



FY 2025 CDBG Clearance Program

STATE OF LOUISIANA

JEFF LANDRY, GOVERNOR

DIVISION OF ADMINISTRATION

TAYLOR BARRAS, COMMISSIONER

OFFICE OF COMMUNITY DEVELOPMENT
Local Government Assistance

Louisiana Community Development Block Grant Program

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Acronyms

LCDBG	Louisiana Community Development Block Grant
CDBG	Community Development Block Grant
OCD-LGA	Office of Community Development – Local Government Assistance
DOA	Louisiana’s Division of Administration
LGR	Local Government Representative
HUD	U. S. Department of Housing and Urban Development
UGLG	Units of General Local Government

Definitions

Local Government Representative	OCD-LGA staff member whose responsibility is to monitor an assigned list of grants.
Conditionally Closed-out	The status of a grant as evidenced by a letter of notification from OCD-LGA; generally receipt of a final audit is the last remaining task.

FY 2025 LCDBG Clearance Program Application Package

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I. PROGRAM GOALS AND OBJECTIVES

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

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

In order to meet these national objectives, the Office of Community Development-Local Government Assistance 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 CLEARANCE APPLICANTS

Introduction

The Division of Administration's Office of Community Development – Local Government Assistance (OCD-LGA) administers the LCDBG Program. Louisiana anticipates receiving approximately \$22 million from the U.S. Department of Housing and Urban Development (HUD) in FY 2025 Community Development Block Grant funds. Of that amount, \$6 million will be available for the LCDBG Clearance Program. The OCD-LGA surveys eligible communities every two years to determine priorities for funding under the LCDBG Program. While public infrastructure was identified as the highest priority, clearance was also determined to be a need.

Application Process

Clearance grants will be awarded to eligible applicants for clearance/demolition activities based on a competitive selection process to the extent that the funds are available. The State's Office of Community Development – Local Government Assistance shall establish deadlines for submitting applications and will notify all eligible applicants through a direct mailing/emailing, social media, and on the office's website. Applicants that submit completed application packages and meet past performance threshold criteria for the Clearance program FY 2025 will be scored, ranked, and funded to the extent that the Clearance program FY 2025 monies are available.

Each eligible applicant can submit one application for consideration. The OCD-LGA will accept applications until December 16, 2024 at 4:30 pm as follows:

Number of Copies of Applications

One original, complete application must be mailed to:

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

Or delivered to:

Division of Administration
Office of Community Development – Local Government Assistance
1201 North Third Street
Claiborne Building, Suite 3-150
Baton Rouge, Louisiana 70802

Applications not physically received in the OCD-LGA at the address noted for delivery above by December 16, 2024 at 4:30 pm will not be considered.

Citizen Participation Requirements

Prior to the submittal of the application, the local governments must complete certain Citizen Participation requirements, which include adopting a Citizen Participation Plan that is in compliance with Section 104 of the Housing and Community Development Act of 1974, as amended, and conducting a public hearing to allow citizens the opportunity to comment on the needs of the community. The local Citizen Participation Plan must have been made available to the public at the public hearing. The public hearing must be held prior to the submittal of the application. Complete Citizen Participation requirements can be found on the OCD-LGA's website at <https://www.doa.la.gov/oa/ocd-lga/lcdbg-programs/forms-and-information/>. Any questions regarding this information should be directed to the OCD-LGA at (225)342-7412.

Procurement Procedures

Recipients that will use Federal funds for the procurement of goods and services are required to have written procurement procedures that conform to the standards and methods of the Federal grant procurement regulations [2 CFR 200.320]. The Louisiana Attorney General has determined that demolition activities are not subject to the State Bid law LA R.S. 38:2212; therefore each applicant must develop and have their own procurement procedures that conform to the Federal requirements. The selection of clearance contractors is not limited to one particular Federal procurement method.

