of the total amount of other funds utilized for all activities. The "Total—LCDBG Funds" row allows space for a quarterly summary of the total amount of LCDBG funds to be utilized for all activities.

When completing this form, identify **each** activity as it corresponds to the Budget/Cost Summary Form.

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

Activity Beneficiary Form--Physical Accessibility Program

Name of Applicant _____
 Application Type/FY _____

4 Target Area _____
 5 Comments _____

Name of Activity	na (not applicable)	
Rows 6-29 are not applicable to PA Programs	Persons	
Total--All Income Levels		na
LMI % (See Instructions)		na
Extremely Low Income		na
Low Income		na
Moderate Income		na
Above Income		na
American Indian or Alaskan Native	Total	na
	Hispanic	na
Asian	Total	na
	Hispanic	na
Black or African American	Total	na
	Hispanic	na
Native Hawaiian or Pacific Islander	Total	na
	Hispanic	na
White	Total	na
	Hispanic	na
American Indian and White	Total	na
	Hispanic	na
Asian and White	Total	na
	Hispanic	na
Black and White	Total	na
	Hispanic	na
American Indian and Black	Total	na
	Hispanic	na
Other Multi-racial	Total	na
	Hispanic	na
Total--All Racial Groups	Total	na
	Hispanic	na
Disabled Persons		na
Disabled Head of HH		na
Female-Headed Households		na
Elderly-Occupied Households		na
Total Occupied Households		na

30	Rehabilitation Loans & Grants--Phys. Accessibility			
31	Persons		Households	
	Owner	Renter	Owner	Renter
32				
33				
34				
35				
36				
37	Persons		Owner	Renter
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49	Disab. Pers			
50	Disabled Head of HH			
51	Fem. Headed O/R HH			
52	Elderly-Occupied HH			
53	Total HH			

Activity Beneficiary Form—Instructions

Rehabilitation Activity, LMI Households This form must be completed for the Rehabilitation Loans and Grants activity involving improvements for the disabled (and handicapped) made under the Physical Accessibility program. Do not enter beneficiary data for the General Program Administration activity or the Rehabilitation Administration activity.

The beneficiaries listed on the Activity Beneficiary Form are proposed. If the local government's application is funded, actual beneficiaries will be reported on a different form at the conclusion of the project. A household must be of LMI income status to be eligible for funding under the Physical Accessibility program.

Only those beneficiaries who reside in housing units that are in consideration to be improved are to be reported as beneficiaries. The only households that are eligible to be considered for improvement are those households that have at least one disabled (handicapped) person as an occupant. Other persons who reside in the target area but occupy housing units that will not be improved must not be reported as beneficiaries. Rule of thumb: If a housing unit has at least one disabled occupant that household and all persons living in that household will be recorded as beneficiaries. If a housing unit does not have at least one disabled occupant then do not count the house or the persons residing in the house. Although a target area(s) is established for Physical Accessibility programs all housing units within the target area(s) are not sources of beneficiaries.

Information Pertaining to Certain Row Numbers

- For Physical Accessibility programs the left panel of the Activity Beneficiary Form, comprised of rows 6 through 29 and marked “na,” should not be completed. Instead, this information will be entered on rows 32-53.
- Do not complete row 33 of the right panel since the LMI percentage is always one hundred percent under the Physical Accessibility program.
- The racial category designations of beneficiaries in rows 14 through 24 in the left panel also pertain to beneficiaries in corresponding rows 38 through 48 of the right panel. For example, the “Asian” racial category of row 15 in the left panel should be utilized for row 39 in the right panel.
- The “Handicapped Persons” of row 25 in the left panel also applies to the left cell of row 49. The right cell of row 49 should be left blank.

100% Survey of LMI Proposed Beneficiary Households Local governments that apply for funding under the Physical Accessibility program are required to conduct a one hundred percent survey of households that are expected to receive improvements. For Physical Accessibility programs, the Activity Beneficiary Form is able to serve dual purposes—it can be used to tabulate beneficiaries as well as report beneficiaries. The separate step of filling out a Survey Tabulation form will not be necessary for Physical Accessibility programs.

Two Step Process There are two steps for completing an Activity Beneficiary Form for each target area.

- Complete the Individual Household Survey forms, as on pages 39-40, one for each home expected to receive accessibility improvements.
- Prepare the Activity Beneficiary Form(s) from data listed on the Individual Household Survey forms.

Data for One, Two, and Combined Target Areas If there is only one target area then only one Activity Beneficiary Form is required and will have been completed if the above steps have been properly executed. At the top right of the Activity Beneficiary Form by Item 4, the “Target Area,” enter “1.” If there are two target areas, prepare an Activity Beneficiary Form for each target area. If there are

two target areas, a third step involving a “Combined” Activity Beneficiary Form must be completed. At the top right of an Activity Beneficiary Form by Item 4, the “Target Area,” enter the word “Combined.” Then a Combined Activity Beneficiary Form must be completed based on the sum of respective beneficiary categories from Activity Beneficiary Forms for each target area. If there are two target areas the Physical Accessibility application package should contain three Activity Beneficiary Forms: one for target area one, one for target area two and one for the combined target area.

Definitions The following definitions must be used when completing this form as well as the Individual Household Survey form:

- **Household** – a dwelling unit and all persons who reside therein. The occupants may be a single family, one person living alone, unrelated individuals, two families, etc.
- **Family** – all persons living in the same household who are related by blood or contract (birth, marriage, adoption). In some instances, two families could reside in one household. Therefore, a household could involve one or more families.
- **Low/Moderate Income** – persons, families, or households whose combined annual income does not exceed eighty percent of the parish median income.
- **Moderate Income** – persons, families, or households whose combined annual income exceeds fifty percent but does not exceed eighty percent of the parish median income.
- **Low Income** – persons, families, or households whose combined annual income exceeds thirty percent but does not exceed fifty percent of the parish median income.
- **Extremely Low Income** – persons, families, or households whose combined annual income does not exceed thirty percent of the parish median income.
- **Elderly** – persons or head of family aged 62 or above.
- **Disabled** – persons or head of family receiving disability payments or having an obvious handicap.
- **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** – A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Hispanic or Latino is not considered a race but, rather, an ethnicity. Those who identify as being of Hispanic or Latino ethnicity within a race make up a subset of the particular race. Therefore if there are 100 white persons with 20 of those same persons identifying as being of Hispanic ethnicity, then there are only 100 total persons—not 120.

Activity Beneficiary Form—Row by Row Instructions

General Comments: For Physical Accessibility grants use the right panel of the Activity Beneficiary Form. The left panel will remain blank. The left panel of the Activity Beneficiary Form is to be used for sewer, water, street, community center, and other infrastructure projects.

Rows 1-5	The Activity Beneficiary Form heading (Rows 1 through 5)
1	Enter the name of the local government applying for funding.
2	Enter initials of application type and program year of the application. Examples of “Type”: public facilities (PF), economic development (ED), public accessibility (PA) and housing (HO). Enter PA. Examples of “FY”: 08/09, 08, 09
3	This row may be left blank or additional comments may be entered.
4	“Target Area” Examples: 1,2, or Combined.
5	Comments should include source of data or other pertinent information.
Note	If this application is for a Housing grant skip to Row 30.
Rows 30-36	Income levels for rehabilitation by persons, households, owner/renter
30	<u>Rehabilitation Loans and Grants:</u> The name of the HUD activity under which the LCDBG Physical Accessibility program operates is Rehabilitation Loans and Grants. <u>Blank Left Hand Panel of the Page</u> For consistency throughout all program types rows 6 through 29 have been retained on the Activity Beneficiary Form although those rows are not applicable to Physical Accessibility programs. <u>Data Source</u> The beneficiaries in a Physical Accessibility Program are based on household surveys. The source documentation for Activity Beneficiary Form data is the Target Area Survey Form, and more accurately, those Target Area Survey Forms having occupied households which are slated to receive assistance under the LCDBG program.
31	<u>Persons—Households—Owner—Renter:</u> Applications having rehabilitation as an activity must indicate data by number of persons and number of households. Additional components must include owner/renter status for certain categories.
32	<u>Total—All Income Levels:</u> In Row 32, from left to right, enter the following data for all households in the target area(s) which are slated to receive assistance: <ul style="list-style-type: none"> • Enter the total persons of all income levels who own/rent. • Enter the total households of all income levels who own/rent.
33	<u>LMI%:</u> <ul style="list-style-type: none"> • Do not enter data in Row 33.

