

Clearance Program

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT

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Clearance Program

Provides funds to eligible applicants for clearance/demolition activities based on a competitive selection process to the extent that the funds are available.

Deadline for submitting FY 2024 application is May 20, 2024. A hard copy must be received (not postmarked) in OCD-LGA by May 20, 2024.

Clearance Program

Eligible applicants may submit only one application.

All structures must be private property.

Residential and commercial structures are eligible.

There is no limit to the number of structures.

Each proposed activity must address the national objective of eliminating or preventing slums and blight.

No fees can be assessed against owner.

Local governments cannot make improvements to the property after demolition.

Clearance Program – Eligible applicants

All non-entitlement units of general local government are eligible.

All municipalities and parishes in Louisiana are eligible except: Alexandria, Baton Rouge, Bossier City, Terrebonne Parish Consolidated Government, Hammond, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish, Shreveport, Slidell, and Thibodaux.

Clearance program – size of grants

\$2,000,000 will be allocated to Towns/Villages and \$4,000,000 will be allocated to Cities/Parishes of the \$6,000,000 for the Clearance program.

Funding ceiling of \$250,000 for Towns and Villages and a funding ceiling of \$500,000 for Cities and Parishes.

A minimum of \$150,000 including administrative costs is required.

Administrative costs up to \$50,000 are eligible.

- Local governments may retain up to 5% for program administration costs. These could include audit fees, advertising and publication fees, staff time, workshop expenses, etc.
- Pre-agreement costs are not eligible.

Clearance Program – Restrictions on Applying

Past Clearance Program awarded by the State have been closed out or conditionally closed out by December 20, 2023 for FY 2024 and July 15, 2024 for FY 2025.

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

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

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.

The unit of general local government cannot be on the list of sanctioned communities that is maintained by the OCD-LGA.

The unit of general local government must have ordinances in place and if necessary a condemnation policy. A resolution will be required that states the municipal code and the date adopted during the application process.

Rating Criteria

Clearance Program – Maximum 116 Points

Impact to Low/Moderate Income Persons (Maximum Possible Points - 100)

Prior Approval to Demolish All Structures (Maximum Possible Points – 10)

Administrative Costs (Maximum Possible Points - 2)

Legal Fees (Maximum Possible Points - 2)

Application Completeness (Maximum Possible Points – 2)

Impact to Low/Moderate Income Persons Maximum 100 Points

Based on the Low/Mod percentage for municipalities. For parishes, it would be the Low/Mod average of all block groups in the parish without the municipalities.

The percentage of low/moderate income persons will be calculated by dividing the number of low/moderate income persons as defined by the State by the total persons.

The percentage of low/moderate persons to the 100th decimal place will be used to determine the number of points for this category.

Prior approval to demolish all structures - Possible Points 10

Applicants with prior approval to demolish all structures applied for will be awarded 10 points.

A certification signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the structures that have been approved.

A map must be submitted showing the structures that will be demolished.

Administrative Costs – Possible 2 Points

Those applicants that agree to pay all administrative costs associated with the implementation of the LCDBG program will receive two points.

- Costs include, but are not limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, et cetera.
- If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated.
- While the LCDBG Program will allow a maximum of \$50,000 for an administrative consultant's fees, the actual cost of these services may be less than this amount and will be determined through negotiation during the procurement process.
- A certification signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firms hired and the proposed amount of the contracts.

Administrative Costs Continued

If the local government maintains full-time permanent staff for the sole or partial purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. In this instance, the points will also be assigned.

If grantees paying for administrative costs have an underrun in their project costs, the grantee will not be allowed to use those monies for the purpose of reimbursing the local government for any administrative costs associated with the LCDBG Program.

Legal Fees – Possible 2 Points

Those applicants who agree to pay all legal fees that are incurred during the preparation and/or implementation of this program will receive two points.

A certification signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government stating that local funds will be used to pay the legal fees incurred by the local government.

If grantees paying for legal fees have an under-run in their project costs, the grantee will not be allowed to use those monies for the purpose of reimbursing the local government for any legal fees associated with the LCDBG Program.

Application Completeness – Maximum 2 Points

Applications that are submitted in which all application forms and required documents/information are included will receive one point.

If OCD-LGA determines that no documents require revisions in order to complete the scoring of the application, the applicant will receive one point.

Clearance program application forms

Section A – Applicant Information

CDBG CLEARANCE DEMONSTRATION GRANT APPLICATION

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SECTION A – APPLICANT INFORMATION

1. **Name of Applicant:** _____

2. **Mailing Address:** _____

3. **Type of Entity:** _____

4. **Federal Tax ID
Number:** _____

5. **Fiscal Year End Date:** _____

6. **UEI:** _____

7. **Legislative Districts** State Senate _____ State Representative _____ U.S. Congress _____

8. **National Objective** Spot Slum/Blight [24 CFR 570.483(c)(2)] _____

**Chief Elected
Official (printed):** _____

Title (printed): _____

Signature: _____ **Date:** _____

SECTION B – CONTACT INFORMATION SUMMARY

CHIEF ELECTED OFFICIAL:

(Name)

(Title)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

ADDITIONAL LOCAL GOVERNMENT CONTACT PERSON:

(Name)

(Title)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

ADMINISTRATIVE CONSULTANT:

(Name)

(Firm)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

ADDITIONAL LOCAL GOVERNMENT CONTACT PERSON:

(Name)

(Title)

(Street/PO Box)

(City)

(Zip)

(Telephone)

(Fax No)

(Email)

Section B –
Contact
Information
Summary

Section C – Identification of properties for condemnation

SECTION C – IDENTIFICATION OF PROPERTIES FOR CONDEMNATION

Process that was used to identify proposed structure(s) and take possession or assert legal authority to demolish structure(s). Also identify local ordinance(s) utilized and any permitting procedures.