It is allowable to use LCDBG funds to pay for professional services [2 CFR 200.459] such as program administration. Applicants must also have written procedures for conducting procurement of professional services. Procurement of these services must have been made prior to the submittal of the application. Proper procurement procedures are discussed in detail in the procurement procedures document, which can be found on OCD-LGA's website at <https://www.doa.la.gov/oa/ocd-lga/lcdbg-programs/forms-and-information/>. Any questions concerning this information may be directed to [Denease McGee](#) and [William Hall](#) of the OCD-LGA at (225)342-7412.

Eligible Activities

Proposed activities must be eligible under Section 105(a)(4) of the Housing and Community Development Act of 1974, as amended. Each proposed activity must address the national objective of eliminating or preventing slums and blight on a spot basis as listed in this document.

Eligible Applicants

Each eligible applicant may only submit one application. Eligible applicants to the State Clearance program are non-entitlement units of general local government (UGLG), consisting of municipalities and parishes (42 U.S.C. 5306(d) and 42 U.S.C. 5302(a)(7)), and excludes the following entitlement areas: 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.

In general, the applicant will be determined by the location of the potential sites of that project.

Types of Grants

The Office of Community Development-Local Government Assistance will only accept applications for the clearance, demolition, and the removal of residential or commercial structures found to be detrimental to or endangering public safety, health, or welfare.

Funding Process

After all rating points have been assigned for full applications meeting the past performance threshold criteria described below, a ranking list will be produced for Towns/Villages and another for Cities/Parishes including all clearance applications that are being considered for the FY 2025 program year ranked from highest to lowest according to the total number of points received by each application. The OCD-LGA will award funding based on this final ranking list as follows: For the FY 2025 program year, \$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. Any funds remaining in one category after all eligible applications have been funded may be reallocated to the other category if applications are still under consideration. Once funding has been awarded to all eligible applications in both categories, any funds remaining will be reallocated to another CDBG program to be awarded.

Size of Grants

For all grants, a minimum of \$150,000 including administrative costs is required. If, during the rating process, an application's cost are reduced below the \$150,000 minimum, that application will not be considered.

The State has established a funding ceiling of \$250,000 for Towns and Villages and a funding ceiling of \$500,000 for Cities and Parishes for the Clearance program. The State will allow applicants to request funds for administrative costs that do not exceed the ceiling amount with the following limitations. Each local government will be allowed a maximum of \$50,000 in LCDBG funds for administrative costs for clearance projects. The Office of Community Development-Local Government Assistance reserves the right to make adjustments to those ranges when deemed necessary. If, after a project has been funded, the scope of the project changes significantly, the State will make a determination as to the ceiling amount which will be allowed for administrative costs; this determination will be made on a case-by-case basis. In all instances, the local government may (but is not required to) retain up to five percent of the funds allowed for program administration to cover its costs of administering the LCDBG Program; such costs on the local governmental level include, but are not limited to audit fees, advertising and publication fees, staff time, workshop expenses, etc.

Pre-agreement costs are not eligible under the FY 2025 Clearance program.

Individual Grant Amounts

Grants will be funded in amounts not to exceed the local government's maximum amount allowed. In determining appropriate grant amounts for each application, the State shall consider the applicant's need, proposed activities, and ability to carry out the proposed program.

Restrictions on Applying for Grants

Capacity and Past Performance: These considerations assist with the State's ability to promote timeliness of grantee expenditures. No grant will be made to an applicant that lacks the capacity to

undertake the proposed program. In addition, applicants who have previously participated in the LCDBG Program must have performed adequately.

Performance and capacity determinations for the FY 2025 Clearance Program were made on July 15, 2024.

In order to be eligible to receive a Clearance grant award under the FY 2025 LCDBG Program, the following thresholds must have been met:

- a. An UGLG will not be eligible to receive funding for multiple clearance grants or have a grant that was funded prior to FY 2023 under another CDBG program. The previous clearance grant or grant funded prior to FY 2023 under another CDBG program must be conditionally closed prior to the threshold deadline. CDBG-CV grants will not be considered in determining threshold status.
- 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 timeframes established by the State. Also see Criteria for Disapproval of Application section below.
- d. Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
- e. The unit of general local government cannot be on the list of sanctioned communities that is maintained by the Office of Community Development-Local Government Assistance.
- f. 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.