34	<p><u>Extremely Low Income:</u> In Row 34, from left to right, enter the following data for households slated to receive assistance:</p> <ul style="list-style-type: none"> • Enter the total persons of extremely low income status who own/rent. • Enter the total households of extremely low income status who own/rent. 									
35	<p><u>Low Income:</u> In Row 35, from left to right, enter the following data for households slated to receive assistance:</p> <ul style="list-style-type: none"> • Enter the total persons of low income status who own /rent. • Enter the total households of low income status who own/rent. 									
36	<p><u>Moderate Income:</u> In Row 36, from left to right, enter the following data for households slated to receive assistance:</p> <ul style="list-style-type: none"> • Enter the total persons of moderate income status who own/rent. • Enter the total households of moderate income status who own/rent. 									
37	<p><u>Above Income:</u> There is intentionally no room provided to enter any above income information. All Rehabilitation beneficiaries must be of LMI income status.</p>									
<p>Rows 38-48</p>	<p><u>Racial/Ethnic beneficiary data by persons, households, and owner/renter status</u> <u>Note About Hispanic Ethnicity:</u> Each racial group will have a total number of persons and within that number of persons there may be persons of Hispanic ethnicity. Hispanic is considered an ethnicity—not a racial group. The number of Hispanic persons is a subset of the number of total persons of a particular race.</p> <p><u>Data Source</u> The beneficiaries in a Physical Accessibility Program are based on 100% surveys. The source documentation for Activity Beneficiary Form data is the Target Area Survey Form, and more accurately, those Target Area Survey Forms having occupied households which are slated to receive assistance under the LCDBG program. Racial data will be collected from the Target Area Survey Form.</p>									
38	<p><u>American Indian or Alaskan Native:</u> Row 38 shall be considered subdivided as follows. Information must be entered as subdivisions indicate.</p> <table data-bbox="406 1260 1136 1365" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Persons</th> <th style="text-align: center;">Owner HH</th> <th style="text-align: center;">Renter HH</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">38 A</td> <td style="text-align: center;">38 C</td> <td style="text-align: center;">38 E</td> </tr> <tr> <td style="text-align: center;">38 B</td> <td style="text-align: center;">38 D</td> <td style="text-align: center;">38 F</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 38A: American Indian or Alaskan Native persons • 38B: The subset of American Indian or Alaskan Native persons who also consider the household (actually the head of the household) to be of Hispanic ethnicity • 38C: American Indian or Alaskan Native number of households that own (their home) • 38D: The subset of American Indian or Alaskan Native number of households that own who also consider the household (actually the head of the household) to be of Hispanic ethnicity. • 38E: American Indian or Alaskan Native number of households that rent. • 38F: The subset of American Indian or Alaskan Native number of households that rent who also consider the head of household to be of Hispanic ethnicity. 	Persons	Owner HH	Renter HH	38 A	38 C	38 E	38 B	38 D	38 F
Persons	Owner HH	Renter HH								
38 A	38 C	38 E								
38 B	38 D	38 F								

39-47	<u>Remaining categories:</u> For each racial/ethnic category use the procedure of Row 38.									
48	<p>Racial totals for the rehabilitation activity: Row 48 shall be considered subdivided:</p> <table border="0" data-bbox="406 304 1088 420"> <thead> <tr> <th style="text-align: center;">Persons</th> <th style="text-align: center;">Owner HH</th> <th style="text-align: center;">Renter HH</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">48 A</td> <td style="text-align: center;">48 C</td> <td style="text-align: center;">48 E</td> </tr> <tr> <td style="text-align: center;">48 B</td> <td style="text-align: center;">48 D</td> <td style="text-align: center;">48 F</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 48A: Add the persons in the Total field for each racial group in Rows 38 through 47. Enter the sum in field 48A. • 48B: Add the persons in the Hispanic field for each racial group in Rows 38 through 47. Enter the sum in 48B • 48C: Add the households in the Total/Owner field for each racial group in Rows 38 through 47. Enter the sum in 48C • 48D: Add the households in the “Total/Owner and of Hispanic ethnicity” fields for each racial group in Rows 38 through 47. Enter the sum in 48D. • 48E: Add the households in the Total/Renter field for each racial group in Rows 38 through 47. Enter the sum in 48E. • 48F: Add the households in the “Total/Renter and of Hispanic ethnicity” fields for each racial group in Rows 38 through 47. Enter the sum in 48F. 	Persons	Owner HH	Renter HH	48 A	48 C	48 E	48 B	48 D	48 F
Persons	Owner HH	Renter HH								
48 A	48 C	48 E								
48 B	48 D	48 F								
49-53	Categories other than income and race									
49	<u>Disabled:</u> Enter the number of disabled (handicapped) persons from households that are slated to receive assistance based on the Target Area Survey Forms.									
50	<u>Disabled Head of Households:</u> Enter the number of disabled (handicapped) head of households for households slated to receive assistance. Use the data from the Target Area Survey Form.									
51	<u>Female Headed Households by Owner/Renter Status:</u> Enter the number of Female Headed Households by owner or renter status based on households slated to receive assistance and as listed on the Target Area Survey Form.									
52	<u>Elderly-Occupied HH:</u> Number of households in which an elderly person (62 years of age and up) lives. An elderly person is not necessarily the head of the household.									
53	<u>Total HH:</u> The total number of occupied households. This entry should agree with the sum of owner households plus renter households from row 32.									

I, _____, reside at _____,
in _____, Louisiana and certify the following:
(Homeowner's/Tenant's Name) (EMS/911 Street Address)

_____, Louisiana and certify the following:
(Village, Town, City, Parish)

1. What type of structure is your home?

_____ Single Family Detached _____ Mobile Home/Modular Housing Unit (not eligible)
_____ Apartment _____ Other (Specify) _____

2. Please answer the following questions concerning persons living in the home:

a. How many persons live in the home? _____

b. What is the ethnic/racial background of the persons?	Total	Hispanic/Latino
American Indian/Alaskan Native	_____	_____
Asian	_____	_____
Black/African American	_____	_____
Native Hawaiian/Other Pacific Islander	_____	_____
White	_____	_____
American Indian /Alaskan Native <i>and</i> White	_____	_____
Asian <i>and</i> White	_____	_____
Black/African American <i>and</i> White	_____	_____
American Indian/Alaskan Native <i>and</i> Black	_____	_____
Other Multi Racial	_____	_____

c. Is the head of household: _____ Female _____ Elderly _____ Disabled/Handicapped

d. How many persons in the house are: _____ Elderly _____ Disabled/Handicapped

e. Enter number of persons by the expected duration(s) of the need for accessibility improvements:

_____ more than 5 years _____ between 2 and 5 years _____ less than 2 years

f. Household income status according to the "Income Limits" established by HUD. (Provide Chart)

_____ Above _____ Moderate _____ Low _____ Extremely Low

3. Do you: _____ Own _____ Rent _____ Have or Can Obtain Permanent Usufruct?

a. The house I reside in was constructed in the year of _____. (If uncertain, indicate approximate year)

b. I (We) have owned/rented this house since _____.

c. _____
Signature of Homeowner or Tenant Date

4. _____
Name of Person Conducting this Survey Date

5. Statements 2f, 3a and 3b above have been verified by the local government. (Attach Documentation)

Signature of Verifier Date

6. Below is a list of common items and problems relevant to each item. Check condition of each item as Good, Fair, or Poor.

