

Louisiana Office of Community Development

Disaster Recovery Unit



Local Government Emergency Infrastructure Program

Application Forms for the Public School FEMA-Ineligible Costs Program

(July 9th, 2007)

Office of Community Development, Disaster Recovery Unit
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OCD/DRU DISASTER RECOVERY APPLICATION

FOR FEMA-INELIGIBLE COSTS FOR SCHOOLS

Indicate with a check mark: Original Application Amended Application

Applicant Name, Address, Phone and Fax Numbers:	Project Name: Project Address:	
Applicant's Contact Person Name, Address, Phone Number and Email Address:	Name, Address, Phone Number and Email Address of Administrative Consultant <i>(if applicable)</i>	
Name, Address, Phone Number and Email Address of Engineering/Architectural Firm <i>(if applicable)</i>	Status of Project <i>(Check One)</i> <input type="checkbox"/> Construction Completed <input type="checkbox"/> Under Construction <input type="checkbox"/> Construction Not Started <input type="checkbox"/> Non-Construction Activities Only	
<i>Date Construction Started</i> _____ <i>Ended</i> _____		
National Objective Addressed <i>(For State Use Only – OCD/DRU Staff Will Complete)</i> <input type="checkbox"/> Low/Moderate Income Benefit <input type="checkbox"/> Urgent Needs <input type="checkbox"/> Slum/Blight		
Project Funds	Amount	Source and Status of Funds
FEMA Public Assistance		
CDBG Funds - NFIP Insurance Deductions		
CDBG Funds - PA Ineligible		
Insurance Proceeds (NFIP & Private)		
Other Federal Funds		
Other Funds		
TOTAL FUNDS		
Provide a brief description of the project , including school name and opening/re-opening date : (i.e.: repair of Smith Elementary School Cafeteria Building to open/re-open on date specific)		
Signature (Certifying Official) and Date Signed	Typed Name/Title (Certifying Official)	

Obligated FEMA-PA Project Worksheet Number(s)

(list all applicable to this project)

(A) Obligated PW # (Indicate K or R before #)*	(B) Total Obligated PW Amount	(C) Administrative Amount Provided	(D) Reductions & Deductions (NFIP, Anticipated Insurance, etc) List Dollar Amount and a detailed description (from PW)	
			Dollar Amount	Description

* Indicate "K" for Hurricane Katrina PWs and "R" for Hurricane Rita PWs.

BUDGET/COST SUMMARY FORM

PROJECT NAME:

(A) Costs by Activity	(B) FEMA PA	(C) CDBG	(D) Insurance Proceeds	(E) Other (Combine All)	(F) TOTAL
1. Acquisition of Real Property					
2. Public Facilities & Improvement					
3. Public Services					
4. Clearance					
5. Rehab Loan & Grant (Hook-ups)					
6. Other (identify)					
7. Administration					
TOTAL FUNDS					
Architectural/Engineering Costs must be included in one of the activity costs above.					
Architectural/Engineering Design					
Architectural/Engineering Inspection					
Architectural/Engineering Other					

Column A: Definitions of these activities may be found in 24 CFR 570.201. Here is the link to these definitions:

http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html.

Columns B-E: For each activity, complete each applicable cost column. Be sure to include all costs related to an activity in the cost columns. For example, if you intend to repair a building you must include the design costs, construction costs, inspection costs, etc. in the “Public Facilities and Improvements” column.

SUPPLEMENTAL INFORMATION

PROJECT NAME _____

1. Identify the name, telephone and district of the State Senator(s) representing the benefited area.

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

2. Identify the name, telephone and district of the State Representative(s) representing the benefited area.

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

3. Identify the U.S. Congressman and congressional district number of the project.

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

4. Target Area Census Tract(s): _____

5. Indicate by means of an “x” as to whether the proposed project will involve a community-wide project or a target area(s) and enter the zip code of the project. If a target area is involved, enter the name(s) and zip code of the target area(s).

_____ Community-wide (zip code _____) _____ Target area(s)

name & zip of target area _____
name & zip of target area _____
name & zip of target area _____
name & zip of target area _____

Community-wide projects should use the zip code of the location of city hall. Target-area projects should use the zip code of the target area where the majority of the construction funds will be spent (for each target area). If the target area(s) does not have a name, please provide a brief geographical description of the area such as “western portion of the city”. The following websites can assist in searching for this information:

<http://www.louisiana.gov/wps/wcm/connect/Louisiana.gov/Louisiana+Government/Legislative/>,
<http://www.census.gov/>, and <http://factfinder.census.gov/home/saff/main.html>.