Only those clearance applications which are submitted by applicants who meet the threshold requirements and submit a full application will be rated and ranked.

The closeout documents (with the exception of the clear lien certificate) for previously-funded Clearance grants must have been received by the Office of Community Development-Local Government Assistance a minimum of one calendar week prior to the performance and threshold determination date of July 15, 2024, in order to be reviewed and considered for closeout by the threshold determination date of July 15, 2024. Therefore, the deadline for receipt of the closeout documents was July 8, 2024. The clear lien certificate must have been submitted by the performance and threshold determination date of July 15, 2024. The State is not be responsible for conditionally closing a grant if the closeout documents were submitted timely, but revisions were needed that cannot be completed prior to the established deadline.

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

The State may announce some FY 2025 awards and issue “authorizations to incur costs” for those awards prior to receiving funds from HUD for the FY 2025 funding year. Those issuances will be contingent upon the State’s receipt of FY 2025 LCDBG funds from HUD.

III. PROJECT SELECTION PROCESS

Preliminary Review

- I. Timeliness of Submission – Applications must be **received, not merely postmarked**, by the OCD-LGA by the deadline date. Applications that are received after the deadline date **will not be considered for funding**.

2. Completeness of the Application – Applications will be reviewed for completeness. Failure to include all forms or the inclusion of incomplete forms may result in a lower overall score (see Rating Criteria below). **If the determination is made during the review that the application did not contain items necessary to accurately rate the application, did not include all required forms, involved a local survey that was not conducted on a random or representative basis, or was poorly packaged, etc., the application may be removed from further consideration for funding at the State’s discretion.**
3. Activity Eligibility – State staff will review each proposed activity to determine that it is an eligible activity that meets the national objective of elimination or prevention of slums or blight. **Ineligible activities will not be rated.**

The State has established selection and rating systems that identify the criteria used in selecting grantees.

Rating Criteria

All applications submitted for clearance projects will be rated according to the following criteria established. Only those local governments that submit an application and meet the FY 2025 threshold requirements within established deadlines will be rated/ranked for the FY 2025 Clearance program.

CLEARANCE - (Maximum of 116 Points)

After all rating points have been assigned, a final clearance ranking list will be produced for Cities/Parishes and Towns/Villages including all clearance applications for both categories that are being considered for the FY 2025 program year ranked from highest to lowest according to the total number of points received by each application. The OCD will award funding based on this final clearance ranking list as funds are available.

The maximum points available for all Clearance projects is 116.

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

Clearance applications are classified as community-wide for rating purposes. The benefit of the project will be considered as the impact to all of the persons living within the boundaries of the local government. In order to determine the impact to low/moderate income persons for the clearance program, the applicant must utilize census data. The U.S. Department of Housing and Urban Development (HUD) has provided the low/moderate income data based on the 2016-2020 American Community Survey on its website. That information is available on a community-wide basis as well as for census tracts and block groups. The applicant must obtain this information prior to the submittal of the application.

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

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

Applicants with prior approval to demolish all structures applied for will be awarded 10 points. The applicant will be required to provide a resolution from the local government unit identifying the structures that have been approved. These structures must also be identified on a map and included in the cost estimate.

c) Administrative Costs (Maximum Possible Points - 2)

Those applicants that agree to pay all administrative costs associated with the implementation of the LCDBG program will receive two points. Such costs will include, but will not be limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, et cetera. If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services. While the LCDBG Program will allow a maximum of \$50,000.00 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. To substantiate that the local government will pay administrative costs associated with the LCDBG Program, a certification of such signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firms hired and the proposed amount of the contracts. That resolution must state that local funds will be used to pay the administrative consultant fees and any other administrative costs incurred by the local government.

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

The following requirement will apply to those applicants who receive the point for paying administrative costs and are successful in receiving a grant. If such grantees have an under-run in their project costs, the grantee will not be allowed to use those monies for the purpose of reimbursing the local government for any administrative costs associated with the LCDBG Program.

d) Legal Fees (Maximum Possible Points - 2)

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.

