



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



**PARISH HOUSING ELEVATION PROGRAM**

For OCD DRU Use Only	Disaster  Isaac	Submission Date

<b>PROJECT TITLE</b>
Housing Elevation Program

**APPLICANT**

Parish <b>St. John the Baptist</b>	Parish President Natalie Robottom	E-mail Address robottom@sjbparish.com			
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**SUBMIT AN ORIGINAL AND TWO COPIES OF THE FORM TO:**  
 Office of Community Development Disaster Recovery Unit  
 C/O Eugenia Williams  
 617 N. Third St., 6th Floor  
 Baton Rouge, LA 70802



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**PARISH HOUSING ELEVATION PROGRAM**

**SECTION I: JUSTIFICATION FOR PARISH HOUSING ELEVATION PROGRAM**

**A. Briefly describe the Parish Housing Elevation Program and how it relates to disaster recovery efforts resulting from Hurricane Isaac**

The St. John the Baptist Parish Housing Elevation Program is intended to provide CDBG-DR financial assistance in the form of a grant to eligible homeowners to elevate their single family houses in St. John the Baptist Parish to prevent future flooding. Only homes that are located in a flood zone and that were damaged by Hurricane Isaac will be eligible.

This program is designed only for the elevation of existing homes and does not include rehabilitation. If a home needs both rehabilitation and elevation, applicants will be able to apply to the St. John the Baptist Parish Homeowner Rehabilitation Program which includes elevation in conjunction with repairs.

The program is intended to address unmet needs and to assist both Low- and Moderate-Income (LMI) households and non-LMI households in the Parish.

Elevation will consist of raising homes to one foot above the latest FEMA issued base flood elevation. Elevation of these homes will greatly reduce the potential for these homes to be flooded in future storm events.

The Parish will receive voluntary applications for assistance from St. John the Baptist Parish homeowners 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 elevation needs and costs, perform environmental reviews, and will select contractors to perform the work through a bidding process. The Parish will monitor elevation progress and conformance through inspections and the Parish will pay contractors on behalf of the applicant. The assistance will be accomplished through a grant agreement between the Parish and applicant and through a construction agreement between the applicant and the contractor.

**B. Discuss the methodology used to determine project need and justify why a Housing Elevation Program rather than a rehabilitation or in addition to a rehabilitation program to address parish disaster recovery efforts (including which national objective will be addressed)**

On August 29, 2012, Hurricane Isaac's 80-mph maximum sustained winds and 8.4-foot storm surge in Lake Pontchartrain and Lake Maurepas caused record flooding in St. John the Baptist Parish. The hurricane inundated more than 7,000 homes, many of them located outside of a flood zone. The Parish suffered considerably more damage from Isaac than from any other recent disaster to hit the state, including Hurricanes Katrina, Rita, Gustav, Ike and Tropical Storm Lee. The Parish's worst hit sectors include housing (48% of homes affected), businesses (more than 400 sustaining physical or financial losses), many historic sites, and community infrastructure such as municipal water and sanitary systems.



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The vast majority of housing units damaged by the storm were single family households. Parish-wide, the income of about 54% of the 5,795 damaged owner-occupied households was considered low- and moderate-income.

Through citizen input, elevating homes was identified as needed within the Parish and it was included in the Parish's Recovery Proposal.

This program is designed only for the elevation of existing homes. This program is in addition to the St. John the Baptist Parish Homeowner Rehabilitation Program under which homes may be elevated in conjunction with repairs made to the home.

The national objectives served by this program are to benefit low- and moderate-income (LMI) persons and urgent needs for non-LMI households.

St. John the Baptist Parish will assist the community by providing a Housing Elevation Program for mostly LMI homeowners who have not been able to afford elevation of their residence to preclude future flooding such as was 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.
- Elevating homes will help to mitigate future flood damages.
- 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 eligible properties and protects the values of adjacent, non-damaged residences.

