



**HURRICANE ISAAC
Community Development Block Grant (CDBG) Application**



PARISH SMALL RENTAL REHABILITATION PROGRAM

For OCD DRU Use Only	Disaster (Isaac)	Submission Date

PROJECT TITLE
Small Rental Rehabilitation Program

APPLICANT

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SUBMIT AN ORIGINAL AND TWO COPIES OF THE FORM TO:
 Office of Community Development Disaster Recovery Unit
 Eugenia Williams
 617 N. Third Street, 6th Floor
 Baton Rouge, LA 70802



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SECTION I: JUSTIFICATION FOR SMALL RENTAL REHAB PROGRAM

- **Briefly describe the Parish Small Rental Rehab Program and how it relates to disaster recovery efforts resulting from Hurricane Isaac.**

The St. John the Baptist Parish Small Rental Rehabilitation Program is intended to provide CDBG-DR financial assistance in the form of a forgivable deferred loan to eligible owners to rehabilitate, reconstruct, and elevate their small rental properties (1 to 4 units) in St. John the Baptist Parish that sustained damage as a result of Hurricane Isaac. The program is intended to address unmet needs and assist in the re-establishment of damaged rental housing in the parish, particularly for residents with low to moderate incomes. Eligible owners that are provided assistance under this program will have to maintain affordable rents to LM households for a specified time. Only LMI units will be rehabilitated under this program. Rehabilitation of market rate units will not be eligible.

Rehabilitation will consist of repairs to structures and their components that were damaged as a result of Hurricane Isaac which will bring the units into compliance with applicable codes, ordinances and standards as needed. Reconstruction, which consists of rebuilding a structure on the same site in substantially the same manner, will also be done on a case by case basis. Properties that did not sustain damage during Hurricane Isaac are not eligible for this program.

Elevation will consist of raising units that were flooded from Isaac to 1 foot above the latest FEMA issued base flood elevation. For both rehabilitation and elevating units, financial assistance will also be provided for work to bring the units into compliance with applicable codes, ordinances and standards as needed. Elevation will only be performed in conjunction with rehabilitation/reconstruction and won't be a standalone activity under this program.

The Parish will receive voluntary applications for assistance from St. John the Baptist Parish small rental property owners for this program. The Parish will implement its citizen participation plan (including community outreach meetings) to solicit applications.

The Parish will verify eligibility, inspect properties to estimate needs and costs, perform environmental reviews and will select contractors to perform the work through a bidding process. The Parish will monitor construction progress and conformance through inspections and the Parish will pay contractors on behalf of the applicant. The assistance will be accomplished through a loan agreement between the Parish and applicant and through a construction agreement between the applicant and contractor.

- **Discuss the methodology used to determine the project need and justify why a Small Rental Rehab program addresses parish disaster recovery efforts**

The State of Louisiana Action Plan for the Utilization of CDBG Funds in Response to Hurricane Isaac (State's Action Plan) shows that a significant amount of Isaac damage occurred to rental properties in St. John the



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Baptist Parish. It also shows that a high proportion of affected renters are classified as LMI.

According to the State's Action Plan, the total estimated cost for unmet housing needs related to Isaac in St. John the Baptist Parish is \$123,998,404.

Through citizen input, this small rental rehabilitation program was identified to address unmet Isaac needs in both the Parish's Community Recovery Strategy and in the Parish's Recovery Proposal.

With the above information and after receiving many reports about property owners unable to repair damage to rental units and as verified by visual window surveys, St. John the Baptist has decided to pursue funding to assist eligible properties through this program. St. John the Baptist Parish will assist the community by providing a rehabilitation program for small rental property owners that have not been able to afford repairs to damage caused by Hurricane Isaac. This program addresses the Parish's disaster recovery efforts in the following ways:

- Promotes health and human safety and increases the living standard.
- Provides decent, safe, and sanitary housing in the disaster-impacted areas.
- Ensures that the housing needs of low and moderate-income households are addressed.
- Prevents blight and contributes to overall neighborhood recovery.
- Supports positive outcomes for families who live in the area and makes communities more attractive to prospective residents.
- Enhances property values of those rehabilitated properties and protects the values of adjacent, non-damaged residences.
- Re-establishes affordable rental housing.
- Elevating homes will help to mitigate future flood damages.

St. John Parish's recovery efforts and long-term vitality are dependent on safe and secure neighborhoods that are free of blighted, dilapidated properties. A small rental rehabilitation program provides a direct mechanism to prevent blight and repair homes to enhance livability, property values and thereby the tax base.

SECTION II: DETAILED PROJECT DESCRIPTION

Provide a detailed narrative of the proposed project and identify the results that will be achieved through the completion of the project. Narrative must include the following:

- **Types of assistance to be provided (including maximum amount of grant funds to be provided to each applicant) and number of applicants. Will assistance be provided in the form of a grant or Forgivable Deferred Loan (FDL)? If FDL, what will be the terms of the Note and Mortgage?**

The Parish will provide a 0% forgivable deferred loan up to \$50,000 per eligible applicant (less duplication of benefits) for rehabilitation or reconstruction and up to \$75,000 for structure elevations per applicant. A total of



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30 units are estimated for rehabilitation/reconstruction/elevation under this program. The affordability period for this loan is 5 years and starts at lease up of the first eligible tenant after rehabilitation is completed.

Any funding required in excess of these limits will be the responsibility of the homeowner. There are no requirements for payment/re-payment of the grant as long as the applicant maintains ownership, residency and homeowner insurance for a minimum of three years and as long as flood insurance (if applicable) is maintained on the property for perpetuity.

There are no requirements for payment/re-payment of the loan as long as the eligible applicant maintains ownership, rental affordability, and homeowner insurance for the five year affordability period and as long as flood insurance (if applicable) is maintained on the property for perpetuity. The loan will be forgiven in equal amounts for each year of the affordability period if the requirements are met.

The property owner will be required to execute a mortgage loan agreement with the Parish that outlines the terms and conditions of the loan.

Below are eligible costs and the various key requirements that have to be satisfied in order for an applicant and property to be eligible under this program.

Eligible Costs

Eligible rehabilitation costs under this program are the cost of repairs to structures and their components that were damaged as a result of Hurricane Isaac and costs to bring the damaged housing into compliance with applicable codes, ordinances and standards as needed. Reconstruction which is defined as the rebuilding of a structure on the same site in substantially the same manner will be considered on a case by case basis.

Eligible costs for elevating structures under this program will be the costs to elevate a structure and its components to 1 foot above base flood elevation and to bring the structure into compliance with applicable codes, ordinances and standards as needed. Elevation will only be provided in conjunction with rehabilitation/reconstruction and won't be a standalone activity under this program.

Such eligible work related to elevating structures will include; but will not be limited to the following:

- Disconnection of all utilities;
- Installation and removal of beams for lifting the structure;
- Cribbing for a raised structure, while the foundation is being built;
- Building the foundation so that the lowest floor is one foot above the 100 year Base Flood Elevation (BFE).
- Lowering the structure onto new foundation
- Seismic retrofitting of the elevated foundation including attachment of the building to that foundation;



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- Reconnecting of utilities - extending lines and pipes if necessary; elevating all utilities and service equipment (hot water heater, furnace, outlets for electricity, etc.)
- Providing meter reader access if necessary and
- Improvements must be permanently fixed.

Additions to the habitable space of the structure are eligible for assistance only in the following instances:

- Construction of a utility room above BFE where utilities cannot be stored in the structure or there is no other cost effective way to elevate the utilities. If space must be constructed, it should be no greater than 100 square feet.
- Elevation of an existing deck, porch, or stairs; or construction of a new set of steps per minimum code requirements.
- Where homeowner or members of their family are physically disabled, a physician's written confirmation is required before special access is included in the elevation. Multiple special access points are eligible for funding where necessary to meet code compliance. Where ramps are used to provide access, they shall be designed to meet federal standards for slope and width. Where ramps are not technically feasible, a mechanical chairlift may be installed. Such an installation should be on interior access stairways where possible, and subject to local codes.

Other eligible costs will be provided to replace, restore or repair the structure in the following instances:

- Structures with an attached garage will be elevated to provide at least 8 feet (or as defined by local codes and standards) of clear space. The garage may be moved under the structure to utilize a previous surface; but, must be used only for parking or storage in accordance with local floodplain management ordinances and National Flood Insurance Program (NFIP) criteria.
- Repair to the foundation is eligible where it is necessary for the safe elevation of the structure.
- Replacement of termite damaged or dry rotted wood framing members are eligible costs when associated with the elevation, or required for recommended seismic bolting or bracing.
- Minimum costs of exterior sheathing associated with what was damaged or removed during the elevation process only. Exterior finish must meet NFIP flood resistant materials and must meet local codes.
- Insulation for pipes when required by local codes and standards.
- Seismic upgrades per local and/or state codes as required, including bolting structure to foundation, and cripple walls.
- Rough grade of yard and seeding of grass if damaged by equipment during the elevation process or where the elevation action affects slopes.
- Miscellaneous items such as sidewalks and driveways.



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Properties that did not receive damage due to Isaac are not eligible for assistance under this program.

Ineligible Costs

Ineligible Costs are defined below:

- Work on buildings that are not considered the primary residence (e.g. detached garage, shed and/or barns)
- Landscaping and other yard or “non-structural” property improvements with the exception of basic ground cover.
- Interior repairs of accessory structures, unless authorized for health and safety reasons and/or required by applicable codes, ordinances and standards.
- Additional rooms, except as required to meet applicable codes, ordinances and standards.
- Rehabilitation judged to be damaging to the historical character or value of a structure by the State Historic Preservation Officer.
- Repair or replacement of non-essential or luxury items (e.g. swimming pools and/or Jacuzzis, high end appliances, window air conditioners, washer and dryers, etc).
- Income payments, which are defined as grants to an individual, or family that are used to provide basic levels of food, shelter, (i.e., payment for rent, mortgage and/or utilities or clothing)
- Labor time for sweat equity may not be paid out to recipients of rehabilitation assistance.

Ineligible elevation repairs include, but are not limited to:

- Structures not considered the primary residence (detached garage, shed and/or barns)
- Additions, expansions, or elevations of appurtenances are ineligible except as noted above on page 5.
- Rehabilitation deemed as damaging to the historical character or value of a structure by the State Historic Preservation Officer.
- Repair or replacement of non-essential or luxury items (e.g. swimming pools and/or Jacuzzis, high end appliances, window air conditioners, washer and dryers, etc).
- Secondary residences (e.g. summer homes and guest cottages not used as permanent, year-round dwellings).
- Properties located in the regulatory floodway or on federal leased land.
- Funds may not be used to elevate a masonry chimney. If a fireplace is the sole source of heating, funds will be used to purchase and install the least expensive heating system adequate to meet the minimum local code requirements.