	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
a. Roof (leaking, sagging, buckling, etc.)	_____	_____	_____
b. Ceiling (holes, stains, etc.)	_____	_____	_____
c. Interior Walls (holes, cracks, structural weakness, etc.)	_____	_____	_____
d. Flooring and foundation (holes, structural weakness)	_____	_____	_____
e. Plumbing (Leaking, malfunctioning, etc.)	_____	_____	_____
f. Electrical (Malfunctioning, worn out, etc.)	_____	_____	_____
g. Heating and Air Conditioning	_____	_____	_____
h. Exterior Walls (Paint peeling, broken windows, etc.)	_____	_____	_____
i. Other (specify) _____	_____	_____	_____

7. Please make the following determinations regarding the condition of this house. The information gathered in item 5 may be used as a basis for the determinations.

- a. This house is deemed structurally sound enough to benefit from proposed improvements for the expected life of the improvements: ___yes ___no
- b. This house could be brought up to Section 8 standards without conflicting with the 75% rule: ___ yes ___no

8. If the property is owned by a landlord and occupied by a household with an elderly person or disabled/handicapped adult, is the landlord/owner in agreement with paying for 50% of the costs of construction as described beginning on page 8? _____ yes _____no (The contract, to be prepared and executed at a future date, must state the cost sharing provisions)

If the property is owned by a landlord, is the landlord in agreement to making this rental property affordable as described on page 8, for a period of five years? _____ yes _____no (The contract, to be prepared and executed at a future date, must also state the affordability provision)

9. Individual Unit Description and Cost Estimate: Describe below, in a narrative or tabular listing, feasible Physical Accessibility improvements—and estimated costs—for improvements to the housing unit located at the address/map key identified on this form.

Household Survey Form for Physical Accessibility Projects--Instructions

A separate Household Survey Form must be completed and made a part of the application for every residence expected to have accessibility improvements at the time of the application preparation. A field map of the target area(s) must be submitted as well. The “Housing Unit #” at the top of the survey form refers to the number assigned to this home.

- Item 1: Mark the space that corresponds with the type of structure of the home.
- Item 2: Enter the number of persons living in the home and the appropriate number for each racial category. Of the number in the “Total” column, enter the number of persons that are of Hispanic or Latino ethnicity in the “Hispanic/Latino” column. Remember, “Hispanic/Latino will be considered a subset of the persons listed in the “Total.”

Example: If there are six white persons in the home and three of those persons consider themselves to be of Hispanic ethnicity, you would enter six under the total white persons and three under Hispanic/Latino.

- Item 2e: Enter the number of handicapped or disabled persons per household under the proper estimated duration of the need for accessibility improvements. Those with a terminal illness may specify “more than five years.” If the duration of the need for handicapped improvements is less than two years then the household does not qualify for accessibility improvements.
- Item 2f will be completed based on the (completed) Income Limits table on page 43. This table, as completed by the local government, should be provided to the occupant of the house during the household survey visit.
- Item 3: Mark the selection that applies to the persons living in the home. Usufruct refers to the right to use property often after one spouse had deceased.
- Item 3a: Enter the year the home was constructed. If uncertain, enter an estimated date and indicate uncertainty with a question mark.
- Item 3b: Enter the year ownership of the home was obtained or when tenancy began.
- Item 3c: The homeowner or tenant must sign and date this form.
- Item 4: Enter the name of the person conducting the survey and the date the survey was conducted.
- Item 5: The local government submitting the owner-occupied applications for rehabilitation must verify items 2f, 3a and 3b. The individual who verifies this information must sign and date this form. Documentation verifying 2f, 3a and 3b must be attached to this form and made a part of this application.
- Item 6: The condition of Good, Fair, or Poor may be a judgment call by the local government and does not have to be based on a professional evaluation.
- Item 7: The Structural Soundness Test is discussed on page 7. The 75% Rule is also discussed on page 7. Please read the discussions and mark the appropriate “yes” or “no” for items 6a and 6b.
- Item 8: To be completed only if the home is owned by a landlord and occupied by an eligible household.
- Item 9: Items listed as part of the individual unit description will be reviewed for eligibility. Use an additional page if necessary.

**Income by Household Chart
Household Survey for Housing Projects**

Choose the income category below that corresponds to the total annual household income per household size.

CATEGORY	HOUSEHOLD SIZE									
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 or more persons*	
Extremely Low Income	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	\$ - 0 - to \$ _____	Number Of Persons _____ Annual Househol d Income \$ _____
Low Income	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	
Moderate Income	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	\$ _____ to \$ _____	
High Income	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	Over \$ _____	

* For households with 9 or more persons, enter the number of persons in the household and the annual household income figure and later contact Wayne Dale, Office of Community Development, at 225/342-7412.

A copy of this chart with the income figures inserted that is used to conduct the actual survey must be submitted with the application.

Example: Income by Household Chart – Acadia Parish

CATEGORY	FAMILY SIZE								
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 or more persons*
Extremely Low Income	\$ - 0 - to \$ <u>9,900</u>	\$ - 0 - to \$ <u>11,350</u>	\$ - 0 - to \$ <u>12,750</u>	\$ - 0 - to \$ <u>14,150</u>	\$ - 0 - to \$ <u>15,300</u>	\$ - 0 - to \$ <u>16,450</u>	\$ - 0 - to \$ <u>17,550</u>	\$ - 0 - to \$ <u>18,700</u>	Number Of Persons
Low Income	\$ <u>9,901</u> to \$ <u>16,500</u>	\$ <u>11,351</u> to \$ <u>18,900</u>	\$ <u>12,751</u> to \$ <u>21,250</u>	\$ <u>14,151</u> to \$ <u>23,600</u>	\$ <u>15,301</u> to \$ <u>25,500</u>	\$ <u>16,451</u> to \$ <u>27,400</u>	\$ <u>17,551</u> to \$ <u>29,250</u>	\$ <u>18,701</u> to \$ <u>31,150</u>	
Moderate Income	\$ <u>16,501</u> to \$ <u>26,450</u>	\$ <u>18,901</u> to \$ <u>30,200</u>	\$ <u>21,251</u> to \$ <u>34,000</u>	\$ <u>23,601</u> to \$ <u>37,750</u>	\$ <u>25,501</u> to \$ <u>40,800</u>	\$ <u>27,401</u> to \$ <u>43,800</u>	\$ <u>29,251</u> to \$ <u>46,800</u>	\$ <u>31,151</u> to \$ <u>49,850</u>	Annual Household Income
High Income	Over \$ <u>26,450</u>	Over \$ <u>30,200</u>	Over \$ <u>34,000</u>	Over \$ <u>37,750</u>	Over \$ <u>40,800</u>	Over \$ <u>43,800</u>	Over \$ <u>46,800</u>	Over \$ <u>49,850</u>	

Income By Household Chart--Instructions

The table on page 70 identifies the extremely low income categories by number of persons in the household for each parish, the table on page 71 identifies the low income categories by number of persons in the household for each parish, and the table on page 72 identifies the moderate income categories by number of persons in the household for each parish. Those figures should be inserted on the survey form for the corresponding household sizes. Refer to the completed chart for Acadia Parish on the next page as an example. Please note that the extremely low income figure by household size directly corresponds to the figure shown in the table on page 43.