St. John the Baptist Parish's recovery efforts and long-term vitality are dependent on safe and secure neighborhoods. A Housing Elevation Program provides a direct mechanism to mitigate damage from future storm events 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 and amounts of assistance to be provided (loans and grants) and number of anticipated applicants broken down by income range (0-30% AMI, 31-60% AMI, and 61-80% AMI). 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?**



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A total of 27 applicants are estimated for this program. The Parish will provide a grant up to \$75,000 per eligible applicant (less duplication of benefits) for home elevations.

Any funding required in excess of these limits will be the responsibility of the homeowner. There are no requirements for payment/repayment of the grant as long as the applicant maintains ownership, residency, and homeowner's insurance for a minimum of three years and as long as flood insurance (if applicable) is maintained on the property in perpetuity. The homeowner will be required to execute a grant agreement with the Parish that outlines the terms and conditions of the grant.

55% of available assistance will be awarded to low- and moderate-income (LMI) applicants. 45% of available assistance will be awarded to non-LMI applicants under the national objective of urgent need.

The following are the key requirements that the Parish will use to determine eligibility of owners and their properties for this program

#### **Owner and Occupancy Eligibility Requirements**

Owners must meet all of the criteria below, as well as other requirements described herein, to be eligible to apply for assistance through the St. John the Baptist Parish Hurricane Isaac CDBG Housing Elevation Program:

- Applicant must be the individual who currently owns the property and owned it as of August 29, 2012.
- The home must have been occupied by the applicant as the applicant's principal residence as of August 29, 2012.

The applicant will also have to furnish required information related to their income in order to be considered for eligibility.

#### *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.
- Co-ownership: All property owner information must be included on the application and all property owners must sign agreements unless one is granted power of attorney for the others.
- 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 executing agreements associated with this program.
- 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 of 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.



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- **Owner's Affidavit and Indemnity:** In cases where not all of the owners of the property can be located, the applicant will be required to execute an affidavit to indemnify and hold the Title Companies, consultants, the Parish, and State of Louisiana harmless of and from all loss, cost, damage, and expenses resulting from any co-owners not signing documents.

*Special circumstances related to type of ownership:*

- **Contract for Deed:** Will not be eligible, unless the homeowner converts their contract to full ownership prior to receiving funding assistance.
- **Rent to Own:** Will not be eligible, unless the homeowner converts their contract to full ownership prior to receiving funding assistance.
- **Bond for Deed:** Will not be eligible, unless the homeowner converts their contract to full ownership prior to receiving funding assistance.
- **Lease to Own:** Will not be eligible, unless the homeowner converts their contract to full ownership prior to receiving funding assistance.

#### **Property Eligibility Requirements**

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

- Properties must be located in St. John the Baptist Parish.
- Properties must be single family houses and owner occupied. Site built/stick built and modular homes are eligible.
- Mortgage payments must be current.
- All delinquent property taxes must be paid on the property prior to the Parish providing financial assistance.
- Properties must have been damaged as a result of Hurricane Isaac.
- 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 Hurricane Isaac are not eligible for assistance under this program.

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

#### Program Guidelines

St. John the Baptist Parish Housing Elevation 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



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program guidelines are developed.

- Program description and objectives
- Type 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-up and cost estimates
- Environmental reviews
- Property standards
- Bidding
- Grant award and maintenance agreement requirements
- Contracting requirements
- Construction and construction management
- Construction monitoring and inspection
- Change orders
- Final completion
- Follow-up inspections and warranty
- 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 through the entire Parish. 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 public information meetings for the program at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with



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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 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 and 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 process will consist of collecting completed applications and supporting information to determine program eligibility and will provide technical assistance in completing the 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 form at easily accessible intake centers such as the Homer Joseph Community Center in Reserve, Regala Park gymnasium in Reserve, Percy Hebert Building, West Bank Courthouse and Garyville Service Center. 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 in completing the application. A call center will be established for scheduling appointments and for providing program information. 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.



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

The program is intended to assist both 15 LMI and 12 non-LMI households. Applications will be accepted on a first come – first served basis and categorized as LMI or non-LMI. Priority will be given to LMI applicants with at least 55% of available funding reserved for LMI applicants.

1<sup>st</sup> Priority – Low- and Moderate-Income households (55% of funds reserved for LMI) - \$1,147,988

Sub-priority 1a – Homes that flooded and that are in a flood zone.