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- HVAC systems cannot be expanded or increased in size and capacity unless the owner pays such costs beyond the HVAC's capacity to service the square footage of the original pre-disaster structure.
- Where existing underground utility lines have deteriorated, or do not meet code requirements, additional costs to repair such facilities shall not be eligible for assistance.
- An elevation that was begun or completed prior to completion of an environmental review and prior to the applicant's receipt of written approval of the project for funding is ineligible for assistance.
- A new structure which replaces a structure damaged by Isaac will not be eligible for funding.
- Costs to elevate higher than the standard of one foot above BFE are not eligible.
- Landscaping costs are ineligible except as noted above.
- Elevations within an acquisition area designated by Louisiana Parishes are not eligible for funding.
- Construction of decks or porches, whether or not they existed prior to the flood or the elevation, except those that must be removed in order to do the elevation properly or as noted above.
- The costs to make improvements in cases where existing floor systems have been inadequately designed or constructed with undersized materials are not eligible for assistance.
- Costs for replacement of utility service components which are undersized, of inadequate capacity, or are unsafe are ineligible unless directly related to the action of elevating (i.e. well pumps).
- New furnaces are ineligible except as noted above.
- Income payments, which are defined as grants to an individual, or family that are used to provide basic levels of food, shelter, (i.e., payment for rent, mortgage and/or utilities or clothing)
- Labor time for sweat equity may not be paid out to recipients of elevation assistance.

Owner Eligibility Requirements

Owners of rental property must meet all of the criteria below to be eligible to apply for assistance through the St. John the Baptist Parish Isaac CDBG Small Rental Rehabilitation Program:

- Must own no more than 20 units. Where there are multiple property owners, the number of units considered as owned is determined by the ownership interest of any individual or single owner in the ownership group.
- Must have been a Louisiana resident or Louisiana-based business or nonprofit organization authorized to operate in the State of Louisiana on August 29, 2012 and had property damages associated with Hurricane Isaac. Property owners do not have to reside in the State at the time of application to be eligible.
- Nonprofit organizations are eligible to apply. To be eligible the current property owner must have an IRS 501(c)(3) designation and be registered to do business in the State of Louisiana at the time of application. Public Housing Authorities or instrumentalities of local government will be considered under this category and do not have a 20 rental units maximum.



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- Must be the owner(s) of record of the property at the time of application

Special circumstances related to ownership identity:

- Power of attorney: Property owner(s) may grant power of attorney to someone who can apply on their behalf.
- Property owner(s) may apply who lived in one unit of a two, three, or four-unit property before Isaac and who do not wish to return to live on their property.
- Co-ownership: All property owner information must be included on the application and all property owners must sign closing documents unless one is granted power of attorney for the others. If the property is co-owned, at least one property owner must have been a Louisiana resident or a Louisiana-based business entity on or before August 29, 2012.
- Succession: If the property owner(s) has died since August 29, 2012 an heir must have been placed into legal possession of the property to be eligible in place of the deceased owner. The judgment of possession to the applicant must be issued prior to closing on the loan.
- Divorce: If the property owner(s) have divorced since August 29, 2012, the terms of the divorce settlement must include a transfer of ownership with at least one of the previous property owners on record to be eligible.
- Incapacity or infirmity: If a property owner is incapacitated due to illness or other infirmity, someone with a right to bind that person legally, such as is provided by a power of attorney, is eligible to apply on behalf of the property owner.
- Ownership Size: Ownership size is determined by the number of rental units a property owner had any ownership in on August 29, 2012. For properties which have multiple property owners, size is determined the smallest ownership size of any individual or single owner in the ownership group.
- Owner Occupants: To be eligible to apply as an owner occupant, the property owner or group of owners must meet the following criteria:
 - At least one property owner(s) must have owned and occupied one unit of a two, three- or four-unit property as their primary residence on or before August 29, 2012. Property owners do not have to reside in the State at the time of application to be eligible.
 - At least one property owner(s) must re-occupy the subject property within 1 year of the date of closing on the award.
 - Owner Occupants must be the owner(s) of record of the property at the time of application. Owner-occupancy will be verified by establishing that the homeowner applied for a homestead exemption.



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- Must comply with L/M household occupancy requirements noted under rental property eligibility below.
- Units that are owner occupied will not be rehabilitated under this program. An owner may apply for rehabilitation of an owner occupied unit under the Parish's Homeowner Rehabilitation Program.

Special Circumstances related to type of ownership:

- Contract for deed: Not eligible, unless the owner converts their contract to full ownership prior to receiving funding assistance
- Rent to own: Not eligible, unless the owner converts their contract to full ownership prior to receiving funding assistance
- Bond for deed: Not eligible, unless the owner converts their contract to full ownership prior to receiving funding assistance
- Lease to own: Not eligible, unless the owner converts their contract to full ownership prior to receiving funding assistance

Rental Property Eligibility Requirements

To be eligible for funding from the St. John the Baptist Small Rental Rehabilitation Program, properties must meet all of the following criteria as well as all other program requirements:

- Properties must be located in St. John the Baptist Parish.
- Properties must be damaged as a result of Hurricane Isaac.
- Properties must have been rental properties at the time of Isaac.
- Properties must have sustained Hurricane Isaac damage of at least \$5,000 as verified by a visual inspection or a 3rd party verification, including FEMA, Insurance, USDA or Parish estimates.
- Properties must be either Single Family, duplex, triplex or quadplex structures on a single parcel of land. Site Built/stick built and modular homes are eligible. Manufactured homes are eligible for limited assistance as described below.
- Owners of manufactured homes on owned land are eligible for limited types of assistance. Manufactured homes may be eligible for minor repairs on a case by case basis and as approved by the Louisiana Housing Corporation, so long as those repairs constitute less than 51% of the pre-storm value of the structure. Such homes are not eligible for rehabilitation assistance; however, they are eligible to be replaced with stick-built construction or a modular home. In instances where an applicant's storm-damaged dwelling was a manufactured, the Parish will determine the feasibility and cost effectiveness of constructing a stick-built dwelling or modular home on the applicant's property. The replacement home should be of a similar size (no more than 10-15% larger than the square footage of the damaged home) and meet all local building



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codes and ordinances (including applicable elevation requirements).

- All assisted single unit structures must be occupied by L/M income household for the required affordability period.
- An assisted two-unit structure (duplex) must have at least one unit occupied by a L/M income household for the required term of the loan.
- An assisted structure containing more than two units must have at least 51% of the units occupied by L/M income households for the required affordability period.
- Rents must be affordable to L/M income households for the required affordability period.
- Mortgage payments must be current.
- All delinquent property taxes must be paid on the property prior to the Parish providing financial assistance.
- Only units that are for LMI Households will be provided assistance under this program. Repairs to market rate units will not be done under this program.
- For affordable units, the Parish will require the property owner to execute a proper lease agreement for at least one year.

In addition to the standard eligibility requirements, units must meet the following requirement:

- Structures must have existed prior to the 2012 disaster declaration date and must have been located at the present location since that date.

Note: Recipients of compensation from Hurricanes Katrina, Rita, Gustav or Ike who did not have flood insurance (if applicable) at the time of sustaining damages from Isaac are not eligible for assistance under this program.

Special circumstances related to rental property eligibility requirements:

- Condos: Condominiums are not eligible for assistance under this program.
- Single Room Occupancy (SRO) units are not eligible. SRO units are residential properties that include multiple single room dwelling units where each unit is for occupancy by a single individual.
- Units must be vacant at the time of application.



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Rent Affordability

The rental property owners will be required to make the rehabilitated units available at affordable rental rates for L/M Income Households. The Parish will require that property owners charge rent at or below the maximum rent levels determined by HUD. If the tenant is required to pay utilities for the unit, the Parish will require the property owner to deduct a utility allowance from the calculated rent described above. Utility allowances will be determined by using Section 8 utility allowances. As part of the program guidelines, a utility allowance chart will be developed.

Procedures will be developed in the program guidelines to ensure that owners comply with annual changes in maximum rent levels and that tenants are properly notified of any changes.

Tenant Selection

Rental property owners who are awarded funds under this program will be required to comply with federal fair housing laws and nondiscriminatory practices. These laws prohibit housing discrimination on the basis of race, color, religion, sex, disability, family status and/or national origin. These laws also protect people from harassment and protect those who help others exercise their freedom to choose the neighborhood where they live. The Parish will require that tenant selection processes be consistent with fair housing requirements.

The Parish will require all participants in this program to register their affordable rental units on LAHousingSearch.org which enables prospective tenants and displaced residents nationwide to view available affordable units.

Property owners will be required to consistently apply their own tenant screening criteria to all potential tenants including low-moderate income units. Tenant occupancy must comply with L/M household occupancy requirements previously noted. Properties will also be required to conform to applicable codes.

There are multiple tenant selection criteria a property owner may use to screen applicants for rental housing. However, property owners will be required to consistently apply screening criteria equally to all applicants looking for low-moderate income units. When making tenant selection decisions, all property owners must not discriminate against applicants for any reason. To avoid potential Fair Housing issues, the Parish will require that property owners establish written tenant selection policies and follow them consistently for all tenants.

Property owners will be required to submit collect and submit tenant information including income information to the Parish prior to executing the lease and allowing tenants to move into the property. This information will be reviewed by the Parish for compliance with L/M household occupancy requirements and other requirements.

The property owner will be required to submit information on the tenants and the rents for all affordable units on an annual basis to ensure continued compliance with the program.

A property owner may appoint an agent or representative to manage their rental property. The agent or representative can execute the lease, lease addendum and lead disclosure statement on behalf of the owner. The property owner must submit in writing a statement indicating that the agent or representative has been



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approved to manage the lease of the units.

Tenant Race and Ethnicity Reporting

In accordance with the U.S. Department of Housing and Urban Development's criteria for race and ethnicity reporting, the Parish will require the owner to offer existing and new tenants an opportunity to complete a Tenant Race and Ethnicity Reporting form during leasing. The applicant will be required to provide the form to all existing and new tenants for the assisted rental units throughout the term of the forgivable deferred loan.

Tenant Race and Ethnicity forms that are returned to the program will be documented in the applicant's file. Any Tenant Race and Ethnicity forms that are not returned to the program, are returned with no selected race and/or ethnicity, and/or, are returned with a checkbox for the "I choose not to provide this information" will be documented as a no response to the Race and Ethnicity categories.

- **Program guidelines, outreach/marketing efforts, and applicant intake process (please attach a copy of the intake form)**

Program Guidelines

St. John the Baptist Small Rental Rehabilitation Program Guidelines will be developed to explain how the program is administered and it will also include eligibility and other program requirements. The guidelines will include, but not be limited, to the key elements shown below. These will be further refined as the program guidelines are developed.