To substantiate that the local government will pay the legal fees associated with the LCDBG Program, this form must be completed and signed by the chief elected official. A copy of the resolution passed by the local government stating that local funds will be used to pay the legal fees incurred by the local government.

The applicant will not receive these points if the required information is not included in the application. For those applicants that receive the points for paying legal fees, are successful in receiving a grant, and have an under-run in their project costs, the grantee will not be allowed to re-budget those monies for the purpose of reimbursing the local government for any legal fees associated with the LCDBG Program.

d) Application Completeness (Maximum possible points – 2)

For applications that are submitted in which all application forms and required documents/information are included, the applicant will receive one point. Additionally, if OCD determines that no documents require revisions in order to complete the scoring of the application, the applicant will receive one point.

Submission Requirements

Clearance applications for FY 2025 funds must be submitted to the Office of Community Development-Local Government Assistance on the proper forms and in accordance with the

instructions provided in the Louisiana Community Development Block Grant application packages for the Clearance program.

Only that data received by the deadlines established for the Clearance application packages will be considered in the selection process unless additional data is specifically requested by the Office of Community Development-Local Government Assistance. Material received after the deadline will not be considered as part of the application unless it was requested by the Office of Community Development-Local Government Assistance – this policy will be strictly enforced.

Application Review Procedures

- a) The application package must be received in office by the deadline established by the Office of Community Development-Local Government Assistance.
- b) The application submission requirements must be complete. If the Office of Community Development-Local Government Assistance determines during the review that the application did not contain items necessary to accurately rate the application, did not include all required forms, involved a local survey that was not conducted on a random and/or representative basis, or was poorly packaged, etc., the application may be removed from further consideration for funding at the State's discretion.
- c) The funds requested must meet the minimum grant amount and must not exceed the ceiling amounts established by the Office of Community Development-Local Government Assistance.
- d) Following the review of all applications, the Office of Community Development-Local Government Assistance will notify the applicant of the actions taken with regard to its application.
- e) The Office of Community Development-Local Government Assistance may make a conditional approval, in which case the grant will be approved, but the obligation and utilization of funds is restricted. The reason for the conditional approval and the actions necessary to remove the condition shall be specified. Failure to satisfy the condition may result in a termination of the grant. Conditional approval may be made:
 - 1) where local environmental reviews have not yet been completed;
 - 2) to ensure the project can be completed within estimated costs;
 - 3) to ensure that actual provision of other resources required to complete the proposed activities will be available within a reasonable period of time.

Criteria for Disapproval of an Application

The Office of Community Development-Local Government Assistance may disapprove an application for any of the following reasons:

- 1) Based on a field review of the applicant's proposal or other information received, it is found that the information was incorrect; the Office of Community Development-Local Government Assistance will exercise administrative discretion in this area.
- 2) The Office of Community Development-Local Government Assistance determines that the applicant's description of needs and objectives is inconsistent with facts and data generally available. The data to be considered must be published and accessible to both the applicant and State such as census data, or recent local, area wide, or state comprehensive planning data.

- 3) Other resources necessary for the completion of the proposed activity are no longer available or will not be available within the period of time specified by the Office of Community Development-Local Government Assistance.
- 4) The activities cannot be completed within the estimated costs or resources available to the applicant.
- 5) The proposed activity is not eligible.
- 6) The application does not score high enough to be above the funding line.
- 7) The applicant is on the State of Louisiana's Legislative Auditor's Non-Compliance List ten business days prior to the date of award.
- 8) The unit of general local government is on the list of sanctioned communities that is maintained by the Office of Community Development-Local Government Assistance.

Program Amendments for the LCDBG Program

The Office of Community Development-Local Government Assistance may consider amendments to funded grants in certain circumstances. Recipients shall request prior approval from the Office of Community Development-Local Government Assistance for all program amendments involving new activities or alteration of existing activities that will change the scope, location, or objectives of the approved activities or beneficiaries.