Sub-priority 1b – Homes that were not flooded and are located in a flood zone.

2<sup>nd</sup> Priority – Non-LMI households (45% of funds reserved for non-LMI) - \$939,262

Sub-priority 2a – Homes that flooded and that are in a flood zone.

Sub-priority 2b – Homes that were not flooded and are located in a flood zone.

- **List of eligible program expenses**

Eligible costs for elevating homes under this program will be the costs to elevate a structure and its components to one foot above base flood elevation and to bring the structure into compliance with applicable codes, ordinances and standards as needed. Such eligible work related to elevating homes will include, but will not be limited, to the following:

- Disconnection of all utilities;
- Installation and removal of beams for lifting the house;
- Cribbing for a raised house, 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). Financial assistance will also be provided for work to bring the housing into compliance with applicable codes, ordinances and standards as needed;
- Lowering the house onto the new foundation;
- Seismic retrofitting of the elevated foundation including attachment of the building to that foundation;
- 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 house or there is no



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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.

#### Ineligible Improvements and Costs

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.
- 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



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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.
- 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.
- **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 the required housing elevation. 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.



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

#### Insurance Verification Process

If awarded a grant, the applicant will have to maintain homeowner insurance on the property for three years and flood insurance (if applicable) must be maintained on the property in 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 Hurricane 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 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, Mitigation Grant Program, and any other sources. The Parish will also require the applications to include the following support documentation as applicable:

- Insurance Award or Denial Letter
- SBA Award or Denial Letter
- FEMA Award or Denial Letter
- Other Awards or Denials

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,



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FEMA, SBA, 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 CAN (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 Hurricanes Katrina, Rita, Gustav and 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 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 to 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; e.g., 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 and methods to ensure that at least 50% of funding is provided to LMI applicants**

The St. John the Baptist Housing Elevation Program is designed both for low- and moderate- income (LMI) households and non-LMI households. A LMI 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 for LMI under Housing Elevation Program for FY14
1	\$32,950
2	\$37,650



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3	\$42,350
4	\$47,050
5	\$50,850
6	\$54,600
7	\$58,350
8	\$62,150

The Parish will use the HUD Part 5 (Section 8) method to calculate annual household income for each household.

The Parish will require each applicant to enter annual household income in the application. The income that is required to be provided is specified in 24 CFR §5.609 and is attached to the intake application. The Parish will also require each applicant to list the type of assets as shown in the intake application attachment.

The Parish will require each applicant to attach the following documents to the application as proof of income:

- Copy of complete set of most recent Federal Income Tax Returns, including all schedules and attachments for all persons in the household ages 18 and over.
- Copies of bank statements for the last six consecutive months.
- Copies of check stubs for the last three consecutive months.
- Copies of supplemental income documentation that include the following:
  - Social Security/SSI
  - Retirement
  - Welfare Assistance (if applicable)
  - Insurance
  - Unemployment
  - Disability
  - Aid to Families with Dependent Children (AFDC)
  - Rental Receipts
  - Alimony
  - Regular contributions or gifts received from organizations or from persons not residing in the dwelling.
  - Special pay and allowances of a member of the Armed Forces.
  - Interest on savings/income earning accounts
  - Other support documentation as requested

In addition to obtaining the above information, the Parish may have to verify income through third party verification. The Parish will require the applicant to include, in the application, a signed written release that authorizes third parties to release required information. Self-certification of income by the applicant is not sufficient.

Note: Income documentation is considered valid for six months after which time it must be re-certified.



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After reviewing the income documentation and performing needed verifications, the Parish will calculate the annual gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period, including income from assets. The annual income will be compared against the maximum income levels to determine if the applicant's household is low and moderate income. If the household's income exceeds the maximum, they will be eligible under non-LMI consideration.

- **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
- 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.



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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 household members including all children under the age of 18 living in the home.
- Copy of current identification (i.e., driver's license or State of Louisiana ID card) for all household members 18 or over including applicant and co-applicant.

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.