If there are five persons in a household located in Acadia Parish and the annual household income is \$42,000, (more than \$40,800) then the household would be classified as high income. If that same household had an annual income of \$10,000, (less than \$15,301) then the household would be classified as extremely low income.

A copy of the completed chart identifying the income limits for each household size and income category that is actually used to conduct the survey must be submitted with the application package.

Map(s)—Instructions

A map or maps that delineate the following items for the target area(s) must be included in the application package:

- Census tracts and/or block groups by number.
- Locations of concentrations of LMI households.
- Location of concentrations of minorities.
- Target area boundaries.

For each target area the housing units that are in consideration to receive physical accessibility improvements should be drawn on the map and given a map key number. The map key number on the map must be the same map key number as on the Household Survey Form. Other housing units or structures in the target area(s) do not have to be shown on the map.

Physical Accessibility applications may have up to two target areas. In delineating the target areas, it must be kept in mind that the boundaries must be compatible with visually recognized boundaries such as streets, streams, corporate boundary limits, etc. Gerrymandering is unacceptable. Target areas must remain as originally chosen and may not be expanded after applications are funded.

Project Description

LCDBG Physical Accessibility Program—Applicant Name _____

Number of Housing Units to receive improvements:

General Description of the scheduled improvements:

Description of Target Area(s):

Other Information:

Project Description—Instructions

The information needed in the Project Description should fit on one single spaced page; however, use more than one page if necessary.

- Indicate the number of housing units that are scheduled for improvement as part of the original application.
- Describe intended improvements in a general way. Another form, the Cost Estimate, on the following page, will give specific details for each home.
- Identify either one or two target areas. The description must match the boundaries on the project map.
- Include other discretionary information, if any, which adds understanding of the scope of the project.

Cost Estimate—Physical Accessibility Applicant Name: _____

Section A: Construction Funds

Identification of Each Home	Estimated LCDBG Construction Cost	LCDBG Rehabilitation Administration Cost	Non-LCDBG Construction Costs	Total Construction Costs per Home
1.	\$	\$	\$	\$
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
Etc.				

Estimated Total Construction Cost (Both LCDBG funds and Other Funds) \$

Section B: General Admin and other non-construction funds (Both LCDBG and Other Funds)

General Administration Costs (not including pre-agreement)—LCDBG \$	\$
Pre-agreement Costs	\$
Other non-construction funds	\$

Section C: Total Project Cost, LCDBG Funds and Other Funds, Construction and Non-construction Costs

Total Project Cost	\$
--------------------	----

Section D: Description of the Source and Purpose of any above listed “Other Funds”

Narrative regarding Other Funds:

Prepared by _____ Date _____

Cost Estimate—Instruction

Section A: “Household Survey Forms” as on pages 39 and 40, will serve as a basis from which to draw information to complete the Cost Estimate. Only those housing units which initially seem to be eligible and whose occupants have indicated a likelihood of participating in the program should be listed in the Cost Estimate.

- Identification of each home: Enter the homeowner’s name and the map key number.
- Estimated LCDBG Construction Cost: Enter estimated construction costs anticipated for each home to be paid for with LCDBG funds.
- LCDBG Rehabilitation Administration Cost: Enter up to \$1,500 per home to cover work write-up costs, inspection, and other administrative costs directly related to construction. Note: Rehabilitation Administration is commonly referred to as Construction Administration.
- Non-LCDBG Construction Funds: Enter any funding from the local government and owner/landlords, if any, who are required to pay 50% of construction expenses.
- Total Construction Costs Per Home: Enter all construction costs, both LCDBG and non-LCDBG costs.

Example monetary listing for a home belonging to a Landlord:

LCDBG—Construction \$ 4,000, LCDBG—Rehabilitation Admin \$1,500, Non-LCDBG Construction \$5,000, Total \$10,000.

Section B: Enter LCDBG funds for General Administration, no more than \$25,000. Enter pre-agreement cost of no more than \$2,500. Also enter any other non-construction funds that were not listed in Section A. Note: Do not enter Rehabilitation Administration (also called construction administration) in Section B. It should be listed under Section A since it is considered a cost of construction.

Section C: Enter total project costs from all sources, whether for construction or for non-construction.

Section D: State, in a narrative or tabular listing, the source and purpose of any other funds listed in the previous sections of this form.

If any landlord is required to cost-share 50% of the construction costs indicate if the landlord has approved or indicated a favorable disposition toward cost-sharing. (A formal contract stating the obligations of all parties will be executed at a future date, contingent on grant funding) Use an additional page if necessary.

Indicate who prepared the Cost Estimate. Enter the Date on which the Cost Estimate was completed.

COST EFFECTIVENESS

1. What is the total of LCDBG funds requested for construction, including construction administration but not including general administration or pre-agreement costs?

\$ _____

2. What is the total number of disabled (handicapped) beneficiaries expected to receive accessibility improvements?

_____ Total Beneficiaries

3. What is the cost per person? Item 1 divided by Item 2 is \$ _____ per person.

PROGRAM IMPACT

Enter the number of persons with a handicap or disability based on estimated duration:

Person(s) whose handicap or disability is estimated to be for more than five years _____

Person(s) whose handicap or disability is estimated to be at least two but less than five years _____

Person(s) whose handicap or disability is estimated to be less than two years _____

Cost Effectiveness—Instructions

Item 1: Enter LCDBG construction funds. Construction administration funds, up to \$1,000 per home, should also be included. However, General Administration funds, local funds, and landlord cost-sharing funds should not be included.

Item 2: Enter the number of disabled persons who reside in housing units scheduled for improvement. Get this information from the Household Survey Form—not from the Activity Beneficiary Form. Although disabled persons and non-disabled family members are listed as beneficiaries on the Activity Beneficiary Form, the calculation for Cost Effectiveness will be made based only on the number of disabled persons.

Item 3: LCDBG costs divided by the number of disabled beneficiaries equals the LCDBG cost per disabled beneficiary.

Program Impact—Instructions

Program Impact is a measure of the duration of a handicap or disability from handicapped or disabled persons residing in households that are eligible to be considered for accessibility improvements. The number of disabled (handicapped) is also a factor of Program Impact.

The starting point for the duration period of the handicap or disability is considered the date the Household Survey form is completed—not the date of a past accident, injury, or onset of illness. A physician's statement or other medical documentation may be relied on to determine the expected duration of the conditions; however, other sources such as verification by the head of household and/or observations of the handicapped conditions by the interviewer are acceptable.

Use the information provided on the Household Survey form, Question 2-e which provides the number of persons and the estimated duration of the need for accessibility improvements. Assume that the time period for which accessibility improvements are estimated to be needed coincides with the estimate of the duration of the handicapped or disabled condition(s).

Enter the number of persons by estimated duration of handicap or disability.

RENEWAL COMMUNITY

1. Is the target area(s) within the boundaries of a federally designated renewal community?

Yes [_____] No [_____]

2. If yes, a map identifying the boundaries of the renewal community area and the location of the target area must be included behind this form. The map should also identify the name of the renewal community.

PRE-AGREEMENT AND ADMINISTRATIVE COSTS CERTIFICATION

I certify that our local governing body 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 governing body will utilize an administrative consultant to administer the LCDBG Program. Attached is a copy of the required resolution by the local governing body.
The proposed consultant is _____.

_____ The local governing body 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

Renewal Community—Instructions

1. If the target area(s) is located within the boundaries of a federally designated Renewal Community, then mark the “Yes” box. The entire target area(s) must be located within the boundaries of the federally designated area in order for the applicant to receive this point.
2. Provide a map identifying the following:
 - Name of the Renewal Community
 - Boundaries of the Renewal Community
 - Location of target area(s)

Pre-agreement and Administrative Costs Certification—Instructions

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. This is a rare occurrence in the LCDBG Physical Accessibility Program but since it could happen this form is made available. 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.