- Program description and objectives
- Types and terms of financial assistance
- Eligible uses of financial assistance
- Applicant eligibility requirements
- Conflict of Interest/Ethics Policy
- Occupancy requirements
- Property eligibility requirements
- Application intake and consultation process
- Eligibility and verification process
- Duplication of benefits process
- Initial inspection
- Lead based paint requirements
- Work write and cost estimates



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- Environmental reviews
- Property standards and rehabilitation specifications
- Bidding
- Grant award and maintenance agreement requirements
- Construction Contracting
- Construction and Construction Management
- Progress payments and construction monitoring and inspection
- Change orders
- Substantial and final completion
- Follow up inspections and warranty
- Tenant Selection and Occupancy Requirements
- Leasing
- URA requirements
- Appeals/Grievance Procedures
- Ongoing compliance and reporting requirements
- Record Keeping

Tools, processes, procedures, and cost reasonableness standards will also be developed for the management team to utilize in administering the program.

Outreach/Marketing Efforts

Notices informing citizens of the program will appear in the official journal of St. John the Baptist Parish and on the Parish's website. Notices will also be posted at the Parish Government Complex and the program will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Announcements will be made at Council meetings and on the local public access cable channel.

Prior to the application intake period, the Parish plans on holding a public information meeting for the program at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons.

Additional details and strategies will be developed in a formal marketing plan for the program. The marketing plan will be developed to include procedures to ensure that the program is marketed and available to the full range of potential applicants, including those least likely to apply.

The marketing plan will include, but not be limited to, the key elements shown below. These will be further



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refined as the plan is developed.

- Use of equal opportunity language in advertisements and literature;
- Grantee waiver of eminent domain in advertisements and literature;
- Literature that is understandable to applicants, including key information available in other languages;
- A schedule and plans to ensure that advertising or other outreach efforts reach potential applicants at places they frequent;
- Lists of the places and/or personal contacts where program information is distributed such as churches, laundry mats, service providers, parks, etc.;
- Accessible facilities such as the ability to accommodate people with disabilities and the completion of an accessibility self-assessment; and
- Affirmative marketing.

Applicant Intake Process

Applicant intake will consist of collecting completed applications and support information to determine program eligibility and will consist of providing technical assistance in completing applications.

The estimated duration for the application intake period is 60 days. Applicants will either be able to download the required forms, guidelines and instructions from the Parish's website or pick up forms at easily accessible intake centers such as the Homer Joseph Community Center in Reserve, Regala Park gymnasium in Reserve, Percy Hebert Building, Garyville Service Center and West Bank Courthouse. Intake centers as well as hours for intake will be identified in the program guidelines.

The Parish will allow applicants to submit their completed applications online, through the mail or hand deliver them in person. All applications will be received through the intake process. Applicants will also be able to schedule appointments for technical assistance related to completing the application.

A call center will be established for scheduling appointments and for providing program assistance. Provisions will also be developed to assist elderly and special needs applicants who are unable to complete the web based application or visit an intake center.

In addition to the intake centers, the program management consultant will have an office established in the Parish to support the process. A system will be developed to ensure that all files and applicant information are secure and confidential.

The application intake form is attached which includes a list of support documentation required.

- **Description of how the parish will prioritize applications for assistance**

Applications will be processed first come first served in each priority. A date and time will be stamped on each application upon receipt.



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** Recipients of compensation from Hurricanes Katrina, Rita, Gustav or Ike who did not have flood insurance (if applicable) at the time of sustaining damages from Isaac are not eligible for assistance under this program.*

Note: Priority assistance will be given to applicants who have emergency conditions in their homes that represent a threat to their health and safety.

- **Insurance verification/Duplication of Benefits process**

Insurance Verification Process

If awarded a loan, the applicant will have to maintain homeowner insurance on the property for the five year affordability period and flood insurance (if applicable) must be maintained on the property for perpetuity. The applicant will be required to list the Parish on the insurance policies as an additional party to obtain notification of insurance coverage or changes to the policies which will allow the Parish to monitor ongoing compliance with insurance requirements.

As it relates to maintaining flood insurance in perpetuity, if the applicant sells the property, the Parish will require the applicant to notify the buyer in writing of the grant agreement requirements to obtain and maintain flood insurance in perpetuity.

Recipients of compensation from Hurricanes Katrina, Rita, Gustav, or Ike who did not have flood insurance (if applicable) at the time of sustaining damages from Isaac will not be eligible for assistance under this program.

Duplication of Benefits Process

The Robert T. Stafford Disaster Assistance and Emergency Relief Act (Stafford Act) prohibits any person, business concern, or other entity from receiving financial assistance from CDBG Disaster Recovery funding with respect to any part of a loss resulting from a major disaster as to which he has already received financial assistance under any other program or from insurance or any other source.

The Stafford Act also requires that the Parish perform a duplication of benefits analysis pertaining to each applicant within the rehabilitation program. Comprehensive procedures for the duplication of benefits analysis will be developed in the program guidelines, however, an overview is presented below:

The Parish will require the applicant to indicate in the application, the types, amounts and purposes of assistance both approved and received to date for Isaac and all other previous storms. The amount of approved assistance will be counted in the duplication of benefits analysis. Sources of assistance will include FEMA, SBA, Insurance, CDBG, Road Home Program, Mitigation Grant Program, and any other sources. The Parish will also require the applications to include the following support documentation as applicable:



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- Insurance Award or Denial Letter
- SBA Award or Denial Letter
- FEMA Award/Denial Letter
- Other Awards/Denials
- Copy of receipts for the home repairs that have been made to the damaged property

The Parish will require each applicant to execute a blanket release of information document that will authorize agencies to provide information regarding prior compensation. These agencies include but are not limited to FEMA, SBA, Road Home Program, Hazard Mitigation Program, OCD/DRU, Homeowner's Insurance Providers, Flood/Hazard Insurance Providers, and the Coordinated Assistance Network (CAN) website. The release document will have to be submitted with the application.

The Parish will perform due diligence related to duplication of benefits by performing the following verifications:

- The Parish's representative will review the C.A.N. (Coordinated Assistance Network) system to determine an applicant's prior assistance and compare to documents provided in the application.
- The Parish will request verification from OCD-DRU regarding the amount of funds (if any) that program applicants have received in federal grant assistance as a result of hurricane Katrina and Rita and Gustav/Ike. When received, the Parish will compare the information against the application. The information provided by OCD-DRU in the DOB reports will be considered accurate for no more than 60 days from the date of receipt.
- The Parish will review Clerk of Court records to determine if an applicant has received Road Home Compensation or Hazard Mitigation Grant Compensation.
- The Parish will request information from FEMA IA awards and the National Flood Insurance Program (NFIP) database and compare the information against the application.
- The Parish will confirm SBA loans received by requesting information from SBA.
- The Parish will also request confirmation of assistance from other sources that the applicant has listed in the application i.e., St. John the Baptist Parish Long Term Recovery Group (LTRG).

Please see section below titled "Formula for calculating an award" for how the Parish plans on incorporating prior assistance into the award.

- **Income verification process**

Prior to signing a lease and initial occupancy after rehabilitation is completed, the Parish will require the property owner to submit income and asset documentation and certification for each unit's household as described in the Parish's Program Policies and Procedures. The Parish will compare the annual income of the unit's household to the maximum income levels allowed for L/M households to determine if the tenant's household is low and moderate income or if it is a non-L/M household.



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The Parish will then use the above information and conclude if the owner will be in compliance with L/M Household occupancy requirements. The proposed rent and lease will be subject to Parish review and approval.

The threshold for a low-moderate income household will be determined as shown below:

A low-moderate income household is considered to have a gross maximum income level for all household members that does not exceed 80% of the Area Median Income.

The maximum income for a household to be considered low-moderate will be established by the Parish by using the current fiscal year’s Section 8 Median income limits for St. John the Baptist Parish as shown at <http://www.huduser.org/portal/datasets/il/il2014/2014summary.odn> on HUD’s website. The maximum gross income will be set according to the values shown in the Income Limit Category titled, “Low (80%) Income Limits” and will be based on size of household. The values for the current fiscal year FY14 are shown below:

# of Persons in Household	Max Gross Income to be considered a L/M Household (\$) for FY14
1	32,950
2	37,650
3	42,350
4	47,050
5	50,850
6	54,600
7	58,350
8	62,150

- **Method of establishing ownership and occupancy at the time of the storm**

Ownership

The Parish will require the applicant to submit proof to show that he owned the property at the time of the Isaac and that he currently owns the property. The Parish will accept any of the following documents as proof. The applicant will be required to attach these to the application.

- A copy of a valid deed of trust or warranty deed that is recorded in the Parish records which cites the applicant’s name.
- Fee simple title to the property
- Ninety-nine (99) year leasehold interest on the property (or a fifty (50) year leasehold on a trust, or fifty (50) year leasehold on restricted Indian lands);
- Life Estate
- Probated Will/Court Order/Judgment; or



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- Lease to Own (only if converted to full ownership prior to date of application)

In the absence of proof of property ownership described above, to be eligible for assistance, the applicant's household must provide the Parish with the following:

- Proof of paid property taxes (dated as of the billing cycle that included August 2012)
- Proof of paid homeowner's insurance (for the year that included August 2012)
- Contracts for deed

Special Circumstances Related to Documenting Ownership Identity

- Multiple individuals on the deed: All must sign application. All must be present when agreements for the program are executed and all must sign the agreements; unless one is granted power of attorney for the others on the deed.
- Incapacity or infirmity of applicant: If an applicant is incapacitated due to illness or other infirmity, someone with a legal right to bind that person, such as is provided by a power of attorney should be eligible to apply for assistance on behalf of the applicant.
- Death of homeowner(s): If the homeowner has died since the time of the storms, an heir should have been placed in legal possession of the property to be eligible for assistance in place of the deceased owner.

In order to prove identity of an applicant, the Parish will require the following to be attached to the application:

- Copy of social security card for all owners.
- Copy current identification (i.e., driver's license or State of Louisiana ID card) for all owners.
- Articles of Organization for businesses and non-profits.

For property tax and mortgage verification, the Parish will require the applicant to include the following with the application:

- Documentation to show that property tax payments are current.
- Documentation to show that mortgage principal and interest payments are current and that the mortgage is not in a delinquent or failed status.

The Parish will also review the tax records to confirm ownership and any liens on the property. The Parish will also have a title report performed as part of the loan process should financial assistance be awarded.