Occupancy

To confirm occupancy, the applicant will be required to attach a Homestead 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 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 applicable storm and in the month prior to applying for this program and must match 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.



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- 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.

- **General provisions to be included in three year Forgivable Deferred Loan Note and Mortgage**

With the grant award, there are no requirements for payment/repayment of the grant as long as the applicant maintains ownership, residency, and homeowner's insurance for a minimum of three years, and as long as flood insurance (if applicable) is maintained on the property in perpetuity.

- **Explain process for temporary relocation if included as an eligible program expense**

All properties included in the elevation program are considered owner occupied. An owner occupant that participates in this program is considered a voluntary action and is not covered by URA requirements. The Parish will develop an Optional Temporary Relocation Assistance Policy to address relocation of owner occupants, however, the Lead Safe Housing Rule states that temporary relocation may be required under certain circumstances (See LSHR section of this application)

### **SECTION III: METHOD OF PROGRAM DELIVERY**

Please provide detailed narratives for the following questions related to program delivery.

- A. Briefly describe the contracting process to include the recruitment of reputable contractors, bidding procedures, method of contracting, insurance and inspection requirements. Will the recruitment process include outreach efforts to Woman Owned Businesses (WBE) and/or Minority Owned Businesses (MBE)?**

The Parish will establish a pre-qualified list of qualified contractors for elevation work by publically advertising a Solicitation of Interested Contractors. To help ensure that there are an adequate number of qualified contractors who apply 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.

Recruitment of Reputable Contractors: The Parish will make every effort to recruit reputable contractors. In the Solicitation of Interested Contractors, 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 criteria will be further developed and finalized when the Solicitation of Interested Contractors 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



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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 inspector. 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, and automobile liability in the limits determined by the Parish as well as provide proof of a payment and performance bond.

Inspection – Qualified inspectors will monitor the contractor's work on site for conformance with the bid requirements.

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

**B. Please provide a narrative describing the availability of local Housing Elevation contractors and their experience.**

Since Hurricane Katrina devastated southeast Louisiana in 2005, housing elevation has become an effective method of mitigating flood damage from future storm events. At present, there are 21 companies within easy reach of St. John the Baptist Parish that are in this business. It must be acknowledged that some companies have received adverse media coverage concerning their business practices. Armed with this knowledge, additional emphasis will be placed on the qualification process.

**C. Method for determining type of foundation and the height of Housing Elevation in accordance with the State's Foundation Reconstruction Unit Cost Guide (See Attachment 1)**

The type of foundation reconstructed under this program is dependent on the type of foundation currently used in the original construction of the residence. Height of elevation will be determined by the elevation certificate for that property compared to the point one foot above the BFE. St. John the Baptist Parish has



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adopted the OCD Cost Reasonableness Standards for Elevation Program in paragraph 5.3.6, Housing Program Guidelines, Version 1.2, April 24, 2014. Cost Reasonableness will initially be satisfied through fair and open competition among qualified contractors and the receipt of multiple bids. Additionally, the Parish will use the OCD Housing Elevation Unit Cost Guide, attached at Attachment A, to assure cost reasonableness.

**D. Method for processing applications that exceed allowable Housing Elevation costs (including other available options)**

The maximum financial assistance established under this program is \$75,000.00 per unit. Costs in excess of this amount will be the responsibility of the applicant. The Parish will determine if the eligible structure is better suited to a different disaster recovery program.

**SECTION IV: ENVIRONMENTAL REVIEW/LEAD BASED PAINT**

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

**A. 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 Royal Engineers and Consultants, LLC 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 staff will be identified in the program policies and procedures.

All activities funded will be performed in accordance with 24 CFR § 58 and National Environmental Policy Act (NEPA). It is anticipated that most of the activities under the Housing Elevation 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 eligible structure. All properties must pass an Environmental Review prior to commitment of funds.

**B. 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?**

For the purposes of the Housing Elevation Program, consideration of lead based paint will generally be



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restricted to the exterior painted surfaces of the structure that will likely be disturbed during the physical reconstruction process.

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 the scope of work for housing elevation 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 reconstruction hard costs (regardless of source of funds), or
2. The per unit amount of Federal assistance (regardless of the use of the funds).

