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RESTORE LOUISIANA

First Responders Public Service Program

Application Forms and Instructions

Louisiana Office of Community Development
Disaster Recovery Unit

Table of Contents

This checklist is to be used during the preparation of the application. All forms listed are required for First Responders Public Service Applications. Applicants will number the pages of their application in the according to the box below.

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Eligible and Ineligible Activities for the First Responders Public Service Program

All activities funded by the First Responders Public Service Program must be located in one of the ten most impacted parishes affected by the Great Floods of 2016. Basic eligible activities under the CDBG-DR program are identified in Title 24, Sections 570.201 and 570.482 of the Code of Federal Regulations. In accordance with the Great Floods of 2016 Action Plan and all related Amendments, eligible activities for this program include, but are not limited to the following (to the extent that those activities are recovery related):

- Public Safety and Crime Prevention Job Training
- Education Programs
- Public Services to Affected Population (including senior citizens, homeless persons, etc.)

Grants to eligible program respondents will be limited to funding eligible and documented unmet recovery needs within the following types of expenses:

- Payment of salaries and benefits;
- Purchasing or leasing of movable equipment;
- Costs associated with training staff (eligible training costs are limited to salaries and benefits, compliantly procured third party contracts, materials/supplies and travel (subject to PPM49); and
- Operational costs.

Ineligible activities are identified in Section 570.207 of the Code of Federal Regulations and include but may not be limited to:

- Income payments to an individual or family which are used to provide basic services such as food, shelter, or clothing, except in unique cases that would require program approval
- Construction or construction-related activities, including capital improvements to existing facilities;
- Immovable equipment purchase, lease or maintenance;
- Purchase of land and buildings;
- Political or religious activities;
- Entertainment, including amusement, diversion and social activities, food and beverages associated with training and other work activities;
- Costs associated with preparation of the grant application;
- Travel not associated with the training of staff;
- Donations and contributions, including cash, services or property;
- Fundraising activities;
- Investments in instruments or investments for the sole purpose of a return in investment; and
- Expenses for which private philanthropy, NFIP or private flood insurance, other insurance, or state or federal benefits have been or will be paid or financial assistance that has been approved or provided by federal, state, or other sources considered to be duplicative of CDBG-DR funds.

Application General Information

Standard Application Forms

Only applications submitted on the standard forms included herein will be accepted. Additional application forms are available from the Division of Administration, Office of Community Development, Disaster Recovery Unit, 617 N. Third Street, Baton Rouge, Louisiana 70802 or at Restore.la.gov. Telephone number (225) 219-9600 or 866-272-3587, (800) 846-5277 (TTY Users), (800) 947-5277 (Voice Users).

One original and two copies of the completed application must be submitted to the address below.

Deliver to:

Tomorr H. LeBeouf
Division of Administration
Office of Community Development
Disaster Recovery Unit
617 N. Third Street, 6th floor
Baton Rouge, LA 70802

Mail to:

Tomorr H. LeBeouf
Division of Administration
Office of Community Development
Disaster Recovery Unit
P.O. Box 94095
Baton Rouge, LA. 70804

Email to: DOA-2016FloodPublicService@LA.GOV

Eligible Applicants to the First Responders Public Service Program

Eligible applicants are public first responder agencies and units of local government located in one of the 10 Louisiana parishes declared most impacted by the Great Flood of 2016; Acadia, Ascension, East Baton Rouge, Lafayette, Ouachita, St. Tammany, Tangipahoa, Vermilion and Washington.

Federal and State Statutes and Regulations that Apply to the First Responders Public Service Program

The following regulations apply to the First Responders Public Service Program and should be considered in the preparation of applications.

- Audit Requirements – 2 CFR 200.500 requires single audits of all grantees that have total annual federal expenditures in excess of \$750,000. Financial audits and/or certifications are required in accordance with State law when the grantee has annual federal expenditures totaling less than \$750,000. Single audit costs may be eligible for reimbursement in part as an administrative expense.
- Each project funded must meet the Benefit to Low and Moderate Income Persons or Urgent Need national objective. (OCD-DRU will assist with that determination in working with the Applicant).
- To be eligible for these funds, each project must comply with all CDBG regulations. Areas that require specific attention by the applicant include those regarding HUD environmental clearance regulations, and adherence to state and federal procurement regulations.
- Organizations located within a 100-year floodplain are required to obtain flood insurance for the life of the grant and in perpetuity if funds are used to purchase equipment expenses (contents coverage required).