ACTIVITY BENEFICIARY FORM

Applicant Name: _____ Project Name: _____

Community Wide _____ Target Area _____ Combined _____

<i>List name of each activity excluding Admin & Acquisition:</i>	1)		2)		3)	
	#	%	#	%	#	%
Female Head of Family:						
Total Persons (Beneficiaries):						
Not Low/Moderate Income:						
Moderate Income:						
Low Income:						
Extremely Low Income:						
Race and Ethnicity	Race Total #	Of Total #, Indicate # Hispanic*	Race Total #	Of Total #, Indicate # Hispanic*	Race Total #	Of Total #, Indicate # Hispanic*
American Indian or Alaskan Native:						
Asian:						
Black or African American:						
Native Hawaiian or Other Pacific Islander:						
White:						
Am. Indian or Alaskan Native <i>and</i> White:						
Asian <i>and</i> White:						
Black or African American <i>and</i> White:						
Am. Indian or Alaskan Native <i>and</i> Black:						
Other Multi-racial:						

* Hispanic or Latino

Project Description Form

PROJECT NAME

PROJECT DESCRIPTION

(Provide a description (up to 2900 characters) of the project scope of work, clearly delineating which work items are associated with which funding sources. You may attach the **specific appropriate page(s)** of the current version of the PW)

ARCHITECT'S/ENGINEER'S COST ESTIMATE

(Refer to the instructions for the specific information (up to 2400 characters) that must be included herein. If a contract has been awarded attach a copy of the itemized bid form in lieu of the cost estimate)

Signature of
Licensed Architect/Engineer

Date

STATEMENT OF ASSURANCES

This applicant hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. It has facilitated citizen participation by providing adequate notices that provide the information specified in the Application Package.
4. It has provided its citizens the opportunity to review and submit comments on the proposed application.
5. Its chief executive officer or other officer of applicant approved by the State:
 - a. Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the Louisiana Community Development Block Grant Program; and
 - b. Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the federal courts for the purpose of enforcement of his responsibilities as such an official.
6. The community development program has been developed so as to give maximum feasible priority to activities that will benefit low and moderate income families, aid in the prevention or elimination of slums or blight, or meet other meet other community development needs having a particular urgency.
7. It will comply with the federal grants management regulations, policies, guidelines, requirements of OMB Circulars Numbers A-87, A-102, as amended and made part of the State regulations, A-133, revised, and 24 CFR 85.36, as they relate to the application, acceptance, and use of federal funds under this part.
8. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and regulations issued to implement such requirements.
9. It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards and Executive Order 11288 relating to the prevention, control and abatement water pollution.
10. It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this part to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A-117.1-R 1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
11. It will comply with:
 - a. Title VI of the Civil Rights Acts of 1964 (Pub. L. 88-252) as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the property or structure is used for another purpose involving the provision of similar services or benefits.

- b. Section 104 (b) (2) of Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing. Title VIII further prohibits discrimination against any person in the sale or rental of housing, or the provision of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, national origin, handicap or familial status.
 - c. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under this Part. Section 109 further prohibits discrimination to an otherwise qualified individual with handicap as provided under Section 504 of the Rehabilitation Act of 1973, as amended, and prohibits discrimination based on age as provided under the Age Discrimination Act of 1975.
 - d. Executive Order 11063 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.
 - e. Executive Order 11246, and the regulations issued pursuant thereto which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts. Contractors and subcontractors on federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
12. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.
13. It will:
- a. To the greatest extent practicable under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 24 CFR Part 42; and
 - b. Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 24 CFR Part 42.
14. It will:
- a. Comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and HUD implementing regulations at 24 CFR Part 42 and 24 CFR 570.606;
 - b. Provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant Program. Such payments and assistance shall be provided in a fair and consistent and equitable manner that ensures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex or source of income; and
 - c. Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and

that the range of choices available to such persons will not vary on account of their race, color, religion, national origin, sex, or source of income.

- d. It will follow a residential anti-displacement and relocation assistance plan and it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under Section 570.606(a) and HUD implementing regulations at 24 CFR Part 42; the requirements in Section 570.606(b) governing the residential anti-displacement and relocation assistance plan under Section 104(d) of the Housing and Community Development Act of 1974; the relocation requirements of Section 505.606(c) governing displacement subject to Section 104(k) of the Act; and the relocation requirements of Section 505.606(d) governing optional relocation assistance under Section 105(a)(11) of the Act.
15. It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
16. It will comply with the provisions of the Hatch Act that limits the political activity of employees.
17. It will give the State and HUD, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.
18. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
19. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C.470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1966 (16 U.S.C. 469a-1, et. seq.) by:
 - a. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse affects (see 36 CFR Part 800.8) by the proposed activity; and
 - b. Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
20. It will minimize displacement of persons as a result of activities assisted with such LCDBG funds.
21. It will not attempt to recover any capital costs for public improvements financed in whole or in part with LCDBG funds, through assessments against properties owned and occupied by low and moderate income persons including any fees charged or assessed made as a condition of obtaining access to such public improvements.