Occupancy

If the applicant applies as an owner occupant, the Parish will require the applicant to attach a Homestead



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Exemption (from time of Isaac and the current exemption) to the application. In the absence of the Parish being able to confirm a homestead exemption, the Parish will use the following hierarchy to establish occupancy (all documentation should be from the time of the Isaac and current):

- Tax records demonstrating homestead exemption for the property.
- Copy of electric, gas, water, trash, sewage, cable or landline phone bill. The bill must confirm that service was provided in the month preceding Isaac and in the month prior to applying for the program and must match the name and address on the in-take application.
- Letter from electric, gas, water, trash, sewage, cable or landline phone company. The letter must confirm that service was provided in month preceding Isaac and in the month prior to applying for this program and must match the name and address on the in-take application.
- Voter registration records along with a driver's license matching the name and address on the in-take application
- Copy of credit card bill sent to damaged residence in month preceding storm and in the month prior to applying for the program and matching the name and address on the in-take application
- Copy of bank statement sent to damaged residence in month preceding storm and in the month prior to applying for the program and matching the name and address on the in-take application
- Copy of applicant's insurance policy covering the home or the contents of the home. The policy must confirm insurance coverage at the time of the storm and at the time of applying for the program and must match name and address on the in-take application.
- Copy of city directory at the time of the storm and at the time of applying for this program that lists the applicant residing at the damaged residence address.
- **For previous Road Home recipients who completed repair – How will insurance requirements of covenants be verified?**

The Parish will require applicants who received Road Home assistance to submit with their application, proof that they had flood insurance at the time of Isaac with (if they lived in a flood zone). During application intake, the Parish will check with OCD/DRU to see if the applicant is currently in a Grant Recapture or Grant Recovery status under the Road Home Program. If it confirmed that the applicant meets the covenant requirements and their 3 years has expired, the Parish will confirm that the proof of flood insurance is satisfactory.

- **Formula for calculating an award.**

Once initial eligibility of an applicant has been determined through review of the application and verifications/due diligence, the Parish will determine the applicant's total post-disaster need by performing an inspection and then developing a work write up and cost estimate to address storm related damages and code



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violations. Any duplication of benefits for the same purpose will be subtracted from the cost estimate to arrive at the calculation of award. Maximum assistance levels will be applied to the award. Actual bids will be used to calculate the final award.

- **How will the Parish distinguish between Rehabilitation and Reconstruction**

If the estimated total cost of rehabilitation and elevation equals or exceeds the market value of the structure before damage occurred or it is less than the market value and the inspector determines that it is not possible to rehabilitate according to the Parish's Property Standards, then the work will be recommended for reconstruction. In order to estimate market value, 25% will be added to the pre-Isaac tax assessment of the residence (tax assessment less land value).

Rehabilitation:

For properties that appear to be habitable after work is completed and the estimated total cost of rehabilitation/elevation is less than the estimated market value of the structure before damage occurred, then it will be considered rehabilitation.

- **How will the Parish determine the cost of the Rehabilitation or Reconstruction for the subject property**

Cost of Rehabilitation/ Reconstruction

The property will be inspected by qualified inspectors to determine needs and a work write up that has a detailed description of work to be performed to address the needs identified will be prepared. The work write up will include the type of repairs, their location and scope, the quality of materials to be used, and any special requirements. The work will be based on standard rehabilitation/reconstruction/elevation specifications that will be developed by the program management consultant. A detailed cost estimate will then be developed based on the work write up requirements. Cost standards to utilize in preparing cost estimates will be developed. The cost estimate will be used to compare against bids received.

- **Describe how the Parish will monitor the construction process and include a time line for the work to be completed and adhere to all building codes**

The write up and bid package as well as construction agreement between the applicant and contractor will include rehabilitation/elevation specifications, standards, applicable code requirements and costs that the contractor must follow & standards that must be followed. The following are the main codes and standards that must be adhered to:

- St. John the Baptist Parish Code which is Louisiana State Uniform Construction Code.
- If a unit has a total rehabilitation cost that is less than \$25,000; then the unit is required to meet the International Property Maintenance Code (IPMC). Where the total rehabilitation cost is over \$25,000, the unit must meet the current edition of the International Building Code (IBC). Additionally, the entire



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structure must comply with any existing local health and safety codes.

- Guidelines in the HUD CPD Green Building Retrofit Checklist will be applied to the rehabilitation of non-substantially damaged properties
- HUD Minimum Property Standards
- Lead Safe Housing Rule (LSHR)
- HUD Green Building Standard for Substantially Damaged Properties and New Construction of Residential Housing.

A set of rehabilitation/elevation specifications and standards will be developed specifically for the program and will contain all code requirements. The specifications will include appropriate construction standards to mitigate risk.

The Parish will require that all work be satisfactorily completed within a reasonable amount of time agreed based on the level of work to be performed. The time period will typically be calculated as shown below however, a different time frame may be established if warranted for a specific project.

- Minor Repair: 30 days
- Major Rehab (w/o elevation): 90 days
- Major Rehab (w/ elevation): 120 days
- New Construction: 150 days

Qualified inspectors will perform progress inspections to ensure that all work is completed in accordance with write up, specifications and contract and to ensure that the contractor's request for payments are consistent with the actual progress of work performed. When payment is requested from the contractor, the applicant's approval of the work will be required, however, the Parish will be able to override an applicant's decision and accept the work in accordance with grievance procedures if an applicant makes unreasonable requests/demands and the contractor has satisfied all of the requirements of the Parish.

The contractor will be responsible for submitting written change order proposals for review and approval prior to beginning any additional work. Any work done without written authorization will be the financial responsibility of the Contractor. Contractors will provide adequate documentation with change orders to justify the changes along with details and costs for each changed item. Details of the change order process and approvals will be developed in the program guidelines.

A final inspection of the work will be performed by qualified inspector and the Parish's certified building inspector prior to final contractor payment. If the rehabilitation/elevation job had any lead hazard reduction work performed, a clearance of the unit must be passed before re-occupancy. Clearance will be performed by a certified risk assessor, certified lead-based paint inspector, or certified lead sampling technician.

A follow-up inspection will be performed by a qualified inspector 60 days after project completion to see if there are any issues with the work that was performed.



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- **How will the parish determine that the damage is a direct result of Isaac (apart from Katrina/Rita, Gustav/Ike or deferred maintenance)?**

The Parish will require applicants to prove that the housing units were damaged between August 28 - 31, 2012, as a direct result of Hurricane Isaac. Proof may be provided by a showing any of the following:

- Documented home repair/replacement assistance from FEMA;
- SBA loan documentation to repair Isaac related damage; or
- Insurance settlement documentation for Isaac related damage.

Qualified inspectors will be provided to distinguish between storm damage and deferred maintenance.

SECTION III: PROCUREMENT PROCEDURES

Parishes must adhere to all procurement procedures; please provide a narrative regarding

- **The Parish's procedures and any challenges they anticipate might occur during the procurement of contractors in the area**

The Parish previously procured a program management consultant to manage the program. The use of a non-profit will be evaluated.

The Parish will establish a pre-qualified list of contractors for construction of the rehabilitation/elevation work by publically advertising a request for qualifications. To help ensure that there is an adequate number of qualified contractors applying for the list, the Parish will publish the solicitation in both the local and regional newspapers and will also send the solicitation to various contractor associations, business associations, and community groups.

- **What type contractors will be procured (HQS Inspector, Title closing company, environmental company, ECT)?**

It is anticipated that general contractors will be procured as well as intake/eligibility services, title/legal services and inspection services.

- **Briefly describe the contracting process to include the recruitment of reputable contractors, bidding procedures, insurance and inspection requirements.**

Recruitment of Reputable Contractors: The Parish will make every effort to recruit reputable contractors. In the Request for Qualifications, the Parish will require all contractors that apply to be properly licensed in the Parish and the State of Louisiana to perform activities consistent with work to be performed. The contractors that apply will be evaluated based on the criteria including but not limited to those shown below. A list of



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criteria will be further developed and finalized when the RFQ is developed.

- Demonstrated qualifications and capacity of the Contractor. This will include years in business and experience of the contractor and staff to be assigned.
- Past performance and related experience. The Contractor must demonstrate their ability to perform the requested services relative to the scope of services specified. Submittal shall indicate quality of previous work, timeliness, diligence, and ability to meet schedules and needs of clients.
- Consideration must be given to contractors that can show experience with the User Agencies (Parish, State, and Federal) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.
- Demonstrated understanding of the services and requirements outlined in the scope of work.

In addition, for each contractor that applies, the Parish will check to ensure that the contractor is not on the federal debarred list. Those contractors that are debarred will not be included in the pre-qualified list.

The Parish will regularly review the list of pre-qualified contractors to verify their continuation of eligibility (not suspended or debarred), licensure, quality performance, and insurance coverage

Bidding Procedures – Once the pre-qualified list of contractors is established, bids will be requested from the contractors on the list for each project. Each bid will be reviewed and compared against cost estimates prepared by the Parish’s program management consultant. The lowest responsive bidder will be selected (only if the cost is deemed reasonable) and a purchase order issued.

Insurance Requirements – The General Contractors that apply for the pre-qualified list will be required to provide proof of workers compensation, commercial general liability, professional liability and automobile liability in the limits determined by the Parish as well as provide proof of a performance bond.

Inspection – Qualified inspectors will monitor the contractor’s work on site for conformance with the bid requirements. See construction monitoring section of this application for additional information.

- **Will the recruitment process include outreach efforts to Woman Owned Businesses (WBE) and/or Minority Owned Businesses (MBE)?**

The Parish will promote WBE and MBE’s by providing various contractor associations and community groups with the solicitation for the pre-qualified list.

SECTION IV: ENVIRONMENTAL REVIEW/LEAD BASED PAINT/ASBESTOS CLEARANCE

Please provide detailed narratives for the following questions related to environmental review and lead based paint.



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- **Each responsible entity must prepare and maintain a written record of the environmental review undertaken for each project in accordance with 24 CFR Part 58. Briefly describe the parish capacity to complete an environmental review for the proposed project and address any potential impacts to historic properties.**

The Parish, with the assistance from their program management consultant, Royal Engineers will perform all environmental reviews for this project. Key staff includes Mr. Benny Rodriguez who has 15 years of experience in performing Environmental Reviews for CDBG funded projects including housing programs. Other key staff includes Ms. Lisa Champagne who has completed Environmental Review Records per NEPA, NPHA and HUD requirements for 25 CDBG projects with a total project value of

\$50 million, including housing programs. Other staff will be identified in the program policies and procedures.

All activities funded will be done in accordance with 24 CFR Part 58 and National Environmental Policy Act (NEPA). It is anticipated that most of the activities under the rehab program will be categorically excluded and that the program will not involve historic properties. If historic properties are encountered, the Parish will adhere to applicable requirements.

Procedures and forms outlined in the OCD/DRU Disaster Recovery CDBG Administration Manual will be used to perform the Environmental reviews. A site specific checklist will be completed for each housing unit. All properties must pass an Environmental Review prior to commitment of funds.