OCD-DRU DISASTER RECOVERY APPLICATION
FOR CDBG-DR FIRST RESPONDERS PUBLIC SERVICE PROGRAM

General Description Form

Place a check mark in the appropriate box: Original Application Amended Application

Applicant Organization Name, Address, Phone and Fax Numbers:	
Applicant's Contact Person Name, Title, Phone and Fax Numbers and Email Address:	
Total Amount of CDBG Funds Requested:	National Objective to be addressed (check one). _____ Activities Benefiting Low/Moderate Income Persons _____ Urgent Need Note: To be completed by OCD-DRU
Signature and Date of Applicant:	Typed Name/Title of Applicant:

Certification for Grant Applications

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

PROPOSED ACTIVITIES DESCRIPTION

1) What type of essential public service does your agency provide?

2) Which parish(es) does your organization serve?

3) List the census tract numbers for the areas served by your organization.

4) Provide the decline in ad valorem revenue from FY2016 to FY2017 and the projected versus actual percentage of decline in the total budget by completing the chart below. Provide the organization's FY2016 and FY2017 financial statements, tax commissions report and/or approved budget to support projected and actual revenue numbers.

Tax Year	Projected Tax Revenue	Actual Tax Revenue	Projected (vs) Actual	Projected Total Budget	Actual Total Budget	Projected (vs) Actual % Decline of Total Budget
2016			\$ -			
2017			\$ -			

5) Describe the level of impact the organization sustained as a result of the decrease in ad valorem revenue due to the 2016 floods. Include how particular FY2017 proposed budget line-items were affected as a result.

6) Describe in detail other factors that may have contributed to the organization’s overall budget decline, beyond the ad valorem taxes.

6) Describe in detail how the organization would use CDBG-DR funds to expand the impacted services or operational functions. Eligible uses of funds include: salaries, benefits, equipment, training and operational costs. The use of funds for the organization must be related to the losses sustained by ad valorem revenue decline and address an unmet recovery need.

7) Provide the organization’s expenditure plan for using CDBG-DR funds (must expend funds within one year).

8) Did the organization receive any federal, state, local or philanthropic funding to address the decline/loss of ad valorem revenue or as a result of the 2016 floods? If yes, please explain.

9) Describe how these CDBG-DR funds will positively affect the community the organization serves.

10) Service Providers: Identify the personnel who will perform services, such as trainings, if funding for such services is being sought through this program. Indicate if they are staff or whether contracted personnel will need to be procured. Describe their qualifications and experience (if the staff are already identified).

10) Budget Justification: Provide a narrative justifying the amount requested. The budget must depict actual costs for all items that will be requested for reimbursement. If contractors will be used in any capacity, they will need to be competitively procured. No indirect costs are permissible in this program. A DETAILED BUDGET MUST BE ATTACHED TO THE APPLICATION. IN ADDITION, A TOTAL BUDGET FOR THE ORGANIZATION MUST BE ATTACHED. THE TOTAL BUDGET SHOULD INCLUDE THE TOTAL SOURCES AND USES FOR EACH BUDGET LINE-ITEM.

Activity Area Maps

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

1. Census tracts and/or block groups (by number) and/or logical record numbers;
2. Boundaries of areas that the organization serves; and
3. The specific location of the activity (if applicable).

ACTIVITY BENEFICIARY FORM

PART 1 - BENEFICIARY INCOME INFORMATION

A. Income Levels	Total	Percentage
Total Number Persons Less than or equal to 50% Area Median Income		
Total Number of Persons Over 50% not greater than 80% Area Median Income		
Total Number of Persons Over 80% Area Median Income		
Total Population		

B. Source(s) for Determining Beneficiary Data:

PART II – AREA INFORMATION

A. Indicate whether the completed project is target area(s) specific or community-wide

Target Area(s) Community-Wide

List Census Tract(s) and/or Block Group(s):

B. Provide Latitude/Longitude for the project location at or near geographical center:

Latitude: _____ Longitude: _____

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GRANTEE STATEMENT OF ASSURANCES

This Applicant/Grantee/Subrecipient hereby assures and certifies that:

1. It possesses legal authority to apply for a Community Development Block Grant (“CDBG-DR”) and to execute the proposed CDBG-DR 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 CDBG-DR application and directing and authorizing the person identified as the official representative of the Applicant/Grantee/Subrecipient to act in connection with the application, sign all understandings and assurances contained therein, and to provide such additional information as may be required.
3. It has facilitated citizen participation by providing adequate notices containing the information specified in the program instructions and by providing citizens an opportunity to review and submit comments on the proposed application.
4. Its chief executive officer, or other officer or representative of Applicant/Grantee/Subrecipient approved by the State:
 - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (42 U.S.C.A. §4321, et seq.) insofar as the provisions of such Act apply to the proposed CDBG Program; and
 - (b) Is authorized and consents, on behalf of the Applicant/Grantee/Subrecipient and himself, to submit to the jurisdiction of the federal courts for the purpose of enforcement of Applicant/Grantee/Subrecipient’s responsibilities and his or her responsibilities as an official.
5. It will develop the CDBG-DR program and use CDBG-DR funds 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 community development needs having a particular urgency.
6. It will comply with the following applicable federal grant management regulations, policies, guidelines, and/or 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).
7. It will administer and enforce the labor standards requirements set forth in 24 CFR §570.603 and any other regulations issued to implement such requirements.
8. It will comply with the provisions of Executive Order 11988, as amended by Executive Order 12148, relating to evaluation of flood hazards, and Executive Order 12088, as amended by Executive Order 12580, relating to the prevention, control and abatement of water pollution.
9. It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided to Applicant/Grantee/Subrecipient to comply with any accessibility requirements, as required by Title III of the Americans with Disabilities Act of 1990 (42 U.S.C.A. § 12101 et seq.). The Applicant/Grantee/Subrecipient will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
10. It will comply with:
 - (a) Title VI of the Civil Rights Acts of 1964, 42 U.S.C. §2000d et seq., as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provide 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/Grantee/Subrecipient 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/Grantee/Subrecipient, this assurance shall obligate the Applicant/Grantee/Subrecipient, or in the case of any transfer of such property, any transferee, for

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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 (Fair Housing Act, 42 U.S.C.A. §3601, et seq.), as amended, which requires 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 Title I of the Housing and Community Development Act of 1974 (42 U.S.C. §5309), 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 that Part. Section 109 further prohibits discrimination to an otherwise qualified individual with a 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. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.

(d) Executive Order 11063, as amended by Executive Order 12259, and the regulations issued pursuant thereto, which pertains to equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance.

(e) Executive Order 11246, as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide 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. Further, 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.

(f) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 701, et seq.), as amended, which provides that no otherwise qualified individual shall, solely, by reason of his or her handicap be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance.

11. The work to be performed by Grantee is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Grantee agrees to comply with HUD's regulations in 24 CFR part 135, which implement section 3. Grantee also certifies that they are under no contractual or other impediment that would prevent it from complying with the part 135 regulations.

Grantee agrees to send to each labor organization or representative of workers with which the Grantee has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Grantee's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

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Grantee agrees to include this section 3 clause in every subrecipient agreement and contract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of such contract or in this section 3 clause, upon a finding that the subrecipient or contractor is in violation of the regulations in 24 CFR part 135. Grantee will not contract with any subrecipient or contractor where the Grantee has notice or knowledge that the subrecipient or contractor has been found in violation of the regulations in 24 CFR part 135.

The Grantee will certify that any vacant employment positions, including training positions, that are filled (1) after the Grantee is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Grantee's obligations under 24 CFR part 135.

Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5307) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

12. It will minimize displacement of persons as a result of activities assisted with CDBG funds. In addition, it will:
 - (a) Comply with Title II (Uniform Relocation Assistance) and Sections 301-304 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Chapter 61), and HUD implementing instructions at 24 CFR Part 42 and 24 CFR §570.606; 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; and
 - (c) 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 CDBG Program. Such payments and assistance shall be provided in a fair, 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
 - (d) 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; and
 - (e) Assure that if displacement is precipitated by CDBG funded activities that require the acquisition (either in whole or in part) of real property, all appropriate benefits required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601 et seq., Pub. L. 91-646) and amendments thereto shall be provided to the displaced person(s). Persons displaced by rehabilitation of "Non-Uniform Act" acquisition financed (in whole or in part) with CDBG funds shall be provided relocation assistance in accordance with one of the following: (1) the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as required under 24 CFR Section 570.606 (a) and HUD implementing regulations at 24 CFR Part 42; (2) the requirements in 24 CFR