SECTION D – PROPOSED CLEARANCE/DEMOLITION INVENTORY

PROVIDE THE FOLLOWING BACKGROUND INFORMATION FOR EACH PROPERTY IDENTIFIED.

Provide a description of the property proposed for demolition and removal.	
Identification of property	Size _____ sq feet
Location	Building or construction material
Previous Use: Residential _____ Commercial _____ Industrial _____	One story _____ Two or more stories _____
Approximate date built	Date last in use or service
Date first cited for violation or recommendation for demolition	Date of order entered condemning the property or otherwise adjudicated
Identify legal authority (municipal ordinance)	
Describe the specific condition of blight or physical decay of the designated property.	

Check conditions of property that apply:	
Blighted property _____	Unlawful structure _____
Unsafe structure _____	Public nuisance _____
Dilapidated Dangerous condition _____	Unfit for human occupancy structure _____
Identify remediation measures that will be needed:	
Lead Based Paint _____	Hazardous materials _____
Asbestos _____	Other: (Explain) _____

Must be completed for each property identified. Add additional copies as needed.

Section e – statement of assurances

SECTION E – LOUISIANA CDBG PROGRAM STATEMENT OF ASSURANCES

This applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. It has facilitated citizen participation (in accordance with 42 U.S.C. 5304[a]) by:
 - a. Providing adequate notices that provide the information specified on the Office of Community Development's website.
 - b. Holding a hearing to obtain citizens' views on housing and community development needs and to provide citizens with the information specified on the Office of Community Development's website.
4. It has adopted a detailed written citizen participation plan that:
 - a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
 - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the State's proposed method of distribution, as required by regulations of the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended, and the unit of local government's proposed and actual use of CDBG funds;
 - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled;
 - e. Provides for a timely written answer to written complaints and grievances, within fifteen working days where practicable, and;

Section F – Applicant Disclosure Report

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Number: 2501-0017
Expiration Date: 1/31/2026

Public Reporting Burden Statement: This collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information * UEI Number: * Report Type: INITIAL UPDATE

1. Applicant/Recipient Name, Address, and Phone (include area code)

* Applicant Name:

* Street 1:

Street 2:

City:

State Abbreviation:

* Zip Code:

County:

* Country:

* Phone:

2. Employer ID Number (do not include individual social security numbers):

3. HUD Program Name:

4. Amount of HUD Assistance Requested/Received: \$

5. State the name and location (street address, City and State) of the project or activity

Project Name:

* Street 1:

Street 2:

City:

State Abbreviation:

* Zip Code:

County:

* Country: USA: UNITED STATES

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.

Yes No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.

Yes No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Section G – Cost Estimate

SECTION G – COST ESTIMATE

Provide estimated cost details (demolition, permitting, removal, abatement, etc.) of proposed sites.

SECTION H – Certifications

• **Prior Approval to Demolish (If Applicable)**

I certify that our local government has approval to demolish all structures included in this application.

A resolution adopted by our local government unit stating the structures that have been approved and a map showing the location of all structures are attached.

Signature of Chief Elected Official

Date

• **Legal Services (If Applicable)**

I certify that our local government will pay all of the legal fees that are incurred during the preparation and/or implementation of this program.

A resolution adopted by our local government unit stating that it will be responsible for all legal fees related to this program is attached.

Signature of Chief Elected Official

Date

• **Administrative Costs (If Applicable)**

I certify that our local government will pay all of the administrative costs associated with the implementation of this LCDBG program; such costs will include, but not be limited to application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, and/or administrative consultant fees. I have marked the following box which indicates who will be responsible for administering the LCDBG Program. The documentation to support this is included in this application in accordance with the instructions.

_____ The local government will utilize an administrative consultant to administer the LCDBG Program. The proposed consultant is _____. **Attached is a copy of the required resolution by the local government.**

_____ The local government will utilize its own staff for the purpose of administering the LCDBG Program. Attached are a resolution and a sheet containing the required documentation requested in the instructions.

Section H - Certifications

Section H - Certifications

- **Federal Funding Accountability and Transparency Act Reporting (Required for All)**

Please mark whether the following is accurate for your local government:

Did your local government receive both of the following in the most recent completed fiscal year?

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

_____ Yes, the above statements are accurate for my local government.

_____ No, the above statements are not accurate for my local government.

Signature of Chief Elected Official

Date

Section I – Jurisdictional Map

SECTION I – JURISDICTIONAL MAP

A map indicating the location of concentrations of minorities and concentrations of low- and moderate-income persons, showing number and percent for both groups by jurisdiction, (if minorities and/or low- and moderate-income persons are evenly disbursed throughout the jurisdiction then the applicant must include such a statement on the map). All proposed structures must be indicated on the map as well, if known.

Section J – Citizen Participation

SECTION J – CITIZEN PARTICIPATION REQUIREMENTS

A copy of the public notices and **original** proofs of publication must be included in the application package (one for the initial public hearing and one making the application available for review).

Clearance program application

Each applicant can submit one application for consideration.

Applications will be accepted by hardcopy only by 4:00 p.m. on May 20, 2024.

If CDBG funds are being used for administration, the solicitation must be submitted to OCDLGA staff prior to application submittal.

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Office phone number 225-342-7412

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