- **All units in a project assisted with CDBG funds must comply with 24 CFR Part 35 which implements Title X of the Housing and Community Development Act of 1992, also referred to as the Lead Safe Housing Rule (LSHR). The applicability of the requirements depends upon the level and type of assistance provided. How will the parish ensure that LSHR requirements are met?**

A lead-based paint pamphlet will be included in the application package that is made available to the public. During the application intake process for the program, the date that each housing unit was built will be verified. Those units that were built after January 1, 1978 will be documented as exempt from lead based paint requirements. Those units built prior to January 1, 1978 will first be evaluated to determine if an exemption can be applied. If an exemption is not applicable, the following steps will take place:

The Parish's program management consultant will prepare an initial work write up and estimate that outlines rehabilitation/elevation to repair Isaac damages and for code compliance (not including lead hazard reduction work). Level of assistance will be determined by taking the lower of the following:

1. The per unit rehabilitation hard costs (regardless of source of funds), or
2. The per unit amount of Federal assistance (regardless of the use of the funds).



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If the level of assistance is under \$5,000, the Parish will comply with LSHR requirements by the following:

- A paint test of disturbed surfaces will be performed..
- Notice of lead hazard evaluation will be provided to the property owner. The owner will be required to distribute this to any occupants.
- Lead hazard reduction work, if needed, will be incorporated into the work write up and estimate.
- Surfaces to be disturbed will be repaired by a contractor using safe work practices and trained workers. The contractor's work will be inspected for conformance with work write up, specifications and lead reduction requirements.
- Clearance and notice of lead hazard reduction activities will be provided after lead reduction work is complete. The documentation will be furnished to the property owner and the owner will be required to distribute the documentation to any occupants.

If the level of assistance is between \$5,000–\$25,000, the Parish will comply with LSHR requirements by the following: :

- A risk assessment or an inspection that presumes there was lead-based paint in the home will be performed.
- A notice of lead hazard evaluation or presumption will be provided to the property owner. The owner will be required to distribute this to any occupants.
- Lead hazard reduction work, if needed, will be incorporated into the work write up and estimate.
- Interim controls or standard treatments will be provided by an abatement contractor using qualified workers who follow safe work practices. The contractor's work will be inspected for conformance with work write up, specifications and lead reduction requirements.
- Clearance and notice of lead hazard reduction activities will be provided after lead reduction work is complete. The documentation will be furnished to the property owner and the owner will be required to distribute the documentation to any occupants.

If the level of assistance is over \$25,000, the following is how the Parish will comply with LSHR requirements:

- A risk assessment or an inspection that presumes there was lead-based paint in the home will be performed.
- A notice of lead hazard evaluation or presumption will be provided to the property owner. The owner will be required to distribute this to any occupants.
- Lead hazard reduction work, if needed, will be incorporated into the work write up and estimate.
- Abatement will be provided by an abatement contractor using safe work practices and certified



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abatement supervisor and certified workers. The contractor's work will be inspected for conformance with work write up, specifications and lead reduction requirements.

- Clearance and notice of lead hazard reduction activities will be provided to the property owner after lead reduction work is complete. The documentation will be furnished to the property owner and the owner will be required to distribute the documentation to any occupants.

The Parish will also include lead based paint maintenance requirements in the loan agreement and will inspect the properties to ensure that these maintenance requirements are being met. The maintenance requirements will adhere to Section 14 of the OCD/DRU Disaster Recovery CDBG Grantee Administrative Manual.

If these above conditions are not met, then the temporary relocation of the household is required.

The Parish will require each property owner to disclose known lead based paint and/or lead based paint hazards and provide the EPA/HUD/ Consumer Product Safety Commission (CPSC) Lead Hazard Information Pamphlet (Protect Your Family from Lead in your Home) as well as other required documentation to tenants when leases are executed, renewed, modified or re-negotiated.

The Parish's program management consultant, Royal Engineers, will utilize Mr. Benny Rodriguez to provide compliance oversight as it relates to lead based paint requirements. Mr. Rodriguez has 15 of experience with CDBG lead based paint requirements. Royal Engineers will also furnish other personnel with necessary qualifications for inspection and testing of lead based paint.

- **If any environmental issues arise from the required inspections how will the parish provide: abatement documentation, abatement plans, and progress reports/inspections to correct the issue(s)**

Abatement plans will be furnished by the licensed abatement contractor. The abatement work will be monitored by qualified inspectors who will provide necessary certified staff to provide a clearance test and report before a unit can be re-occupied.

SECTION V: URA REQUIREMENTS

It is important that Grantees understand the URA requirements (see URA information provided) when the property to be rehabilitated is currently occupied by tenant. Please provide detailed narratives for the following questions:

- **Identifying if a property falls under the URA requirements,**

URA will not apply because all units are required to be vacant at the time of application and through construction.



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- **If subject property does falls under URA; what process will the Parish use to notify the residence**

URA will not apply because all units are required to be vacant at the time of application and through construction.

- **How the Parish will document the relocation of the tenants**

URA will not apply because all units are required to be vacant at the time of application and through construction.

- **How the Parish will account for cost and benefits paid as a result of the relocation**

URA will not apply because all units are required to be vacant at the time of application and through construction.

- **URA waiver to be signed**

URA will not apply because all units are required to be vacant at the time of application and through construction.



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SECTION VI: FAIR HOUSING

In accordance with the fair housing laws, housing programs funded or assisted with federal funds such as under the Community Development Block Grant (CDBG) program must be administered in a manner that will affirmatively further fair housing. During the course of this project how will the parish promote fair housing choices and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. Department of HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide?

The Parish will foster fair housing and fair housing compliance primarily through increased public awareness activities. This will include public meetings and forums, public hearing information, the provision for fair housing information and information regarding all other Parish housing programs or assistance placed in newspapers, government buildings and libraries throughout the Parish. The Parish will also include fair housing provisions in the program guidelines and other documentation that will be accessible to the applicants.



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SECTION VII: CAPACITY

Describe the housing experience of the staff or firm assigned to this project. Include the name of key personnel assigned to the project, their title, years of housing experience, and type of housing experience. Include any contracted persons and describe the functional relationships between all persons who will be involved in the conduct or development of the program.

Below are some of the key staff that will be working in the program. Additional resources will be developed in the program policies and procedures.

Myra Alexis Valentine: Ms. Valentine has extensive experience in CDBG administration and is currently in charge of St. John the Baptist Parish's Gustav/Ike CDBG Minor Repair Housing Mitigation Program.

Paul Barcelona, P.E. Mr. Barcelona is a Professional Civil Engineer with nearly 20 years of experience. He has extensive experience in managing multi-million dollar projects and programs for public infrastructure and CDBG disaster recovery programs. Mr. Barcelona has provided management services for projects and programs with a total value exceeding \$1 billion.

Mr. Barcelona managed the City of Lake Charles Gustav/Ike CDBG Housing Damage Recovery Program and he managed and performed CDBG compliance reviews of project cost estimates, design plans and specifications, addenda, and change orders for the Gustav/Ike CDBG Recovery Program. Mr. Barcelona also managed the CDBG disaster recovery process including grant applications, pay requests, environmental review process, procurement, project/program development, bidding, construction, Davis Bacon compliance, program implementation, record keeping and closeout for part of Hurricane Katrina/Rita CDBG Recovery Program.

Benny Rodriguez: Mr. Rodriguez has worked in the field of Community Development and Affordable Housing for the past 20 years either in the public, non-profit or private sector. Most recently he was a Senior Community Planning and Development (CPD) Representative for the U.S Department of Housing and Urban Development (HUD) working out of the Houston, Texas Field office. Mr. Rodriguez coordinated HOME funds for the local HUD office. Before joining HUD he was Deputy Director for one of HUD's Affordable Housing Partners where he was responsible for development and implementation of all Community Development and Affordable Housing Programs and initiatives- ensuring each project was in compliance with federal, state and local regulations and/or ordinances and that each project was on schedule. While at previous employer more than \$130 Million in multifamily bonds were issued in the development of over 3000 rental units for very low income families. Also under his direction, the Homebuyer Counseling Program he administered was expanded to be the largest provider of pre-purchase homebuyer counseling in the Houston –Galveston Area. In the area of single family, more than \$110 Million in Mortgage Revenue Bonds were issued offering below market interest rates and down payment assistance to low and moderate income families and he managed a staff of twelve professionals responsible for assisting over 100 households per year to purchase their own home. When he left this employer, they had administered 75% of all first time homebuyer programs within the Houston – Galveston area. He was



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also the staff person assigned to a local Community Development Corporation where he lead the development team in the construction of over 800 rental units for low income families. Mr. Benny Rodriguez also has 15 years of experience in performing Environmental Reviews for CDBG funded projects, including housing programs and has 15 of experience with CDBG lead based paint requirements.

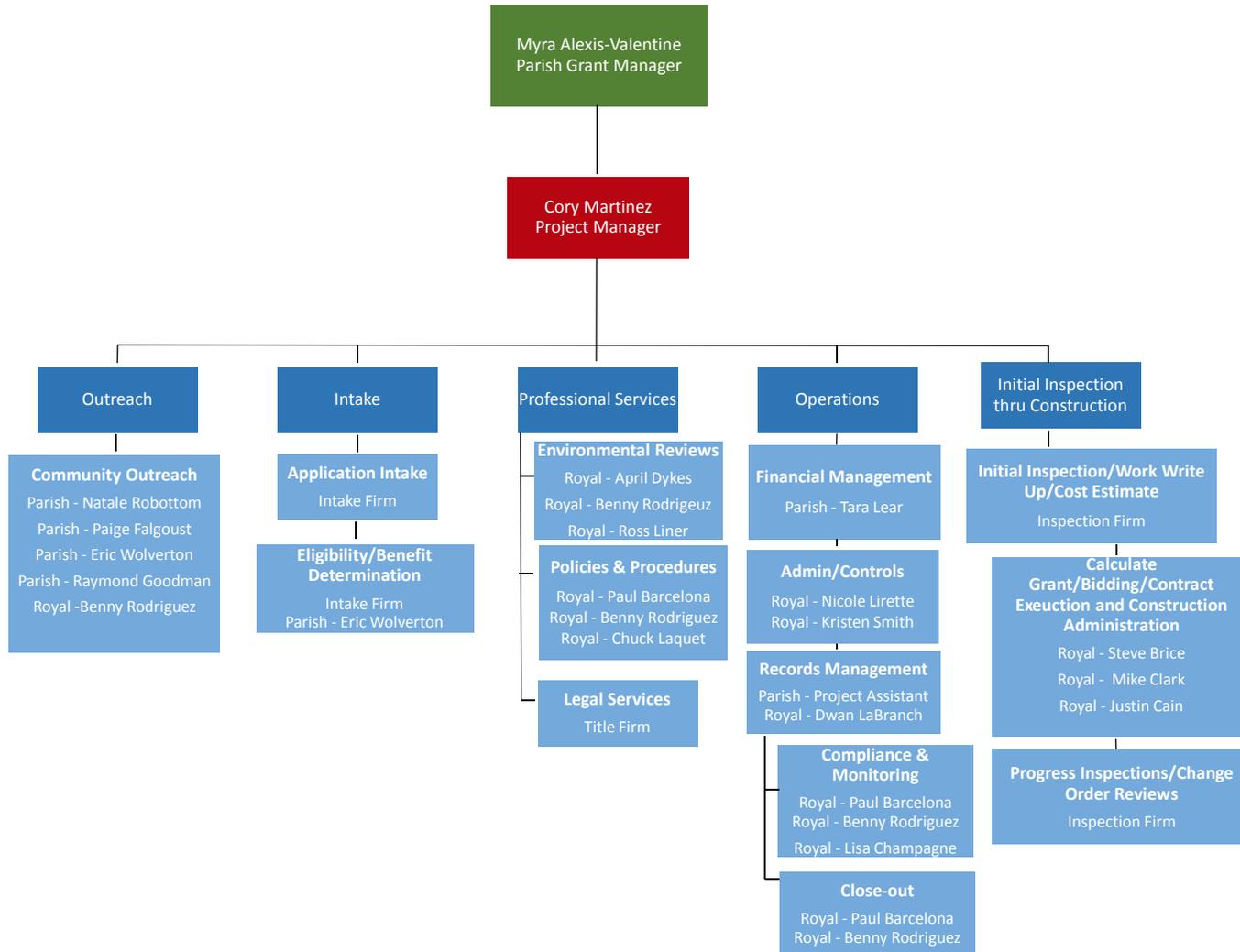
Lisa Champagne: Ms. Champagne has over 20 years of experience with HUD and CDBG regulations including housing programs. Ms. Champagne provided direct oversight of the Cameron Parish Community Development Block Grant Disaster Housing Assistance Program. She ensured program compliance with HUD regulations and the required HUD reports. As the Administrator of five (5) staff,