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.
- 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.

If the level of assistance is between \$5,000–\$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.
- 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.



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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.
- 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 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 after lead reduction work is complete.

In some cases, temporary relocation of owner occupants may be required due to lead hazard reduction activities. Under the Lead Safe Housing Rule, 24 CFR Part 35, circumstances when temporary occupant relocation is not required include:

1. Treatment will not disturb lead-based paint or create lead-contaminated dust; or
2. Treatment of interior will be completed within one period in eight daytime hours, the site will be contained, and the work will not create other safety, health or environmental hazards: or
3. Only the building's exterior is treated; the windows, doors, ventilation intakes, and other openings near the work site are sealed during hazard reduction activities and cleaned afterward; and a lead-free entry is provided; or
4. Treatment will be completed within five calendar days; the work area is sealed; at the end of each day, the area within 10 feet of the contaminant area is cleared of debris; at the end of each day, occupants have safe access to sleeping areas, bathrooms, and kitchen facilities; and treatment does not create other safety, health or environmental hazards.

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

Temporary relocation will be addressed in the Parish's Optional Temporary Relocation Assistance Policy that will be developed.

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



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with necessary qualifications for inspection and testing of lead based paint.

**SECTION V: 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.

**SECTION VI: 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. Attach an organizational chart after this page.**

The Housing Elevation Program will be administered by the Royal Engineers consulting team who will report to the Parish Grant Manager. The lead staff assigned to this project is shown below. Other resources will be identified 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.



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



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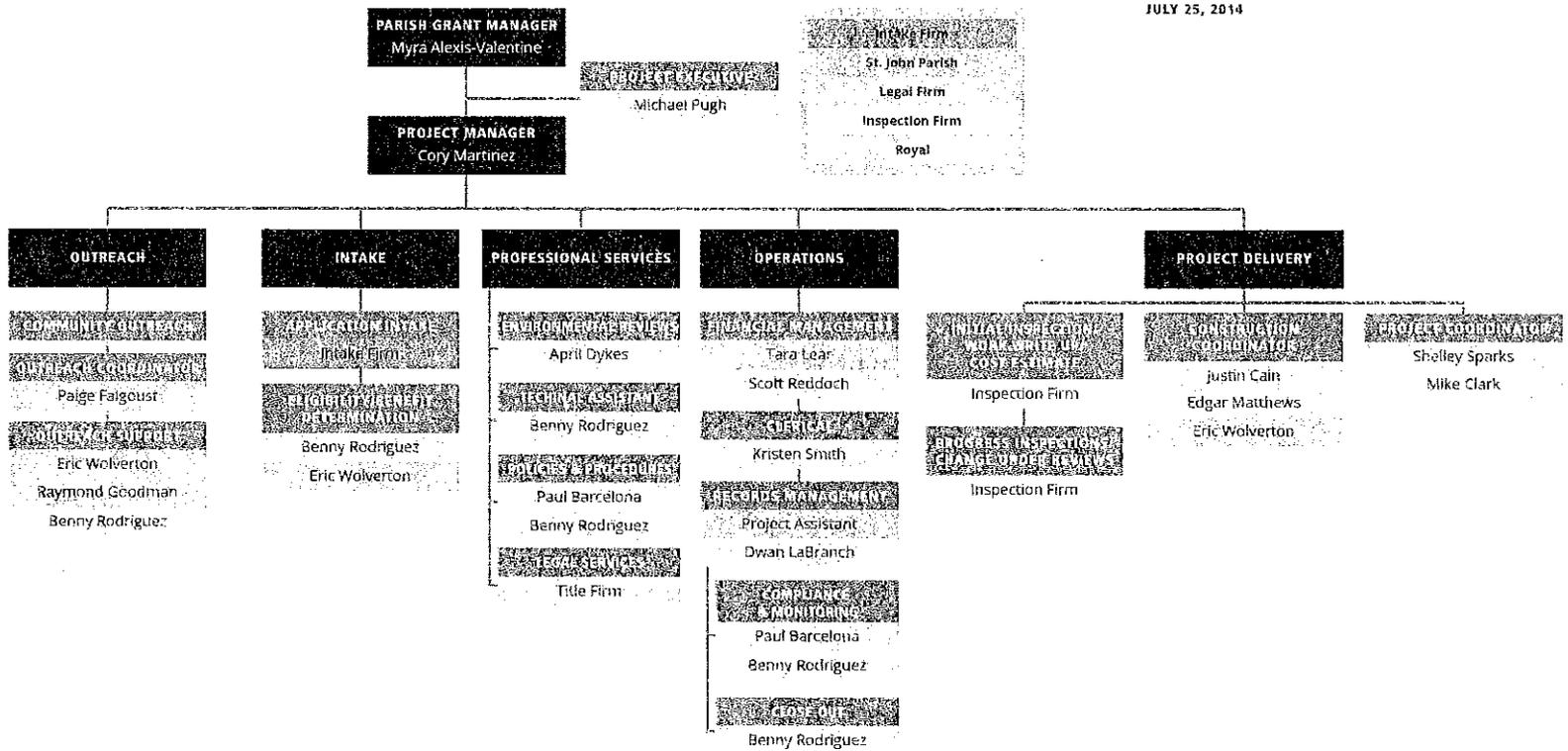
Benny Rodriguez: Mr. Rodriguez has worked in the field of Community Development and Affordable Housing for the past 20 years either in the public, non-profit or private sector. Most recently he was a Senior Community Planning and Development (CPD) Representative for the U.S Department of Housing and 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 project was on schedule. While at previous employer more than \$130 million in multifamily bonds were issued in the development of over 3,000 rental units for very low income families. Also under his direction the Homebuyer Counseling Program he administered was expanded to be the largest provider or 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 administered 75% of all first time homebuyer programs within the Houston – Galveston area. He was 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.