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. To substantiate that the local governing body will pay the administrative 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 governing body 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 general program administration costs incurred by the local governing body.

If the local governing body 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. To substantiate that the local governing body will pay the pre-agreement and administrative costs associated with the LCDBG Program, this form must be completed and signed by the chief elected official. 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 governing body stating that local funds will be used to pay all pre-agreement and administrative costs must be included in the application.

In order to receive the points 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.

PROOFS OF PUBLICATION

Proofs of Publication—Instructions

A copy of the two public notices and proofs of publication must be included in the application package. An affidavit for each publication or a “cutout” of the actual ad(s) is sufficient proof. The required content of these notices is explained in the Citizen Participation Requirements, beginning on page 16 and on the LCDBG website.

Statement of Assurances—Instructions

Include the executed Statement of Assurances, located on the following pages, as part of the LCDBG application.

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 in the Application Package.
 - b. Holding a hearing to obtain citizens' views on housing and community development needs and to provide citizens with the information specified in the Application Package.
4. It has adopted a detailed written citizen participation plan that:
 - a. Provides for and encourages citizen participation,
 - b. Provides citizens with reasonable and timely access to local meetings, information, and records,
 - c. Provides for technical assistance,
 - d. Provides for public hearings
 - e. Provides for timely responses to written complaints and grievances, and
 - f. Accommodates the needs of non-English speaking residents and persons with disabilities in public hearings.
5. Its chief executive officer or other officer of applicant approved by the State:
 - a. Consents to assume the status of a responsible Federal 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 to accept the jurisdiction of the federal courts for the purpose of enforcement of his responsibilities as such an official.
6. The community development program has been developed so as to give maximum feasible priority to activities that will benefit low and moderate income families or aid in the prevention or elimination of slums or blight.
7. It will comply with the regulations, policies, guidelines, requirements of OMB Circulars Numbers A-87, A-102, as amended and made part of the State regulations, A-133, revised, and 24 CFR 85.36, 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 11296, relating to evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement 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 and Section 4(b) of the Grant Agreement, 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 families 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 antidisplacement 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 antidisplacement 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 all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements, approved in accordance with OMB Circular A-102, revised as it existed prior to its publication in revised form in the March 11, 1988 Federal Register, Vol. 53, No. 48.
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 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 S570.200(c)(3) of the regulations); or
 - b. Where the grantee certifies that it lacks sufficient CDBG funds to comply with the requirements, for the payment of assessments against properties owned and occupied by persons of low and moderate income who are not very low income (i.e., not below 50 percent of median). In this case, the assessment may be made against such properties without paying for the assessment with CDBG funds.
24. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations in accordance with Section 519 of Public Law 101-1448 (the 1990 HUD Appropriations Act).
25. It certifies that no federally appropriated funds will be paid for any lobbying purposes regardless of the level of government.

Signing these assurances means that the municipality/parish agrees to implement its program in accord with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending municipality/parish funds to correct deficiencies. A training session will be held to describe these requirements to all funded applicants. Municipality/parish staff attendance will be mandatory.

SIGNATURE OF CHIEF ELECTED OFFICIAL

TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

DATE

DISCLOSURE REPORT

PART I – APPLICANT / GRANTEE INFORMATION

1. Applicant/grantee name and address: _____

Phone # _____ Federal Employer ID# _____

2. This is an: Initial Report _____ Updated Report _____

3. Project Assisted/to be Assisted _____

a. Fiscal year: _____

b. Competitive Grant _____

c. Amount requested/received: _____

d. Program income to be used with c. above _____

e. Total of c. and d: _____

PART II – THRESHOLD DETERMINATIONS

1. Is the amount listed at 3.e. (above) more than \$200,000? Yes _____ No _____

2. Have you received or applied for other HUD assistance (through programs listed in Appendix A of the Instructions) which when added to 3.e. (above) amounts to more than \$200,000?

Yes _____ No _____

If the answer to either 1 or 2 of this Part is “yes”, then you must complete the remainder of this report.

If the answer to both 1. and 2. of this Part is “no”, then you are not required to complete the remainder of this report, but you must sign the following certification.

I hereby certify that this information is true.

(Chief Elected Official)

(Date)

PART III – OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

Provide the requested information for any other Federal, State and/or local governmental assistance, on hand or applied for, that will be used in conjunction with the LCDBG program. (See Appendix A of the Instructions for a listing of the HUD programs subject to disclosure.)

Name and Address of Agency Providing or to Provide Assistance	Name of Program	Type of Assistance (loan, grant, etc.)	Amount Requested or Provided

PART IV – INTERESTED PARTIES

Alphabetical Listing of All Persons With a Reportable Financial Interest in the Project	Social Security # or Employer Identification # (Optional)	Type of Participation in Project	Contract Execution Date	Financial Interest In Project \$ and %

PART V – EXPECTED SOURCES AND USES OF FUNDS

This Part requires you to identify the sources and uses of all assistance, including LCDBG funds that have been or may be used in the project.

Source

Use

PART V - CERTIFICATION

I hereby certify that the information provided in this disclosure is true and correct and I am aware that making any materially false, fictitious, or fraudulent statement or representation may subject me to criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, I am aware that if I materially violate any required disclosure of information, including concealing a material fact, I am subject to being fined under this title or imprisoned not more than five years, or both

(Chief Elected Official)

(Date)

INSTRUCTIONS FOR COMPLETION OF DISCLOSURE REPORT

All applicants for or recipients of LCDBG Funds must complete and submit Parts I and II of the Disclosure Report. At the completion of Part II of the report, some applicants/recipients will find that they must also complete Parts III, IV, V and VI of the Report.

Part I requires the applicant's name, address, phone and federal employer identification number; indicate as to whether this is an initial report or an updated report (all FY 2010 - FY 2011 applicants/recipients will check the initial report box when preparing this report for the first time); provide a brief description of the project and include contract number, if known; identify the fiscal year of the LCDBG funds requested (FY 2010 - FY 2011); the amount of FY 2010 - FY 2011 LCDBG funds being requested or received; the amount of any LCDBG program income that will be used with the FY 2010 - FY 2011 LCDBG funds; and, the total amount (FY 2010 - FY 2011 funds plus program income). The requirements for updated reports are discussed on the following page.

Part II asks two questions. If the answer to both questions is "no", then the chief elected official must sign the certification at the end of Part II, but is not required to complete the remainder of the Report. If the answer to either question is "yes", then the applicant must complete the remainder of the Report.

Part III requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the FY 2010 - FY 2011 LCDBG program. "Other government assistance" is defined as including any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit or any other form of direct or indirect assistance from the Federal government, the State (other than the LCDBG assistance requested/received the application/grant award), or a unit of general local government, or any agency or instrumentality thereof, that is available, or is expected to be made available with respect to the LCDBG project or activities. 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 is reasonable grounds to anticipate that the assistance will be forthcoming or if other funds were identified in the application. If the applicant has no other government assistance to disclose, then state "No other government assistance has been applied for or will be provided" on this form.

Part IV requires the identification of interested parties. Interested parties are persons and entities with a reportable financial interest in the project. Person and "entity" means an individual (including a consultant, lobbyist, or lawyer), corporation, company, association, authority, firm, partnership, society, state, unit of general local government, governmental entity or agency, Indian tribe, and any other organization or group of people. If an entity is being disclosed, the disclosure in Part IV must include an identification of each officer, director, principal stockholder or other official of the entity. All consultants, developers or contractors involved in the application for LCDBG assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds \$50,000 or ten percent of the LCDBG assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which an individual or entity has an equity interest in the project, shares in any profit or resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local LCDBG administrative staff, recipients of housing rehab assistance, and rehab contractors as long as the rehab agreement is between the property owner and the contractor.) The financial interest in the project must be identified both as a dollar amount and as a percentage of the total amount of the LCDBG funds.