Ms. Champagne was responsible for developing and implementing policies and procedures for direct housing assistance as well as affordable rental housing assistance programs. She worked directly with the State of Louisiana Office of Community Development/Disaster Recovery Unit in completing Environmental Review Records (ERR), budget reconciliation, request for payments, and providing demographic household characteristics information. Ms. Champagne also has experience in HOME Investment Partnerships. Ms. Lisa Champagne has completed Environmental Review Records per NEPA, NPHA and HUD requirements for 25 CDBG projects with a total project value of \$50 million, including housing programs.

Ms. Champagne has served as the Program Administrator for the City of Lake Charles – CDBG Disaster Recovery Program which received a \$2.9 million allocation to provide direct disaster housing assistance services to 200-300 residents that suffered damages as a result of Hurricane Ike.

Cory Martinez: Mr. Martinez is an experienced program manager and contract administrator. He has extensive experience managing large scale infrastructure projects along the Gulf Coast since Hurricane Katrina. His expertise at keeping records and following policies and procedures has proven to be invaluable in dealing with federal funding sources. Mr. Martinez has worked closely with the Harrison County Utility Authority to manage \$240 million (CDBG funding) in administration, design, and construction costs to repair damaged water and wastewater utilities from Hurricane Katrina and to construct new water and wastewater systems. The work includes: assisting with documentation of all meetings; assisting with design reviews and approvals; assisting with budget review process at the completion of each major design phase and developing budget reduction strategies when necessary; assist in value-engineering efforts; assist in developing, maintaining, and regularly updating the Project Schedules; assisting the Owner in providing Quality Assurance and Quality Control; coordinating with all projects for maximum constructability; and coordinating technical requirements for consistency of materials and equipment in all projects.

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Royal Engineering - Job Descriptions for Housing Programs

Mr. Cory Martinez has been assigned the duties of Project Manager for the Isaac CDBG housing programs and will provide day-to-day direction, guidance, project management, controls, reporting and decision making .

Mr. Paul Barcelona, P.E. has been assigned the duties of developing the policies and procedures, ongoing project QA/QC and grant closeout.

Mr. Benny Rodriguez has been assigned the duties of Senior CDBG Compliance Manager and will serve in the lead role for providing grant management services and compliance involving all aspects of HUD/CDBG requirements. He will also assist with community outreach, policies and procedures and grant closeout. Ms. Lisa Champagne will assist as needed.

Ms. Dwan LaBranch will serve as the document control manager for the program.

Ms. Nicole Lirette will be assigned as the project control assistant. She will assist with project scheduling and cost controls.

Ms. Kristen Smith will be assigned as the project assistant and assist in clerical duties.

Mr. Steve Brice and Mr. Mike Clark will assist in calculation of homeowner grant amounts, assembling bid documents, contract execution and construction coordination. They will also assist the homeowners by reviewing the scope of work, award amounts and answer any questions which may come up after the intake period.

Mr. Justin Cane will review work write ups, cost estimates, change orders and provide construction management expertise.

Ms. April Dykes and Mr. Ross Liner and Mr. Benny Rodriguez will provide Environmental reviews in accordance with NEPA and HUD requirements.

Mr. Chuck Laquet, AIA, will be developing the property standards and specifications for the housing programs.



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SECTION VIII: PROGRAM BUDGET

A. Please provide a brief narrative regarding the breakdown of the program budget and complete the project funding summary below. Please note how many projects are proposed to be completed.

30 units are estimated to be rehabilitated under this program. The Project Delivery budget shown below will consist of the following items. It will also include the salary for the Parish Project Assistant.

- Preparation of Project Application
- Establish Pre-Qualified List of Contractors
- RFQ/RFP for various services
- Policies and Procedures, Guidelines, Marketing Plan, Rehab/Elevation Specs
- Marketing of Program
- Intake, Processing, Verifications
- Inspections and Work Write Ups
- Title/Legal
- Environmental Reviews
- Bidding and Selection of Contractors
- URA
- Agreements and Award Calculations
- Construction and Inspection and Monitoring
- Closeout
- Post Construction Inspections
- QA/QC for rehab program.

The rehabilitation budget shown below is based on the estimated cost of construction of the rehabilitation work

B. Project Funding Summary

Please provide a cost breakdown for each project activity:



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PARISH SMALL RENTAL REHABILITATION PROGRAM

SECTION IX: MONITORING AND COMPLIANCE

Please provide a narrative regarding the following

- **How will the parish design a monitoring and compliance plan**

A Parish monitoring and compliance plan will be developed based on HUD Home Program monitoring guidance, OCD/DRU requirements and Isaac CDBG regulations. It will generally include the following elements, which will be finalized as the plan is developed:

- Monitoring goals and objectives
- Monitoring staff and roles and responsibilities
- Schedules for monitoring
- Communications and documentation
- Monitoring Checklists
- Pre-Monitoring
- Monitoring of Case Files
- Program Monitoring
- Reporting

- **What areas of the program will be monitored for compliance**

The following is a list of areas that will be monitored, which is based on HUD HOME monitoring guidelines This list is considered preliminary and will be further detailed as the monitoring plan is developed:

Pre-Monitoring – Design and Operation of the Small Rental Rehabilitation Program

- Program procedures and marketing
- Application process
- Program administrator
- Income definition
- Property and activity eligibility
- Forms of assistance
- Documentation and communication of procedures.
- Loan servicing

Case File Monitoring

- Project descriptions
- Eligible and reasonable costs
- Property standards
- Other project requirements
- URA



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PARISH SMALL RENTAL REHABILITATION PROGRAM

- Construction management
- Initial and ongoing rent and occupancy requirements

Program Monitoring: Small Rental Rehabilitation Program

- Project recordkeeping
- Eligible costs
- Initial and ongoing rents, incomes and occupancy.
- Property standards
- Other project requirements
- Eligible costs
- Construction management
- Loan servicing

For ongoing compliance for tenant requirements, the following will be done by the Parish during the term of the loan:

- Rental properties will be inspected to ensure that the owner is maintaining the housing in compliance with applicable codes and standards.
- Each year the Parish will require the property owner to re-certify tenant income with a written statement from the tenant household. The rent charged shall be included in the re-certification.
- Parish will provide the property owners with updated utility allowances along with income and rent limits.
- If there are changes in tenants during the affordability period, the Parish will require the property to submit tenant documentation for review and approval.

For ongoing compliance of owner occupancy, insurance, and property ownership, any or a combination of the following methods will be used:

- *Utility bills*
- *Insurance policies* (Note, the Parish will be listed on an insurance policy as a “loss payee” or additional parties and will be notified every time a claim is made or when the policy is renewed or expired. Most insurance declaration pages state whether the property is the principal residence of the owner, rental property, or not otherwise occupied by the owner.
- *Mail service.* Post office can verify if mail is being delivered to the address or if a forwarding address has been filed.
- *Tax records.* Parish tax department can verify the address to which the property tax bill is mailed.
- *Inspection.* Staff can perform an inspection to ensure the owners reside at the property

- **What will be the frequency of the monitoring and reporting**



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PARISH SMALL RENTAL REHABILITATION PROGRAM

Monitoring will be conducted on an ongoing basis. A schedule will be determined in the monitoring plan. Reporting will be done on a monthly and quarterly basis to show progress and status as well as beneficiary data, etc.



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PARISH SMALL RENTAL REHABILITATION PROGRAM

SECTION X: TIMELINE

Please provide a brief narrative regarding the program milestones and when they will be accomplished below.

Complete Community Outreach	July 26, 2014
Application Intake	July 26 to August 26 2014
Review of Applications/Processing/Verifications	July 26 to November 15, 2014
Inspections and Write Ups	August 15 to January 31 2014
Environmental Reviews	September 1 to January 30, 2014
Contractor Bidding and Selection	Start September 15, 2014
Agreements/Final Awards	Start September 30, 2014
Construction	October 15 2014 to March 31 2016



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PARISH SMALL RENTAL REHABILITATION PROGRAM

SECTION XI: CITIZEN PARTICIPATION

A. Citizen Participation

At least one public hearing must be held per HUD requirements prior to the submission a housing proposal.

1. Notice of first public hearing (must be 5 to 21 days prior to the hearing).

Date of advertisement 9/25/2013 and 10/12/2013

Date of hearing 10/2/2013 and 10/21/2013

2. Describe the methods used to solicit participation of low and moderate income persons.

St. John the Baptist Parish followed its approved Citizen Participation Plan in its attempt to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. Notices informing citizens of public hearings appeared in the official journal of the St. John the Baptist Parish more than five (5) calendar days prior to the first hearing and more than 7 days prior to the second hearing. In addition, notices were also posted at the Parish Government Complex and the hearings were publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings were held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. At the first hearing, it was stressed that all citizens, particularly low and moderate income residents of slum and blighted areas, were encouraged to submit their views and proposals regarding community development and housing needs and those citizens unable to attend this hearing may submit their views in writing. Also, the notice for the second public hearing encouraged low and moderate income persons impacted by Isaac to attend the hearing and submit their views.

3. Describe any adverse comments/complaints received and describe resolution.

No adverse comments or complaints were received.