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.

# HOUSING ELEVATION PROGRAM

## ST. JOHN THE BAPTIST | HURRICANE ISAAC CDBG

JULY 25, 2014



## **Royal Engineering - Job Descriptions for Housing Programs**

Mr. Michael Pugh, P.E. will ensure proposed schedules set out in the programs documents are reached, provide clear direction for the program and deal with problems as they are escalated beyond the project manager.

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. Scott Reddoch will act as a liaison to the Parish and State stakeholders communicating how the program integrates into their existing goals. He will also assist with financial management reviewing and approving submitted invoices from the procured firms to the Parish for OCD/DRU reimbursement.

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

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

Ms. Shelley Sparks 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 and Mr. Edgar Matthews will review work write ups, cost estimates, change orders and provide construction management expertise.

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

Administrative Assistant  
CDBG Isaac Related Job Function's

1. Serves as the liaison between the public and the Parish relative to all inquiries regarding the Isaac CDBG recovery programs and projects via the "Call Center"
  - 1.1. Track and maintain a log stating who called and whom the call was referred to for action/resolution
2. Attends all Isaac meetings, records minutes & distribute and track and ensure action was taken on follow-up items.
3. Maintain LCDBG Isaac Project Work Sheets and any follow-up items.
4. Maintains calendar with critical reporting dates, events and project milestones.
5. Provides overall administrative and clerical support to the Local Disaster Recovery Manager (LDRM) and the CAC (Community Advisory Committee).
6. Assist the LDRM in managing incoming phone calls, mail, emails and faxes.
7. Maintains documents/files for the CAC/LDRM projects.
8. Assists with maintenance of all disaster/recovery databases housed within the LDRM Office.
9. Assists with preparation of agendas, supporting documents, logistics for meetings chaired by the LDRM.

Disaster Recovery Manager  
CDBG Isaac Related Job Function's

1. Convene the Citizens Advisory Committee (CAC) no less than quarterly, or as needed, providing updates on Isaac disaster recovery projects funded by CDBG; reports from sub-committees or task forces established to focus on specific projects within the implantation plan; information regarding the parish's hurricane evacuation plan; training as may be identified to enable the CAC to provide volunteer support for future disaster recovery efforts; and any other activity consistent with the national NDRF initiative.
2. Work with and involve parish department heads in the Implementation Plan, encouraging inclusion for property projects in the annual budget cycle for the Parish and seeking input on grants, resources, etc. Coordinate with the Parish president in convening the appropriate department heads no less than quarterly to provide updates and an overview of the Implementation, their input in next steps, etc.
3. Attend meetings and keep abreast of Isaac CDBG Projects as may be convened by OCD-DRU, Royal Engineering, Parish Administration, etc.