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. Subsequent to grant award, as projects are being implemented, funds will be committed to interested parties which will necessitate the submission of an updated Disclosure Report. However, if other governmental assistance is identified under Part II of the Disclosure Report to be used in conjunction with the LCDBG funds and, if these other funds have been committed to interested parties, then those interested parties must be identified in Part IV of the initial report.

Entry of the social security number or federal employer identification number is optional.

Part V requires applicants/recipients to identify the sources and uses of all funds to be used in conjunction with the LCDBG funded project. The sources and uses must include all the other assistance identified in Part III as well as the LCDBG funds identified in Part I, items 3c. and 3d.

Part VI requires a signed certification by the Chief Elected Official.

Updated Reports

All applicants/grantees who have submitted initial disclosure reports are required to submit updated disclosure reports whenever any of the following instances occur:

1. The applicant/grantee discovers that information was omitted from its initial report or any updated reports.
2. Additional persons or entities can be identified as interested parties. These are persons or entities that did not have a pecuniary interest when the initial or last updated report was submitted.
3. There is a change in other government assistance that exceeds the amount of assistance that was previously disclosed.
4. There is a change in the pecuniary interest of any person or entity that exceeds the amount of all previously disclosed interests by the lesser of \$50,000 or ten percent of such interest.
5. For all projects receiving a tax credit under federal, state, or local law, there has been a change in the expected sources or uses of funds that were previously disclosed.
6. There is a change in the expected source of funds from a single source that exceeds the lesser of the amount previously disclosed for that source of funds by \$250,000 or ten percent of the funds previously disclosed for that source.
7. There is a change in the expected sources of funds from all sources previously disclosed that exceeds the lesser of \$250,000 or ten percent of the amounts previously disclosed from all sources of funds.
8. There is a change in a single expected use of funds that exceeds the lesser of \$250,000 or ten percent of the previously disclosed uses for all funds.
9. There is a change in the use of all funds that exceeds the lesser of \$250,000 or ten percent of the previously disclosed uses for all funds.

Grantees must constantly monitor their project to ensure that an updated disclosure report is submitted within thirty days of any change that meets one of the nine criteria discussed above. Updated reports are required until the project is closed out.

APPENDIX A (Regarding the Disclosure Report)

This Appendix contains a list of all the HUD Programs that are subject to the disclosure requirements of the Housing and Urban Development Reform Act of 1989. All applicants for or recipients of FY 2010 - FY 2011 LCDBG assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered HUD programs besides the LCDBG Program. HUD funds that are received either directly from HUD or through the State must also be considered. The State administered LCDBG Program is listed as item 3(v).

It is the total amount of funds received from all of the below sources that the applicant/recipient uses to answer the second question of Part II of the Disclosure Report.

- (1) Section 312 Rehabilitation Loans under 24 CFR part 510, except loans for single family properties.
- (2) Applications for grant amounts for a specific project or activity under the Rental Rehabilitation Grant program under 24 CFR part 511 made to:
 - (i) A State grantee under Subpart F;
 - (ii) A unit of general local government or a consortium of units of general local government receiving funds from a State or directly from HUD (whether or not by formula) under Subparts D, F, and G; and
 - (iii) HUD, for technical assistance under S511.3.

(Excludes formula distributions to States, units of general local government, or consortia of units of general local government under Subparts D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities program under Subpart F.)

- (3) Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:
 - (i) HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study program or Historically Black colleges,
 - (ii) HUD, for a loan guarantee under 24 CFR part 470, Subpart M;
 - (iii) HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974; and
 - (iv) HUD, for a grant under the HUD-administered Small Cities program under CFR part 570, Subpart F; and
 - (v) A State or unit of general local government under 24 CFR part 570.

- (4) Applications for grant amounts for a specific project or activity under the Emergency Shelter Grants program under 24 CFR part 576 made to a State or to a unit of general local government, including a Territory.

(Excludes formula distributions to States and units of general local government [including Territories]; reallocations to States, units of general local government [including Territories] and non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government.)

- (5) Transitional Housing under 24 CFR part 577.
- (6) Permanent Housing for Handicapped Homeless Persons under 24 CFR part 578.
- (7) Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR part 882, including the Moderate Rehabilitation Program for Single Room Occupancy Dwellings for the Homeless under Subpart H).
- (8) Section 8 Housing Assistance Payments for Housing for the Elderly or Handicapped under 24 CFR part 885.
- (9) Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).
- (10) Section 8 Housing Assistance Payments - Special Allocations - under 24 CFR part 886.
- (11) Flexible Subsidy under 24 CFR part 219 - both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.
- (12) Low-Rent Housing Opportunities under 24 CFR part 904.
- (13) Indian Housing under 24 CFR part 905.
- (14) Public Housing Development under 24 CFR part 941.
- (15) Comprehensive Improvement Assistance under 24 CFR part 968.
- (16) Resident Management under 24 CFR part 964, Subpart C.
- (17) Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.

- (18) Nehemiah Grants under 24 CFR part 280.
- (19) Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.
- (20) Congregate Services under the Congregate Housing Services Act of 1978.
- (21) Counseling under Section 106 of the Housing and Urban Development Act of 1968.
- (22) Fair Housing Initiatives under 24 CFR part 125.
- (23) Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.
- (24) Fair Housing Assistance under 24 CFR part 111.
- (25) Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.
- (26) Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multifamily and non-residential).
- (27) Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR part 579.
- (28) Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzalez National Affordable Housing Act.
- (29) Planning and Implementation Grants for HOPE for Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzalez National Affordable Housing Act.
- (30) Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units under Title IV, Subtitle B, of the Cranston-Gonzalez National Affordable Housing Act.
- (31) HOPE for Elderly Independence Demonstration under Section 803 of the Cranston-Gonzalez National Affordable Housing Act.

Income Limits

The following income limits, as established by HUD, are provided in a chart format and are based on the number of occupants per household.

Metro Areas	FY 2009 E-Low Income Limits by Household Size (30% Median)							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Alexandria MSA								
Grant Parish	10100	11550	13000	14450	15600	16750	17900	19050
Rapides Parish	10100	11550	13000	14450	15600	16750	17900	19050
Baton Rouge MSA								
Ascension Parish	12550	14350	16150	17950	19400	20800	22250	23700
East Baton Rouge Par	12550	14350	16150	17950	19400	20800	22250	23700
East Feliciana Parish	12550	14350	16150	17950	19400	20800	22250	23700
Livingston Parish	12550	14350	16150	17950	19400	20800	22250	23700
Pointe Coupee Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. Helena Parish	12550	14350	16150	17950	19400	20800	22250	23700
West Baton Rouge Par	12550	14350	16150	17950	19400	20800	22250	23700
West Feliciana Parish	12550	14350	16150	17950	19400	20800	22250	23700
Iberville Parish	9750	11100	12500	13900	15000	16100	17250	18350
Houma MSA								
Lafourche Parish	11250	12850	14450	16050	17350	18600	19900	21200
Terrebonne Parish	11250	12850	14450	16050	17350	18600	19900	21200
Lafayette MSA								
Lafayette Parish	12100	13800	15550	17250	18650	20000	21400	22750
St. Martin Parish	12100	13800	15550	17250	18650	20000	21400	22750
Lake Charles MSA								
Calcasieu Parish	11400	13050	14650	16300	17600	18900	20200	21500
Cameron Parish	11400	13050	14650	16300	17600	18900	20200	21500
Monroe MSA								
Ouachita Parish	10550	12050	13550	15050	16250	17450	18650	19850
Union Parish	10550	12050	13550	15050	16250	17450	18650	19850
New Orleans MSA								
Jefferson Parish	12550	14350	16150	17950	19400	20800	22250	23700
Orleans Parish	12550	14350	16150	17950	19400	20800	22250	23700
Plaquemines Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. Bernard Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. Charles Parish	12550	14350	16150	17950	19400	20800	22250	23700
St. John the Baptist Par	12550	14350	16150	17950	19400	20800	22250	23700
St. Tammany Parish	12550	14350	16150	17950	19400	20800	22250	23700
Shreveport MSA								
Bossier Parish	11000	12550	14150	15700	16950	18200	19450	20700
Caddo Parish	11000	12550	14150	15700	16950	18200	19450	20700
De Soto Parish	11000	12550	14150	15700	16950	18200	19450	20700