1. New or altered activities are considered in accordance with the criteria for selection applicable at the time the original application was reviewed and the policy, current at that time, regarding amendments.
2. All amended activities must receive environmental clearance prior to demolition. Any amendments or changes that require an amendment to the originally approved environmental review will not be approved.
3. The Office of Community Development-Local Government Assistance will ascertain as to whether or not the proposed activity is an integral part of the originally approved project and is necessary to complete the project as originally approved.
4. The Office of Community Development-Local Government Assistance will also review the site location of the proposed activity in relation to the approved target area. If there is a budget under-run and an expansion of the target area is requested, approval of the amendment will be based upon the following: Such expansions will have to be contiguous to the original target area. The overall project will still have to meet its intended national objective. After making any adjustments to the original application's score, the revised application must remain above the funding line. The scope and intent of expansion must be in keeping with the scope and intent of the originally funded application. The requested amendment cannot merely involve an enhancement of the originally approved project. As stated above, any amendments or changes that require an amendment to the originally approved environmental review will not be approved.

FY 2025 CLEARANCE PROGRAM 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. Unique Entity Identifier (UEI):	
7. Legislative Districts:	
8. National Objective:	
9. Amount of CDBG Funds Requested:	
10. Chief Elected Official (printed):	
11. Title:	

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 C – PROJECT DESCRIPTION

Process that was used to identify proposed structure(s) and take possession or assert legal authority to demolish structure(s). Also identify and attach local ordinance(s) utilized and any permitting procedures. A list identifying all structures must be included with this application.

SECTION D – PROPOSED CLEARANCE/DEMOLITION INVENTORY

COMPLETE THE FOLLOWING BACKGROUND INFORMATION IN ITS ENTIRETY 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) _____
None known _____	

SECTION E – LOUISIANA CDBG PROGRAM STATEMENT OF ASSURANCES

This document **may not** be modified.

This applicant hereby assures and certifies that:

1. Legal Authority

It possesses:

- a. Legal authority to apply for the grant and to execute the proposed project, and 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 applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and
- b. Has developed its application, including its projected use of funds, so as to give maximum feasible priority to activities that will benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. (The requirement for this certification will not preclude the State from approving an application where the applicant certifies and the State determines, that all or part of the proposed project activities are designed to meet other community development needs that have arisen during the preceding twelve-month period and have particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.)

2. Citizen Participation

It has or will comply with all citizen participation requirements, which include, at a minimum, the following:

- 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 ADA compliant access to local meetings, information, and records relating to 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. This shall include one public hearing prior to the submission of the CDBG application;
- e. Solicit and provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable, and;
- f. Identify how the needs of non-English speaking residents will be met in the case of public hearings where non-English speaking residents can be reasonably expected to participate.

3. National Objective

The applicant's Community Development Block Grant program has been developed so as to give maximum feasible priority to activities that will benefit low- and moderate-income households, will aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency.

It has determined that the proposed activity will meet the identified community development needs of its jurisdiction and will carry out its proposed activity in a manner that will significantly benefit the residents of its jurisdiction. Any CDBG expenditures that serve beneficiaries outside the jurisdiction will not be unreasonably

disproportionate to the benefits to its residents.

4. NEPA Environmental Review

Its chief executive officer, chief elected official, or other officer of applicant approved by the State will consent to assume the status of a responsible entity as defined by 24 CFR 58.2(a)(7) in compliance with the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the Louisiana Community Development Block Grant Program. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 and Section 104(f) of the Housing and Community Development Act of 1974 (42 USC 5304(d)). Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding the purchase of flood insurance, the National Historic Preservation Act of 1966 (54 USC 300101), the Clean Air Act (42 USC 7401), the Farmland Protection Act of 1981 (USC 4201), the Endangered Species Act of 1973 (16 USC 1531), the Wild and Scenic Rivers Act of 1968 (16 USC 1271), HUD Environmental Standards (24 CFR Part 51), and implementing regulations (36 CFR 800.8)

5. Uniform Administrative Requirements

It will comply with the applicable federal grant management regulations, policies, guidelines, and/or other requirements as they relate to the application, acceptance, and use of federal funds: 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

It has the ability to comply with the Financial Management requirements in Subpart D, the Cost Principles requirements in Subpart E and the Audit requirements in Subpart F. In particular it assures it will be responsible for the preparation of appropriate financial statements in accordance with the requirements of 2 CFR 200.508.