4. Attach to the form:

- a) Tear sheet of all public notices
- b) Signed Minutes of the public hearings including lists of signatures from attendees
- c) Copy of response(s) to comments and/or complaint



HURRICANE ISAAC
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PARISH SMALL RENTAL REHABILITATION PROGRAM

SECTION XII: REQUIRED DOCUMENTATION

Parishes will apply for funds utilizing the process as directed by the State and defined in the Action Plan Amendment. For purposes of the proposal, the following documents must be attached. (Subsequent documents will be required according to HUD/CDBG requirements for implementation, approval of project applications, and the draw-down of funds).

1. Proposal Form
2. Proposed Applicant Intake Form
3. Signed Statement of Assurances
4. Updated HUD 2880 Form
5. A copy of the resolution authorizing the Proposal Form by the parish governing body.
6. Copy of all Citizen Participation documents as noted in Section IX of this Proposal Form.

Note – This report must be updated and submitted to OCD DRU if there are any substantial changes in the information contained in the report. Such changes may include revised funding uses, sources or amounts.

To the best of my knowledge and belief, information in the Proposal Form is true and correct. Applicant also agrees to comply with requirements of 24 CFR Part 58.

I am aware that the proposed project activity may be removed from further consideration should it be determined that there are significant discrepancies in the information provided, and/or false, inaccurate or incomplete information has been given.

Natalie Robottom

Authorized Signature

Natalie Robottom, Parish President

Typed Name and Title

5/21/14
Date



ST. JOHN THE BAPTIST PARISH

ISAAC CDBG SMALL RENTAL REHABILITATION PROGRAM

INTAKE APPLICATION

INSTRUCTIONS FOR APPLICATION

General Instructions

- Read the instructions for this application.
- Please type or use BLUE or BLACK ink. Do not use pencil or other colors of ink. Please write legibly. All blanks must be completed or have N/A written in.
- Property owners must sign and date the application.
- Submit application with all the required documentation to: {Insert electronic and postal information}.

Itemized Instructions

- 1. OWNER INFORMATION:** For all persons that own the property, provide your legal name, an address where you receive your mail (may or may not be the damaged property), an e-mail address (if applicable), your date of birth, and your marital status and other fields. For business or nonprofit entities that own the property, provide the entities legal name, type of entity, and other information requested. Also, indicate who is the primary contact for this application.
- 2. ALTERNATE CONTACTS INFORMATION:** This information is being collected to assist us in locating you in the event that you move or are living temporarily in another location. List contacts who are helping you through this process, if applicable.
- 3. ELIGIBILITY INFORMATION:** The information collected here is important to determine eligibility as it relates to disaster damage to your property, **NOTE: Recipients of compensation from Hurricanes Katrina, Rita, Gustav or Ike who did not have flood insurance (if applicable) at the time of sustaining damages from Isaac are not eligible for assistance under this program.**
- 4. DAMAGED PROPERTY INFORMATION:** Provide basic information concerning the damaged property. In order to be eligible to receive assistance under this program, the property must have been damaged as a result of Hurricane Isaac.
- 5. UNIT INFORMATION:** Provide information for each unit in the property and information on tenants as shown.
- 6. OTHER ASSISTANCE RECEIVED:** Provide all information concerning property insurance proceeds, FEMA, SBA, and other types of assistance as indicated.



- 7. APPLICANT CERTIFICATION:** Certify that all information in the application is true, to the best of your knowledge along with other certifications listed. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.
- 8. RELEASE OF INFORMATION:** It is required that you sign this form, which allows the Parish, State, HUD or their duly authorized representative to request information from Third Parties concerning your eligibility and participation in this program.
- 9. Protect Your Family from Lead in Your Home pamphlet** dated September 2013 is attached to this application. It is required that you read and understand this pamphlet and distribute it to occupants of the property.
- 10. REQUIRED DOCUMENTATION:** Please enclose the listed documentation below with the completed and signed application to ensure that your application will be processed in an expedited manner:

Proof of property ownership

Please attach related documents for least one of the following eligible types of ownership:

- A copy of a valid deed of trust or warranty deed that is recorded in the Parish records which cites the applicant's name.
- Fee simple title to the property
- Ninety-nine (99) year leasehold interest on the property (or a fifty (50) year leasehold on a trust, or fifty (50) year leasehold on restricted Indian lands); or
- Life Estate
- Probated Will/Court Order/Judgment.
- Lease to Own (only if converted to full ownership prior to date of application)

In the absence of proof of property ownership described above, to be eligible for assistance, you must include the following with the application:

- Proof of paid property taxes (dated as of the billing cycle that included August 2012)
- Proof of paid homeowner's insurance (for the year that included August 2012)
- Contracts for deed

Please also attach all of the following items to the application:

- Documentation to show that property tax payments are current.
- Documentation to show that mortgage principal and interest payments are current and that the mortgage is not in a delinquent or failed status.

Special Circumstances Related to Documenting Ownership Identity

- Multiple individuals on the deed: All should sign application. All should be present at closing and all should sign agreements; unless one is granted power of attorney for the others on the deed.



- Incapacity or infirmity of applicant: If an applicant is incapacitated due to illness or other infirmity, someone with a legal right to bind that person, such as is provided by a power of attorney should be eligible to apply for assistance on behalf of the applicant.
- Death of homeowner(s): If the homeowner has died since the time of the storms, an heir should have been placed in legal possession of the property to be eligible for assistance in place of the deceased owner.

Proof of Occupancy (If owner occupant)

- Please attach a copy of the homestead exemption (from time of Isaac and the most current exemption)

In the absence of the Parish being able to confirm a homestead exemption, the Parish will use the following hierarchy to establish occupancy (all documentation should be from the time of the Isaac and current):

- Tax records demonstrating homestead exemption for the property.
- Copy of electric, gas, water, trash, sewage, cable or landline phone bill. The bill must confirm that service was provided in the month preceding Isaac and in the month prior to applying for the program and must match the name and address on the in-take application.
- Letter from electric, gas, water, trash, sewage, cable or landline phone company. The letter must confirm that service was provided in month preceding Isaac and in the month prior to applying for this program and must match the name and address on the in-take application.
- Voter registration records along with a driver’s license matching the name and address on the in-take application
- Copy of credit card bill sent to damaged residence in month preceding storm and in the month prior to applying for the program and matching the name and address on the in-take application
- Copy of bank statement sent to damaged residence in month preceding storm and in the month prior to applying for the program and matching the name and address on the in-take application
- Copy of applicant’s insurance policy covering the home or the contents of the home. The policy must confirm insurance coverage at the time of the storm and at the time of applying for the program and must match name and address on the in-take application.
- Copy of city directory at the time of the storm and at the time of applying for this program that lists the applicant residing at the damaged residence address.
- Presence of 3rd party verified insurance information

Insurance

Please attach a copy of the following documents to the application:



- All current insurance policies on the damaged property
- All insurance policies for the damaged property that were in effect at the time of Isaac.

Proof of Other Assistance Received

Please attach a copy of the following applicable documents to the application:

- Insurance Award or Denial Letter
- SBA Award or Denial Letter
- FEMA Award/Denial Letter
- Other Awards/Denials
- Copy of receipts for the repairs that have been made to the damaged property (write name and property address on receipts);

Proof of Identification

- Copy of Social Security Card for all owners.
- Copy current identification (i.e., driver's license or State of Louisiana ID card) for all owners.
- Articles of organization and other documents for businesses and non-profits.



SMALL RENTAL REHABILITATION PROGRAM INTAKE APPLICATION

St. John the Baptist Parish	
Application Number:	
Application Received by:	Date/Time Application Received

1. OWNER INFORMATION

Below, list all individuals that are considered to be owners of the property:

Owner # 1				
Last Name	First Name	Middle Name		
# of Units owned (for all properties owned including this property) :				
Physical Address	City	Parish	State	Zip
Mailing Address	City	Parish	State	Zip
Home Phone	Work Phone	Cell/Other Phone	Email	
Social Security Number	Date of Birth	Marital Status	Gender	
Owner # 2				
Last Name	First Name	Middle Name		
# of Units owned (for all properties owned including this property) :				
Physical Address	City	Parish	State	Zip
Mailing Address	City	Parish	State	Zip



Home Phone	Work Phone	Cell/Other Phone	Email	
Social Security Number	Date of Birth	Marital Status	Gender	
Owner # 3				
Last Name	First Name	Middle Name		
# of Units owned (for all properties owned including this property) :				
Physical Address	City	Parish	State	Zip
Mailing Address	City	Parish	State	Zip
Home Phone	Work Phone	Cell/Other Phone	Email	
Social Security Number	Date of Birth	Marital Status	Gender	
Owner # 4				
Last Name	First Name	Middle Name		
# of Units owned (for all properties owned including this property) :				
Physical Address	City	Parish	State	Zip
Mailing Address	City	Parish	State	Zip
Home Phone	Work Phone	Cell/Other Phone	Email	
Social Security Number	Date of Birth	Marital Status	Gender	



Below, list all business/non-profit entities that are considered owners of the property:

Entity #1				
Entity's Legal Name		Entity's Phone		Entity's Fax#
# of Units owned by Entity (for all properties owned including this property) :				
Type of Trade/Service		HUD Section 3 <input type="checkbox"/> YES <input type="checkbox"/> NO		
Minority Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO		Women's Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO		
Entity Type:				
<input type="checkbox"/> Corporation <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Individual Joint Venture				
<input type="checkbox"/> Local Government <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other <input type="checkbox"/> Publicly Owned <input type="checkbox"/> Sole Proprietor				
Federal Tax ID #		Louisiana Tax ID #		
Physical Address		City	Parish	State Zip
Mailing Address		City	Parish	State Zip
Contact Name		Title	Phone	Email
Entity #2				
Entity's Legal Name		Entity's Phone		Entity's Fax#
# of Units owned by Entity (for all properties owned including this property) :				
Type of Trade/Service		HUD Section 3 <input type="checkbox"/> YES <input type="checkbox"/> NO		
Minority Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO		Women's Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO		



Entity Type: Venture <input type="checkbox"/> Corporation <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Individual Joint <input type="checkbox"/> Local Government <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other <input type="checkbox"/> Publicly Owned <input type="checkbox"/> Sole Proprietor					
Federal Tax ID #		Louisiana Tax ID #			
Physical Address		City	Parish	State	Zip
Mailing Address		City	Parish	State	Zip
Contact Name		Title	Phone	Email	
Entity #3					
Entity's Legal Name		Entity's Phone		Entity's Fax#	
# of Units owned by Entity (for all properties owned including this property) :					
Type of Trade/Service		HUD Section 3 <input type="checkbox"/> YES <input type="checkbox"/> NO			
Minority Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO		Women's Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO			
Entity Type: Venture <input type="checkbox"/> Corporation <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Individual Joint <input type="checkbox"/> Local Government <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other <input type="checkbox"/> Publicly Owned <input type="checkbox"/> Sole Proprietor					
Federal Tax ID #		Louisiana Tax ID #			
Physical Address		City	Parish	State	Zip
Mailing Address		City	Parish	State	Zip
Contact Name		Title	Phone	Email	



Entity #4				
Entity's Legal Name		Entity's Phone		Entity's Fax#
# of Units owned by Entity (for all properties owned including this property) :				
Type of Trade/Service		HUD Section 3 <input type="checkbox"/> YES <input type="checkbox"/> NO		
Minority Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO		Women's Business Enterprise <input type="checkbox"/> YES <input type="checkbox"/> NO		
Entity Type:				
<input type="checkbox"/> Corporation <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Individual Joint Venture <input type="checkbox"/> Local Government <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Other <input type="checkbox"/> Publicly Owned <input type="checkbox"/> Sole Proprietor				
Federal Tax ID #		Louisiana Tax ID #		
Physical Address		City	Parish	State Zip
Mailing Address		City	Parish	State Zip
Contact Name		Title	Phone	Email

Below, indicate who will be the primary contact and alternate contacts for this application:

Primary Contact				
Last Name	First Name	Middle Name		
Physical Address	City	Parish	State	Zip
Mailing Address	City	Parish	State	Zip
Home Phone	Work Phone	Cell/Other Phone		Email



2. ALTERNATE CONTACTS INFORMATION: -This information is being collected to assist us in locating you in the event that you move or are living temporarily in another location. You may also list a contact that is helping you through this process.