Non-Metro Areas	FY 2009 E-Low Income Limits by Household Size (30% Median)							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Acadia Parish	9900	11350	12750	14150	15300	16450	17550	18700
Allen Parish	9400	10750	12100	13450	14550	15600	16700	17750
Assumption Parish	10000	11450	12850	14300	15450	16600	17750	18900
Avoyelles Parish	9050	10350	11650	12950	14000	15000	16050	17100
Beauregard Parish	10500	12000	13500	15000	16200	17400	18600	19800
Bienville Parish	9050	10350	11650	12950	14000	15000	16050	17100
Caldwell Parish	9350	10700	12000	13350	14400	15500	16550	17600
Catahoula Parish	9050	10350	11650	12950	14000	15000	16050	17100
Claiborne Parish	9050	10350	11650	12950	14000	15000	16050	17100
Concordia Parish	9050	10350	11650	12950	14000	15000	16050	17100
East Carroll Parish	9050	10350	11650	12950	14000	15000	16050	17100
Evangeline Parish	9050	10350	11650	12950	14000	15000	16050	17100
Franklin Parish	9050	10350	11650	12950	14000	15000	16050	17100
Iberia Parish	10100	11500	12950	14400	15550	16700	17850	19000
Jackson Parish	10100	11500	12950	14400	15550	16700	17850	19000
Jefferson Davis Parish	9200	10500	11850	13150	14200	15250	16300	17350
La Salle Parish	10050	11500	12900	14350	15500	16650	17800	18950
Lincoln Parish	10750	12300	13800	15350	16600	17800	19050	20250
Madison Parish	9050	10350	11650	12950	14000	15000	16050	17100
Morehouse Parish	9050	10350	11650	12950	14000	15000	16050	17100
Natchitoches Parish	9050	10350	11650	12950	14000	15000	16050	17100
Red River Parish	9050	10350	11650	12950	14000	15000	16050	17100
Richland Parish	9050	10350	11650	12950	14000	15000	16050	17100
Sabine Parish	9500	10850	12200	13550	14650	15700	16800	17900
St. James Parish	11750	13450	15100	16800	18150	19500	20850	22200
St. Landry Parish	9900	11350	12750	14150	15300	16450	17550	18700
St. Mary Parish	9200	10500	11850	13150	14200	15250	16300	17350
Tangipahoa Parish	10100	11500	12950	14400	15550	16700	17850	19000
Tensas Parish	9050	10350	11650	12950	14000	15000	16050	17100
Vermilion Parish	10100	11550	13000	14450	15600	16750	17900	19050
Vernon Parish	9500	10900	12250	13600	14700	15800	16850	17950
Washington Parish	9050	10350	11650	12950	14000	15000	16050	17100
Webster Parish	10100	11500	12950	14400	15550	16700	17850	19000
West Carroll Parish	9050	10350	11650	12950	14000	15000	16050	17100
Winn Parish	9050	10350	11650	12950	14000	15000	16050	17100

Metro Areas	FY 2009 Low Income Limits by Household Size (50% Median)							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Alexandria MSA								
Grant Parish	16850	19250	21650	24050	25950	27900	29800	31750
Rapides Parish	16850	19250	21650	24050	25950	27900	29800	31750
Baton Rouge MSA								
Ascension Parish	20950	23900	26900	29900	32300	34700	37100	39450
East Baton Rouge Par	20950	23900	26900	29900	32300	34700	37100	39450
East Feliciana Parish	20950	23900	26900	29900	32300	34700	37100	39450
Livingston Parish	20950	23900	26900	29900	32300	34700	37100	39450
Pointe Coupee Parish	20950	23900	26900	29900	32300	34700	37100	39450
St. Helena Parish	20950	23900	26900	29900	32300	34700	37100	39450
West Baton Rouge Par	20950	23900	26900	29900	32300	34700	37100	39450
West Feliciana Parish	20950	23900	26900	29900	32300	34700	37100	39450
Iberville Parish	16200	18500	20850	23150	25000	26850	28700	30550
Houma MSA								
Lafourche Parish	18750	21400	24100	26750	28900	31050	33150	35300
Terrebonne Parish	18750	21400	24100	26750	28900	31050	33150	35300
Lafayette MSA								
Lafayette Parish	20150	23000	25900	28750	31050	33350	35650	37950
St. Martin Parish	20150	23000	25900	28750	31050	33350	35650	37950
Lake Charles MSA								
Calcasieu Parish	19050	21750	24500	27200	29400	31550	33750	35900
Cameron Parish	19050	21750	24500	27200	29400	31550	33750	35900
Monroe MSA								
Ouachita Parish	17550	20050	22550	25050	27050	29050	31050	33050
Union Parish	17550	20050	22550	25050	27050	29050	31050	33050
New Orleans MSA								
Jefferson Parish	20950	23900	26900	29900	32300	34700	37100	39450
Orleans Parish	20950	23900	26900	29900	32300	34700	37100	39450
Plaquemines Parish	20950	23900	26900	29900	32300	34700	37100	39450
St. Bernard Parish	20950	23900	26900	29900	32300	34700	37100	39450
St. Charles Parish	20950	23900	26900	29900	32300	34700	37100	39450
St. John the Baptist Par	20950	23900	26900	29900	32300	34700	37100	39450
St. Tammany Parish	20950	23900	26900	29900	32300	34700	37100	39450
Shreveport MSA								
Bossier Parish	18300	20900	23550	26150	28250	30350	32450	34500
Caddo Parish	18300	20900	23550	26150	28250	30350	32450	34500
De Soto Parish	18300	20900	23550	26150	28250	30350	32450	34500