6. Nondiscrimination/Equal Access

It will comply with the following regarding nondiscrimination laws and practices:

- a. **Title VI of the Civil Rights Acts of 1964** (Pub. L. 88-252) (42 U.S.C. 2000d) 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.
- c. **Title VIII of the Civil Rights Act of 1968** (Pub. L. 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- d. **Executive Order 11063 (1962)**, as amended by Executive Order 12259, requiring equal opportunity in housing by prohibiting discrimination on the basis of race, color, religion, sex or national origin in the sale or rental of housing built with federal assistance.
- e. **Executive Order 11246 (1965)**, as amended by Executive Orders 11375, prohibiting discrimination on the basis of race, color, religion, sex or national origin in any phase of employment during the performance of federal or federally-assisted contracts in excess of \$2,000.
- f. **Section 109 of the Housing and Community Development Act of 1974**, as amended 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. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
- g. **Section 504 of the Rehabilitation Act of 1973**, as amended. Under Section 504, the requirement to make reasonable accommodations applies to any changes that may be necessary to provide equal

opportunity to participate in any federally assisted program or activity. This includes a change, adaptation or modification to a policy, program, service, facility, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, live in housing, or perform a job. Reasonable accommodations also include any structural changes that may be necessary. Reasonable accommodations may include changes which may be necessary in order for the person with a disability to use and enjoy a dwelling, including public and common use spaces, or participate in the federally assisted program or activity.

- h. **The Americans with Disabilities Act of 1990** prohibits discrimination based on disability in programs and activities provided or made available by public entities.
- i. **The Age Discrimination Act of 1975** prohibits discrimination based on age in programs and activities receiving federal financial assistance.
- j. **The Fair Housing Act** (42 U.S.C. 3601-3619), Executive Order 12892, Section 104(b)(2) of Housing and Community Development Act of 1974, as amended, and implementing regulations at 24 CFR Subtitle B, Subchapter A prohibit discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all programs and activities relating to housing and community development in a manner to affirmatively further fair housing.

7. Anti-Displacement/Relocation

It will:

- a) to the greatest extent practicable under State law, comply with the acquisition and relocation requirements **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, as amended, and will comply with the HUD implementing regulations at 24 CFR Part 42 the DOT implementing regulations at 49 CFR 24; and
- b) Follow a residential anti-displacement and relocation assistance plan and it will comply with **Section 104(d) of the Housing and Community Development Act of 1974**, as amended in connection with any activity assisted with funding under the CDBG program; and
- c) Minimize displacement of persons as a result of activities assisted with such LCDBG funds.

8. Procurement

That it will conduct all procurement activities utilizing Federal funds in a manner consistent with the procurement requirements of 2 CFR 200.318-326. In particular it assures that it will exclude from competition any contractor or vendor who assists the applicant in the development or drafting of specifications or scopes of work for such solicitations or any other actions that would confer an unfair competitive advantage in accordance with the requirements of 2 CFR 200.319(a).

9. Conflict of Interest

It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds ([24 CFR §570.611](#)).

10. Debarred Contractors

It certifies that neither the applicant or its staff are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System located at <https://www.sam.gov/SAM/>. In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of [24 CFR Part 24](#).

11. Architectural Barriers

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 requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and the Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225).

12. Section 3

It will comply with Section 3 of the Housing and Urban Development Act of 1968 (24 CFR part 75), 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. Access to Records

It will provide access to (1) the State, Representatives of HUD, the Inspector General, and the General Accounting Office to all books, accounts, records, reports, files, and other papers, or property pertaining to the administration, receipt and use of CDBG funds and necessary to facilitate such reviews and audits, and (2) It shall provide citizens with reasonable access to records regarding the past use of CDBG funds and ensure that units of general local government provide citizens with reasonable access to records regarding the past use of CDBG funds consistent with State or local requirements concerning the privacy of personal records.

14. Cost Recovery

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.

15. Excessive Force

It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations in accordance with 42 U.S.C. 5304 (l).

