

# FY 2025 Clearance Program

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LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT

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# Clearance Program Workshop Agenda

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- Citizen Participation and Procurement Requirement Resources
- Clearance Program Overview
- Rating Criteria
- Application Forms



# Citizen Participation Requirements

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- Citizen Participation is a threshold requirement
- CP Plan, public hearing and publication notices are all required and timing matters
- Sample forms are found on our [Forms and Information Page](#)
- A [video](#) explaining the requirements is on our YouTube page.

# Procurement Requirements

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- ❑ Local governments are required to have written procurement procedures that conform to the standards and methods of the Federal grant procurement regulations [2 CFR 200.320]
- ❑ Sample documents can be found on our [Forms and Information](#) page.
- ❑ Procurement Workshop video can be found on our [YouTube channel](#).
- ❑ If CDBG funds are being used for administration, the solicitation must be submitted to OCD-LGA staff prior to application submittal.
  - [Denease McGee](#)
  - [William Hall](#)

# Clearance Program

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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 2025 application is December 16, 2024. A hard copy must be received (not postmarked) in OCD-LGA by December 16, 2024 at 4:30 p.m.

# Clearance Program

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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

All properties must be identified in the application.

# Clearance Program – Eligible applicants

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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

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\$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

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Past Clearance Program and any CDBG grants prior to FY 23 that were awarded by the State have been closed out or conditionally closed out by July 15, 2024.

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.



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# RATING CRITERIA

# Clearance Program – Maximum 116 Points

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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

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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 100<sup>th</sup> decimal place will be used to determine the number of points for this category.

Census data can be found at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

# Prior approval to demolish all structures - Possible Points 10

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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.
- Clearance/Demolition Inventory Forms must be completed for each structure.
- The structures with prior approval must be identified on the cost estimate.

# Administrative Costs – Possible 2 Points

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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

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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

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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

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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

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FY 2025 CLEARANCE PROGRAM APPLICATION  
LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

# Section A – Applicant Information

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

## 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

## **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

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

## 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 – Statement of Assurances

## 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

# Section F – Applicant Disclosure Report

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2880.pdf>

## 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:

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, 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.**

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**SECTION H – Certifications**

# 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.

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date

# Section H - Certifications

- **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

## 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

## 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 <sup>1</sup>
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

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

# Section K – Map

## 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.**

# Displacement Policy

- If awarded, each grantee will need to prepare and implement a Residential Antidisplacement and Relocation Plan.
- LCDBG Funds will not be allowed for any relocation or replacement costs.
- All properties included in this application must be unoccupied.

# Stay connected

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Office phone number 225-342-7412

Follow us on Facebook at <https://www.facebook.com/LaOCD>



Subscribe to our YouTube Channel

<https://www.youtube.com/channel/UCWcJm1k2CZCcsdVywhhmr-A>





# Staff Contacts

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[https://www.doa.la.gov/doa/ocd-lga/staff-  
directory/](https://www.doa.la.gov/doa/ocd-lga/staff-directory/)

# FY 26-27 CDBG Needs Assessment

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