- Section 570.606 (b) governing the Residential Antidisplacement and Relocation Assistance Plan under Section 104 (d) of the Housing and Community Development Act of 1974; (3) the relocation (d) governing optional relocation assistance under Section 105 (a) (11) of the Act.
13. 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, in accordance with CDBG regulations.
 14. It will comply with the provisions of the Hatch Act that limit the political activity of employees and the HUD regulations governing political activity at 24 CFR §570.207.
 15. It will give the State and HUD, and any of their representatives or agents, access to and the right to examine all records, books, papers, or documents related to the grant.
 16. It will ensure that the facilities under Applicant/Grantee/Subrecipient's ownership, lease or supervision utilized in the accomplishment of the CDBG 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 EPA Office of Federal Activities indicating that a facility to be used in the CDBG Program is being considered for listing by the EPA as a violating facility.
 17. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 (42 U.S.C. §4321-4347), and Section 104(f) of the Housing and Community Development Act of 1974 (42 U.S.C. §5304(d)).
 18. It will comply with the National Historic Preservation Act of 1966 (Title 54 of the United States Code.), as amended, Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (Title 54 of the United States Code), as amended, by:
 - (a) Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800) by the proposed activity; and
 - (b) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
 19. It will comply with the provisions in 24 CFR §570.200(c) regarding special assessments to recover capital costs.
 20. 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 and will enforce applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
 21. It certifies that no federally appropriated funds will be used for any lobbying purposes regardless of the level of government.
 22. It will abide by and enforce the conflict of interest requirement set forth in 24 CFR §570.489(h).
 23. It will comply with HUD rules prohibiting the use of CDBG-DR funds for inherently religious activities, as set forth in 24 CFR §570.200(j).
 24. Activities involving new building construction, alterations, or rehabilitation will comply with the Louisiana State Building Code.
 25. In relation to labor standards, it will comply with:
 - (a) Section 110 of the Housing and Community Development Act of 1974, as amended and as set forth in 24 CFR §570.603.
 - (b) Davis-Bacon Act, as amended (40 U.S.C. §3141 et seq.).
 - (c) Contract Work Hours and Safety Standards Act (40 U.S.C. §3701 et seq.).
 - (d) Federal Fair Labor Standards Act (29 U.S.C. §201 et seq.)
 26. It will comply with the flood insurance purchase requirement of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §4001 et seq., which requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of

- any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of HUD as an area having special flood hazards. The phrase “federal financial assistance” includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal funding. It will comply with 42 USC § 4012a, which requires that if the federal financial assistance is provided in the form of a loan or an insurance or guaranty of a loan, the amount of flood insurance required need not exceed the outstanding principal balance of the loan and need not be required beyond the term of the loan. If the federal financial assistance is in the form of a grant, the requirement of maintaining flood insurance on any dwelling on any part of the property in an amount equal to the lesser of 1) the value of the property less land costs or 2) the maximum amount of flood insurance available under the National Flood Insurance Program to the extent coverage can be obtained under the National Flood Insurance Program, shall apply during the life of the property, regardless of transfer of ownership of such property.
27. It will comply with the Farmland Protection Policy Act, 7 U.S.C.A. §4201 et seq., which requires recipients of federal assistance to minimize the extent to which their projects contribute to the unnecessary and irreversible commitment of farmland to nonagricultural uses.
 28. It will comply with Sections 1012 and 1013 of Title X of the Housing and Community Development Act of 1992 (Public Law 102–550, as amended). The regulation appears within Title 24 of the Code of Federal Regulations as part 35 (codified in 24 CFR Part 35). The purpose of this regulation is to protect young children from lead-based paint hazards in housing that is financially assisted by the Federal government or sold by the government. This regulation applies only to structures built prior to 1978.
 29. It will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. §6901, et seq.).
 30. It will comply with the Clean Air Act (42 U.S.C. §7401, et seq.), which prohibits engaging in, supporting in any way, or providing financial assistance for, licensing or permitting, or approving any activity which does not conform to the State implementation plan for national primary and secondary ambient air quality standards.
 31. In relation to water quality, it will comply with:
 - (a) The Safe Drinking Water Act of 1974 (42 U.S.C. §§ 201, 300(f) et seq. and U.S.C. §349), as amended, particularly Section 1424(e) (42 U.S.C. §§ 300h-303(e)), which is intended to protect underground sources of water. No commitment for federal financial assistance can be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal draining water source for an area; and
 - (b) The Federal Water Pollution Control Act of 1972, as amended, including the Clear Water Act of 1977, Public Law 92-212 (33 U.S.C. §1251, et seq.) which provides for the restoration and maintenance of the chemical, physical and biological integrity of the nation’s water.
 32. It will comply with HUD Environmental Standards (24 CFR, Part 51 and 44 F.R. 40860-40866, July 12, 1979).
 33. With regard to wildlife, it will comply with:
 - (a) The Endangered Species Act of 1973, as amended (16 U.S.C. §1531 et seq.). Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the state, to be critical; and
 - (b) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. §661 et seq.) which requires that wildlife conservation receives equal consideration and is coordinated with other features of water resource development programs.