16. Anti-Lobbying

It certifies its compliance with restrictions on lobbying required by [24 CFR Part 87](#), together with disclosure forms, if applicable. It will comply with the **Hatch Act** ([5 U.S.C. §1501, et seq.](#)) regarding political activity of employees.

17. Program Income

It acknowledges that proceeds recovered from a charge filed as a lien against a parcel of real estate improved as a direct result of benefit derived from this program shall constitute program income as defined by 24 CFR 570.489(e) and shall be returned to the State if received less than 5 years after expiration of the grant agreement between the State and the unit of general local government.

18. Labor Standards

It will comply with the following regarding labor standards:

- a. **Section 110 of the Housing and Community Development Act of 1974**, as amended.
- b. **Davis-Bacon and Related Acts** as amended (40 USC 276(a)) regarding the payment of prevailing wage rates.
- c. **Contract Work Hours and Safety Standards Act** (40 USC 3702) regarding overtime compensation.
- d. **Copeland Act of 1934** (41 USC 51-58) prohibiting “kickbacks” of wages in federally assisted

construction activities.

19. Domestic Preference Requirements for Federal Financial Assistance to Non-Federal Entities

This agreement is subject to the Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), [Pub. L. 177-58](#). Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States, as further outlined by the Office of Management and Budget’s Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18, 2022.

20. Right to Report

It will comply with the requirements of the [Violence Against Women Act Reauthorization Act of 2022](#) for U.S. Department of Housing and Urban Development (HUD) recipients to support an individual’s right to seek law enforcement or emergency assistance. This includes:

- a. Reporting on the existence of laws or policies they have adopted that impose penalties based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a covered property.
- b. Certify that they are in compliance or describe the steps they will take to comply within 180 days of the report to HUD.

21. Lead Based Paint

It will, as necessary, devise, adopt and carry out procedures with respect to CDBG assistance that fulfill the objectives and requirements of the **Lead-Based Paint Poisoning Prevention Act** (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, subparts A, B, J, K, and R of this title.

Signing these assurances means that the municipality/parish agrees to implement its program in accordance with these provisions. Applicant further acknowledges in addition to the previous cited provisions that if it is awarded funds it will be responsible for compliance and enforcement of applicable Federal laws (42 U.S.C. 5301-5320) and regulations (24 CFR Part 570) including the Subpart K requirements (24 CFR 570.601-614) of the Community Development Block Grant program and such provisions for the proper administration of the program made by this Office of Community Development, Division of Administration as allowed by 24 CFR 570.480(f).

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. Failure to attend this session, as required, will result in a monetary penalty assessed against the municipality/parish.

SIGNATURE OF CHIEF ELECTED OFFICIAL

TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

DATE

SECTION F – APPLICANT DISCLOSURE REPORT

All applicants for LCDBG funding must include a Disclosure Report as part of the application for funding. Instructions for completing the Disclosure Report, as prepared by HUD, are also included below. The Disclosure Report form, along with instructions, can be found on the HUD Clips website located at: <https://www.hud.gov/sites/dfiles/OCHCO/documents/2880.pdf>

Part I, Question 1 should be checked “No”. The applicant must check Question 2 as appropriate, then sign and date the bottom of the form.

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0044
Expiration Date: 2/28/2027

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

- | | |
|--|--|
| <p>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.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>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.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|--|--|

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

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name	Department/State/Local Agency Name
* Government Agency Name:	* Government Agency Name:
Government Agency Address:	Government Agency Address:
* Street 1:	* Street 1:
Street 2:	Street 2:
City: State Abbreviation: * Zip Code:	City: State Abbreviation: * Zip Code:
County:	County:
Country:	Country:
* Type of Assistance:	* Type of Assistance:
* Amount Requested/Provided: \$	* Amount Requested/Provided: \$
* Expected Uses of the Funds:	* Expected Uses of the Funds:

Note: For Part 1, use additional pages if necessary. Add Attachment: _____

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)		
			\$		%
			\$		%
			\$		%

- Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)		
			\$		%
			\$		%
			\$		%

Note: For Part 2, use additional pages if necessary. Add Attachment: _____

Certification:

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802; 24 CFR §28.10(b)(iii)).