Contact Name (first):

Contact Phone No.:

Address:

Contact Name (second):

Contact Phone No.:

Address:

3. ELIGIBILITY INFORMATION: - If the answer to any of the following questions is NO, you are not eligible for assistance:

Was the property damaged by Isaac?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are the units that you are applying for, currently vacant?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did the property sustain damages of at least \$5,000 from Hurricane Isaac	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does property contain between one and four dwelling units on a single parcel of land? If so, is it a stick built home? <i>(Manufactured and modular structures, condos and single room occupancy units are not eligible)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did at least one property owner own 20 or fewer rental units at the time of Isaac?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was at least one property owner a Louisiana resident or Louisiana based business or nonprofit at the time of Isaac?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
At the time of the Isaac, were you the owner of this property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you the current owner of the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was this a rental property at the time of Isaac?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the damaged property located in St. John the Baptist Parish?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTE: Recipients of compensation from Hurricanes Katrina, Rita, Gustav or Ike who did not have flood insurance (if applicable) at the time of sustaining damages from Isaac are not eligible for assistance under this program.



4. PROPERTY INFORMATION - Provide basic information concerning the damaged property (i.e. physical address of damaged property, etc.)

Property Address	City	State	Zip Code
------------------	------	-------	----------

How many units are on the property: 1 2 3 4

Do you have current homeowner's insurance on the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

Do you have current flood insurance on the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

Are your mortgage payments current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
-------------------------------------	------------------------------	-----------------------------

Is your property in foreclosure?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
----------------------------------	------------------------------	-----------------------------

Is payment of your property taxes current?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

Year Built: _____

Are any owners of the property related to any St. John the Baptist employees or elected officials? If yes, please disclose names and relationship: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
---	------------------------------	-----------------------------

5. UNIT INFORMATION

UNIT # 1		
House Number	Street Name	
Street Direction	Street Type	Unit Number
Number of Bedrooms <input type="checkbox"/> 0 – Efficiency <input type="checkbox"/> 1 – One Bedroom <input type="checkbox"/> 2 – Two Bedrooms <input type="checkbox"/> 3 – Three Bedrooms <input type="checkbox"/> 4 – Four or More Bedrooms	Occupancy Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	



Is the unit currently occupied? <input type="checkbox"/> YES <input type="checkbox"/> No If YES, then the unit is not eligible for assistance under this program.	

UNIT # 2		
House Number	Street Name	
Street Direction	Street Type	Unit Number
Number of Bedrooms <input type="checkbox"/> 0 – Efficiency <input type="checkbox"/> 1 – One Bedroom <input type="checkbox"/> 2 – Two Bedrooms <input type="checkbox"/> 3 – Three Bedrooms <input type="checkbox"/> 4 – Four or More Bedrooms	Occupancy Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Is the unit currently occupied? <input type="checkbox"/> YES <input type="checkbox"/> No If YES, then the unit is not eligible for assistance under this program.provide the below information for all occupants over the age of 18 who occupy this unit.		

UNIT # 3		
House Number	Street Name	
Street Direction	Street Type	Unit Number
Number of Bedrooms <input type="checkbox"/> 0 – Efficiency <input type="checkbox"/> 1 – One Bedroom <input type="checkbox"/> 2 – Two Bedrooms <input type="checkbox"/> 3 – Three Bedrooms <input type="checkbox"/> 4 – Four or More Bedrooms	Occupancy Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Is the unit currently occupied? <input type="checkbox"/> YES <input type="checkbox"/> No If YES, then the unit is not eligible for assistance under this program.provide the below information for all occupants over the age of 18 who occupy this unit.		



UNIT # 4		
House Number	Street Name	
Street Direction	Street Type	Unit Number
Number of Bedrooms <input type="checkbox"/> 0 – Efficiency <input type="checkbox"/> 1 – One Bedroom <input type="checkbox"/> 2 – Two Bedrooms <input type="checkbox"/> 3 – Three Bedrooms <input type="checkbox"/> 4 – Four or More Bedrooms	Occupancy Type <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Is the unit currently occupied? <input type="checkbox"/> YES <input type="checkbox"/> No If YES, then the unit is not eligible for assistance under this program. provide the below information for all occupants over the age of 18 who occupy this unit.		

6. OTHER ASSISTANCE RECEIVED: - Assistance provided under the Community Development Block Grant Disaster Recovery Program for disaster may not exceed unmet needs. List all other sources of financial or housing assistance received (local, state, federal, and private sources) for this property for both Isaac and previous storms.	
Have you applied for any event related assistance for damage to your home from any source (local, state, federal, private)? If yes, proceed with this section. If no, proceed with Section # 7 and # 8 below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
A. FEMA	
i. Have you received any disaster related assistance from FEMA for damage to your home? (If no, continue to letter B. in this section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	Amount Received to date:
ii. What is your FEMA Registration No.(s)?	1 2 3
B. Small Business Administration	
i. Have you received any event-related assistance from the SBA damage to your home? (If no, continue to letter C. in this section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	Amount Received to date:
ii. What is your SBA Application No.(s)?	1 2
iii. What is your SBA Loan No.(s)?	1



	2
iv. What is the status of your SBA Loan, e.g. paying as agreed, did not use, etc.	
C. INSURANCE	
Have you received any storm related assistance from your insurance company for damage to the property? (If no, continue to letter D. in this section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	Amount Received to date:
What is your claim No. (s)?	1
	2
D. ROAD HOME	
Have you received any storm related assistance from the State of Louisiana Road Home Program for your property? (If no, continue to letter E. in this section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	Amount Received to date:
What is your Road Home No. (s)?	1
	2
E. State of Louisiana Hazard Mitigation Program	
Have you received any storm related assistance from the State of Louisiana Hazard Mitigation Program for your property? (If no, continue to letter F. in this section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	Amount Received to date:
What is your Hazard Mitigation No. (s)?	1
	2
F. St. John the Baptist Parish Gustav/Ike CDBG Minor Housing Repair Program	
Have you received any storm related assistance from the Parish's Housing Minor Repair Program for your property? (If no, continue to letter G. in this section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	Amount Received to date:
What is your Application No. (s)?:	
G. OTHER	
i. Did you receive any other assistance for the repair of your home?	<input type="checkbox"/> Yes <input type="checkbox"/> No



ii. If yes, explain the type and amount of assistance you received in the space below e.g. Red Cross, United Way, SJBP Long Term Community Recovery Group, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

7. APPLICANT CERTIFICATION: Certify that all the information in the application is true, to the best of your knowledge. By signing this application to verify the information contained, the applicant authorizes the state or any of its duly authorized representatives d herein.

I/We understand the information provided above is collected to determine if I/we are eligible to receive assistance under the Community Development Block Grant Disaster Recovery Program for the disaster.
 I/We hereby certify that all the information provided herein is true and correct.
 I/We have read and understand the document attached to this application titled, "Protect Your Family from Lead in Your Home" dated September 2013 and have distributed the document to all occupants of the property.
 I/We have distributed the non-displacement notice to all occupants of the property.
 I/We understand that providing false statements or information is grounds for termination of housing assistance and is punishable under federal law.
 I/We authorize St. John the Baptist Parish, the State of Louisiana, HUD and any of their duly authorized representatives to verify all information provided in this application.
 I/We understand that additional information will likely be required to move forward with this program.

Signature of Owner:	Date

Warning:
 Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.



8. RELEASE OF INFORMATION The signatures of the property owners on this Release of Information Form authorizes St. John the Baptist Parish, the State of Louisiana, HUD and any of their duly authorized representatives to obtain information from a third party relative to your eligibility and continued participation in the St. John the Baptist Parish Isaac CDBG Small Rental Rehabilitation Program.

This is my authorization to release any of the following records for the purpose of determining eligibility: Employment records, past or present; Financial records from banks, credit unions or other financial information agencies; Social Security, insurance companies, retirement or pension funds; Insurance proceeds, Road Home Compensation or any other federal assistance such as FEMA, SBA CDBG, and to obtain other information that is necessary to support my application for housing assistance from the St. John the Baptist Parish

You may make copies of this letter or send as a fax to distribute to any party with which I have a relationship and that party may treat that copy as an original.

Signature of Owner: _____	Date: _____
Signature of Owner: _____	Date: _____
Signature of Owner: _____	Date: _____
Signature of Owner: _____	Date: _____
Signature of Owner _____	Date: _____
Signature of Owner _____	Date: _____
Signature of Owner _____	Date: _____

Warning:
Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.





Protect Your Family From Lead in Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](https://www.epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

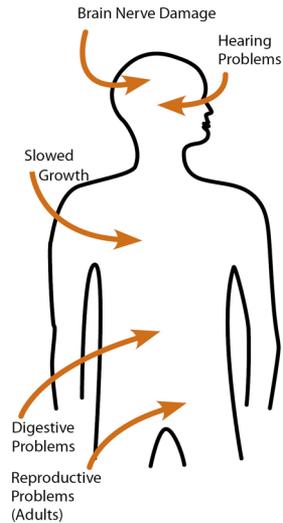
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](https://www.epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8399.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](https://www.epa.gov/lead), or call 1-800-424-LEAD.

Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

While paint, dust, and soil are the most common sources of lead, other lead sources also exist:

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

Call your local health department or water supplier to find out about testing your water, or visit [epa.gov/lead](https://www.epa.gov/lead) for EPA's lead in drinking water information.

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon,**" used to treat an upset stomach.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products (76 FR 44463).

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/lead for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA)

Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).