Non-Metro Areas	FY 2009 Low Income Limits by Household Size (50% Median)							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Acadia Parish	16500	18900	21250	23600	25500	27400	29250	31150
Allen Parish	15700	17950	20200	22450	24250	26050	27850	29650
Assumption Parish	16700	19100	21450	23850	25750	27650	29550	31500
Avoyelles Parish	15100	17300	19450	21600	23350	25050	26800	28500
Beauregard Parish	17500	20000	22500	25000	27000	29000	31000	33000
Bienville Parish	15100	17300	19450	21600	23350	25050	26800	28500
Caldwell Parish	15600	17800	20050	22250	24050	25800	27600	29350
Catahoula Parish	15100	17300	19450	21600	23350	25050	26800	28500
Claiborne Parish	15100	17300	19450	21600	23350	25050	26800	28500
Concordia Parish	15100	17300	19450	21600	23350	25050	26800	28500
East Carroll Parish	15100	17300	19450	21600	23350	25050	26800	28500
Evangeline Parish	15100	17300	19450	21600	23350	25050	26800	28500
Franklin Parish	15100	17300	19450	21600	23350	25050	26800	28500
Iberia Parish	16800	19200	21600	24000	25900	27850	29750	31700
Jackson Parish	16800	19200	21600	24000	25900	27850	29750	31700
Jefferson Davis Parish	15350	17500	19700	21900	23650	25400	27150	28900
La Salle Parish	16750	19150	21550	23950	25850	27800	29700	31600
Lincoln Parish	17900	20500	23050	25600	27650	29700	31750	33800
Madison Parish	15100	17300	19450	21600	23350	25050	26800	28500
Morehouse Parish	15100	17300	19450	21600	23350	25050	26800	28500
Natchitoches Parish	15100	17300	19450	21600	23350	25050	26800	28500
Red River Parish	15100	17300	19450	21600	23350	25050	26800	28500
Richland Parish	15100	17300	19450	21600	23350	25050	26800	28500
Sabine Parish	15800	18100	20350	22600	24400	26200	28000	29850
St. James Parish	19600	22400	25200	28000	30250	32500	34700	36950
St. Landry Parish	16500	18900	21250	23600	25500	27400	29250	31150
St. Mary Parish	15350	17550	19750	21950	23700	25450	27200	28950
Tangipahoa Parish	16800	19200	21600	24000	25900	27850	29750	31700
Tensas Parish	15100	17300	19450	21600	23350	25050	26800	28500
Vermilion Parish	16850	19250	21650	24050	25950	27900	29800	31750
Vernon Parish	15900	18150	20450	22700	24500	26350	28150	29950
Washington Parish	15100	17300	19450	21600	23350	25050	26800	28500
Webster Parish	16800	19200	21600	24000	25900	27850	29750	31700
West Carroll Parish	15100	17300	19450	21600	23350	25050	26800	28500
Winn Parish	15100	17300	19450	21600	23350	25050	26800	28500

Metro Areas	FY 2009 Moderate Income Limits by Household Size (80% Median)							
Alexandria MSA	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Grant Parish	26950	30800	34650	38500	41600	44650	47750	50800
Rapides Parish	26950	30800	34650	38500	41600	44650	47750	50800
Baton Rouge MSA								
Ascension Parish	33500	38300	43050	47850	51700	55500	59350	63150
East Baton Rouge Par	33500	38300	43050	47850	51700	55500	59350	63150
East Feliciana Parish	33500	38300	43050	47850	51700	55500	59350	63150
Livingston Parish	33500	38300	43050	47850	51700	55500	59350	63150
Pointe Coupee Parish	33500	38300	43050	47850	51700	55500	59350	63150
St. Helena Parish	33500	38300	43050	47850	51700	55500	59350	63150
West Baton Rouge Par	33500	38300	43050	47850	51700	55500	59350	63150
West Feliciana Parish	33500	38300	43050	47850	51700	55500	59350	63150
Iberville Parish	25950	29650	33350	37050	40000	43000	45950	48900
Houma MSA								
Lafourche Parish	29950	34250	38500	42800	46200	49650	53050	56500
Terrebonne Parish	29950	34250	38500	42800	46200	49650	53050	56500
Lafayette MSA								
Lafayette Parish	32200	36800	41400	46000	49700	53350	57050	60700
St. Martin Parish	32200	36800	41400	46000	49700	53350	57050	60700
Lake Charles MSA								
Calcasieu Parish	30450	34800	39150	43500	47000	50450	53950	57400
Cameron Parish	30450	34800	39150	43500	47000	50450	53950	57400
Monroe MSA								
Ouachita Parish	28050	32100	36100	40100	43300	46500	49700	52950
Union Parish	28050	32100	36100	40100	43300	46500	49700	52950
New Orleans MSA								
Jefferson Parish	33500	38300	43050	47850	51700	55500	59350	63150
Orleans Parish	33500	38300	43050	47850	51700	55500	59350	63150
Plaquemines Parish	33500	38300	43050	47850	51700	55500	59350	63150
St. Bernard Parish	33500	38300	43050	47850	51700	55500	59350	63150
St. Charles Parish	33500	38300	43050	47850	51700	55500	59350	63150
St. John the Baptist Par	33500	38300	43050	47850	51700	55500	59350	63150
St. Tammany Parish	33500	38300	43050	47850	51700	55500	59350	63150
Shreveport MSA								
Bossier Parish	29300	33500	37650	41850	45200	48550	51900	55250
Caddo Parish	29300	33500	37650	41850	45200	48550	51900	55250
De Soto Parish	29300	33500	37650	41850	45200	48550	51900	55250

Non-Metro Areas	FY 2009 Moderate Income Limits by Household Size (80% Median)							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Acadia Parish	26450	30200	34000	37750	40800	43800	46800	49850
Allen Parish	25150	28700	32300	35900	38750	41650	44500	47400
Assumption Parish	26700	30500	34350	38150	41200	44250	47300	50350
Avoyelles Parish	24200	27650	31100	34550	37300	40100	42850	45600
Beauregard Parish	28000	32000	36000	40000	43200	46400	49600	52800
Bienville Parish	24200	27650	31100	34550	37300	40100	42850	45600
Caldwell Parish	24900	28500	32050	35600	38450	41300	44150	47000
Catahoula Parish	24200	27650	31100	34550	37300	40100	42850	45600
Claiborne Parish	24200	27650	31100	34550	37300	40100	42850	45600
Concordia Parish	24200	27650	31100	34550	37300	40100	42850	45600
East Carroll Parish	24200	27650	31100	34550	37300	40100	42850	45600
Evangeline Parish	24200	27650	31100	34550	37300	40100	42850	45600
Franklin Parish	24200	27650	31100	34550	37300	40100	42850	45600
Iberia Parish	26900	30700	34550	38400	41450	44550	47600	50700
Jackson Parish	26900	30700	34550	38400	41450	44550	47600	50700
Jefferson Davis Parish	24550	28050	31550	35050	37850	40650	43450	46250
La Salle Parish	26800	30650	34450	38300	41350	44450	47500	50550
Lincoln Parish	28650	32750	36850	40950	44250	47500	50800	54050
Madison Parish	24200	27650	31100	34550	37300	40100	42850	45600
Morehouse Parish	24200	27650	31100	34550	37300	40100	42850	45600
Natchitoches Parish	24200	27650	31100	34550	37300	40100	42850	45600
Red River Parish	24200	27650	31100	34550	37300	40100	42850	45600
Richland Parish	24200	27650	31100	34550	37300	40100	42850	45600
Sabine Parish	25300	28900	32550	36150	39050	41950	44850	47700
St. James Parish	31350	35850	40300	44800	48400	51950	55550	59150
St. Landry Parish	26450	30200	34000	37750	40800	43800	46800	49850
St. Mary Parish	24550	28100	31600	35100	37900	40700	43500	46350
Tangipahoa Parish	26900	30700	34550	38400	41450	44550	47600	50700
Tensas Parish	24200	27650	31100	34550	37300	40100	42850	45600
Vermilion Parish	26950	30800	34650	38500	41600	44650	47750	50800
Vernon Parish	25400	29050	32650	36300	39200	42100	45000	47900
Washington Parish	24200	27650	31100	34550	37300	40100	42850	45600
Webster Parish	26900	30700	34550	38400	41450	44550	47600	50700
West Carroll Parish	24200	27650	31100	34550	37300	40100	42850	45600
Winn Parish	24200	27650	31100	34550	37300	40100	42850	45600

V. Displacement Policy

Division of Administration

Office of Community Development

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.

Substandard but economically repairable units that have been demolished or converted must be replaced under this provision, but more seriously deteriorated units need not be replaced. A sample guide to follow when preparing this plan is attached.

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.