* Signature: _____	* Date: (mm/dd/yyyy): _____
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SECTION G – COST ESTIMATE

Provide estimated cost details (demolition, permitting, removal, abatement, etc.) of proposed sites, including the basis for determining the costs.

COST FACTORS	AMOUNT	BASIS OF DETERMINATION
Demolition		
Testing		
Remediation, if applicable		
Administrative Fees		
Legal Fees		
Other (Identify)		

Identify all structures to be demolished. Local/other funds must also be included as well as the use of those funds.

SECTION H – Certifications

- **Prior Approval to Demolish**

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 is attached. The structures are also identified on the cost estimate and map and there is completed Inventory form (Section D) for each.

Signature of Chief Elected Official

Date

- **Administrative Costs**

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.

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

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

Signature of Chief Elected Official

Date

- **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

• **Federal Funding Accountability and Transparency Act Reporting**

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 – 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).

SECTION J – BUDGET/COST SUMMARY FORM

Read instructions prior to completing.

I. Costs by Activity				
A. Activity	B. LCDBG	C. Other	D. Total	E. Source of Other Funds ¹
1.				
2. Administration				
3.				
Total				

II. Line Item Budget – LCDBG Funds Only		For State Use Only
1. Demolition	\$	\$
a. Legal Fees	\$	\$
2. Administration	\$	\$
3. Other	\$	\$
4. TOTAL AMOUNT REQUESTED	\$	\$

III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds and procured prior to implementation)		
Name of Administrative/Legal Firm	Contract Execution Date	Amount of Contract

¹ If other funds are being injected in a clearance project, refer to the Certifications form in Section H and the corresponding instructions.

Budget Cost Summary Instructions

SECTION I: COSTS BY ACTIVITY

Column A: List each activity on a separate line. Administration is shown separately on line 3. Pre-agreement Costs are not allowed.

Columns B, C, D, & E: For each activity, complete the cost columns. Indicate the LCDBG funds requested in Column B. Combine all other funds being used to accomplish the activity in Column C. Add LCDBG (B) and Other (C) and record the result in Column D Total. In Column E, identify the sources of the funds listed in Column C.

Include all costs related to an activity in the cost columns. For example, include the demolition costs, abatement costs, legal fees, etc.

If other funds are being injected in a clearance project, refer to the Certifications form in Section H and the corresponding instructions.

SECTION II: LINE ITEM BUDGET

Include LCDBG costs only in this budget. In this section, the costs shown in the LCDBG column of Costs by Activity in Section I should be broken down by the type of cost.

SECTION III: CONTRACT EXECUTION DATES

If LCDBG funds will be used for administrative and/or legal costs and the applicant has procured either prior to award and implementation of the grant, enter the name of the firm(s) that the applicant has contracted with, the date the contract between the applicant and the firm was executed, and the dollar amount of the contract. An executed contract must be in place prior to services being performed for the project when using LCDBG funds to pay for these services. The program cannot reimburse the applicant for expenditures that are incurred prior to the existence of an executed contract between the applicant and the firm.

SECTION K – 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.**

V. DISPLACEMENT POLICY

In accordance with federal law 42 5304(d) and regulations, the State must require each recipient locality to prepare and implement a residential antidisplacement and relocation assistance plan, which. 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.

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 the demolition of any structure would cause an individual, family, or business to be displaced as a result of any activity, then that structure would be removed from consideration. If removal of a structure causes the application's cost to be reduced below the \$150,000 minimum, that application will not be considered.

LCDBG funds will not be utilized for any relocation or replacement costs under this program. The subgrantee will be responsible for funding the relocation or replacement costs cited on the following page.

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

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, 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.

If displacement does occur, then the following requirements apply:

In the event the activities of this program shall result in displacement of any person(s), the (jurisdiction) shall provide the displaced person(s) as defined by 24 CFR 570.606(b)(2)(i) with relocation assistance at the levels described in, and in accordance with the requirements of 49 CFR part 24. 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.