Signing these assurances means that Applicant/Grantee/Sub recipient agrees to implement its program in accordance 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/Grantee/Sub recipient funds to correct deficiencies.

APPLICANT/GRANTEE/SUBRECIPIENT

By: _____

Name: _____

Title: _____

This _____ day of _____, 20____.



Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

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 or 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.

Table with 4 columns: 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:

- 1. 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
2. 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).

Table with 4 columns: 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: X Date: (mm/dd/yyyy)

APPENDIX A

INSTRUCTIONS

General Description Form Instructions (page 5)

Mark the appropriate box at the top of the form to indicate whether this is the original application or an amended application. An amended application must be submitted each time there is a change to the project.

In the **Applicant Organization Name** box indicate the name, address, phone and fax numbers of the entity requesting funds (ex: City of Lake Charles).

In the **Applicant's Contact Person** box indicate the name, address, phone number and e-mail address of the person in the applicant's office to be contacted regarding this application.

In the **National Objective** box indicate which national objective will be addressed by the project. If the census tracts serviced by the organization consists of at least 51% low-to-moderate income persons, then the national objective will be activities benefitting low-to-moderate income person and should be checked. If not, check the urgent need national objective.

Indicate the total dollar amount of the **Total Funds** requested. This amount should be based on the actual amount in ad valorem tax revenue decline from FY2017.

The applicant's **Chief Elected or Chief Operating Official** as applicable must sign and date the form. Type the **Chief Elected or Chief Operating Official** as applicable **Official's** name and title in the appropriate box.

Proposed Activities Description Form (page 6)

Provide detailed and clear responses to the questions listed.

National Objective Beneficiary Form Instructions (page 11)

Objective: The Activity Beneficiary Form reports information for actual beneficiaries for completed Disaster Recovery CDBG activities.

ITEM
NUMBER

Part I - BENEFICIARY INCOME INFORMATION

- A. Enter the number and percentage of individuals benefiting by income level.
- B. Enter the data source(s) (e.g. HUD American Community Survey, household survey) and any additional information describing how the beneficiaries were determined.

Part II - AREA INFORMATION

- A. Enter whether the project is target area or communitywide and the census with block groups of the project area. Please list each census tract(s) and/or block group(s) that define the area; separating each census tract with a “;”. Please continue on another page, if necessary.
- This information should be determined using the American Community Survey (ACS) data located on the HUD Exchange website (<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>). This data is updated annually by HUD and the most current data should be used at the time of application. The transition policy for use of the Low Moderate Income Summary Data (LMISD) is further explained in CPD Notice 15-05 which supplements CPD 14-10 and CPD 14-11 and can be found at: <https://www.hudexchange.info/resource/4480/notice-cpd-15-05-transition-policy-for-low-moderate-income-summary-data/>. Also, remember that the beneficiary data may also be collected using household survey method if any portion of the target area is smaller than a census block. (Contact our office for further assistance using this method.) No beneficiary data may be determined using a percentage of a block group.
- B. Enter the exact location of the geographical center of the project by identifying the latitude and longitude numbers. This information may have been initially reported on the supplemental information page in the approved project application.



Applicant Disclosure/Update Report Instructions (page 18)

Public reporting burden for this collection of information is estimated to average 2.0 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 information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to either questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. **Uses of funds.** Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD *and any other source* - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. 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
2. 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).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.