Exception to the Requirement - The first sentence of Section 570.200(c)(2) of the regulations prohibits levying special assessments to recover any CDBG funds used to pay for public improvements, and remains applicable. There are, however, two exceptions or circumstances in which an assessment or fee may be made to recover the non-CDBG share of the capital costs:

 - a. Where funds received under the State's CDBG allocation are used to pay the proportion of a fee or assessment against properties owned and occupied by low and moderate income persons. (Such payments are eligible CDBG activities subject to the provisions of S570.200(c)(3) of the regulations); or

- b. Where the grantee certifies that it lacks sufficient CDBG funds to comply with the requirements, for the payment of assessments against properties owned and occupied by persons of low and moderate income who are not very low income (i.e., not below 50 percent of median). In this case, the assessment may be made against such properties without paying for the assessment with CDBG funds.

- 22. It will comply with all requirements of Section 504 of the Rehabilitation Act of 1973, as amended.
- 23. It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations in accordance with Section 519 of Public Law 101-1448 (the 1990 HUD Appropriations Act).
- 24. It certifies that no federally appropriated funds will be paid for any lobbying purposes regardless of the level of government.

Signing these assurances means that the applicant agrees to implement its program in accord with these provisions. Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending applicant funds to correct deficiencies.

SIGNATURE OF CERTIFYING OFFICIAL

DATE

TYPED/NAME AND TITLE OF CERTIFYING OFFICIAL

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 8/31/2009)

Instructions (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

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

2. Social Security Number
(check one and insert number)
Employer ID Number

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:

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 Sec. 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.

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 and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or 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)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

Date:

X

EXHIBIT A

LOCAL GOVERNMENT EMERGENCY INFRASTRUCTURE

ELIGIBILITY CERTIFICATION FOR DISASTER RECOVERY GRANTS

FOR FEMA-INELIGIBLE REPAIRS

I, the undersigned, hereby certify that the following requirements have been met, enabling Disaster Recovery funding of repairs that are not eligible for the FEMA Public Assistance (PA) program.

1. _____ (City or Parish) has adopted the latest available base flood elevations of the FEMA Flood Recovery Guidance or has received and followed an allowable exception with the approval of Louisiana Recovery Authority (LRA).
2. The parish or community where this project is located has adopted, implemented or is in the process of implementing the new statewide building code standards adopted in the 2005 1st Extraordinary Session of the Louisiana Legislature.
3. This project is considering and/or proposes a mitigation plan to minimize damage in the event of future floods or hurricanes. (Attach a copy of the most recent PW page which indicates that 406 mitigation was considered for this project, or provide explanation of why mitigation is not feasible or desirable for this project.)

NOTE: The attached questionnaire must be completed and supporting documentation provided (where applicable) to demonstrate compliance with the following requirements (numbers 4-9).

4. This project is not eligible for FEMA Public Assistance grants or other sources of funding.
5. This project provides a substantial return on investment.
6. This project complies with the LRA-developed criteria for determining cases of critical need.
7. This project was recommended for funding through a broad community planning process.
8. This project follows the best design for delivery of services in light of the population shifts and changed circumstances (if applicable) of the community.
9. This project is the most efficient and cost effective way to rebuild the infrastructure to serve the local and regional needs of the community.

SIGNATURE OF CERTIFYING OFFICIAL

DATE

TYPED/PRINTED NAME and TITLE OF CERTIFYING OFFICIAL

COMPLIANCE DEMONSTRATION QUESTIONNAIRE

4. Attach documentation supporting the fact that this project is not eligible for a FEMA PA grant and that no other funds are available for this project.
5. Attach documentation supporting the fact that this project has a substantial return on investment (ROI).
6. Describe (up to 450 characters) how this project complies with the LRA-developed criteria for determining cases of critical need, and attach documentation supporting this compliance.

7. How was this project selected for funding? (*check one*)
Inclusion in the Long-Term Community Recovery Plan (provide copy or link to plan that includes the project).

Resolution of City or Parish Council or Police Jury (attach a signed copy of the resolution).

Resolution of a Community Recovery Committee (attach a signed copy of the resolution).

Other – Describe community involvement/planning process that resulted in decision to fund, or attach description document.

8. Describe (up to 300 characters) how this project was selected as the best design for delivery of services in light of the population shifts and changed circumstances (if applicable) of the community.

Describe population changes in the community and resulting changes in need for the service provided by this infrastructure

9. Describe (up to 975 characters) how this project was determined to be the most efficient and cost effective way to rebuild the infrastructure to serve the local and regional needs of the community. *(check one and provide documentation supporting this selection)*

Determination by FEMA Project Officer.

Determination by engineering or planning consultant.

Other – Describe process of determination, including alternatives considered, or attach description document.

SIGNATURE OF LOUISIANA RECOVERY AUTHORITY CERTIFYING OFFICIAL

DATE

TYPED/PRINTED NAME and TITLE OF LOUISIANA RECOVERY AUTHORITY CERTIFYING OFFICIAL