Floodplain Manager  
CDBG Isaac Related Job Function's

1. Provide ABFE/DFRIM data and other information.
2. Review eligible homeowner applications to determine correct elevation permits/elevation standards.
3. Provide oversight to housing inspections for homes that are elevated.
4. Coordinates with the Parish's Disaster Recovery Manager regarding the sustainability and resiliency within the priorities and projects of the Recovery Strategy and the Comprehensive Land Use Plan, codes & ordinances, etc.
5. Explains floodplain development requirements to community citizens.
6. Parish liaison involving elevation permits.
7. Review all new elevation permits.
8. Verify flood zone and certify the base flood elevation for each elevated home.
9. Review NFIP (National Flood Insurance Program) requirements with applicants.
10. Assist in project coordination of the standalone elevation program.
11. Verify if damaged homes in the flood zone have existing elevation certificate.
12. Review elevation certificates for correct backup documentation.

Grants Accountant  
CDBG Isaac Related Job Function's

1. Creates and manages regular status reports on Community Development Block Grants (CDBG) Isaac project expenditures and statuses for internal staff/Council, as well as in a format for public distribution as needed.
2. Creates and tracks payment requests for submission to OCD-DRU on a bi-weekly basis and ensures the proper documentation is attached and submitted consistently in order for expenditure reports to be current at all times.
3. Creates expenditure and performance projections for the life of the grants, by individual HUD obligations and CEA amendment, and for the overall grant.
4. Coordinates with the Finance Department to ensure cash flow for projects is available for current and future expenditures and ensures funds are properly recorded for each expenditure, relative to the individual HUD obligations by project.
5. Develops an internal document control system to ensure all parties and departments are involved in the process of drawdowns and preparing reports so that the internal approvals are secured in a timely manner for submittals to OCD-DRU and that all parties and departments have expenditure reports and are advised of the status of expenditures at all times.
6. Attends all meetings that involve the Isaac CDBG recovery plan and projects, maintaining a record of all actions items and initiatives; follows-up as appropriate.
7. Compiles financial information for preparation for preparation of journal vouchers, posting of journal vouchers and review of general ledger for accuracy.
8. Prepares and reviews monthly financial statements in accordance with generally accepted accounting principles.
9. Maintains, reviews, and analyzes budgets to compare projects budgeted amounts to actual revenues and expenses.
10. Reconciles accounts on a monthly basis and investigate differences associated with accounts payable and accounts receivable.
11. Maintains all records pertaining to related programs for financial audits. Prepares periodic financial reports.
12. Reviews, codes, posts, adjusts and summarizes fiscal transactions and statistical data.
13. Assists with maintenance of all disaster/recovery databases housed within the LDRM Office.

6/12/14

14. Prepares purchase orders, expense claims, and invoices consistent with CDBG and Parish procurements policies.
15. Maintains a filing system consistent with CDBG guidelines, including use of records management software.



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**SECTION IX: TIMELINE**

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

Complete Community Outreach	October 27, 2014
Application Intake	October 27 to December 26, 2014
Review of Applications/Processing/Verifications	October 27, 2014 to February 16, 2015
Inspections and Write Ups	November 17, 2014 to April 6, 2015
Environmental Reviews	December 1, 2014 to April 30, 2015
Contractor Bidding and Selection	Start December 15, 2014
Agreements/Final Awards	Start January 5, 2015
Construction	January 15, 2015 to June 30, 2016



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PARISH HOUSING ELEVATION PROGRAM

**SECTION X: 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, in 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, 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



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**SECTION X: 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

7/30/14

Date



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**PARISH HOUSING ELEVATION PROGRAM**

**Attachment 1 – Housing Elevation Unit Cost Guide**

Foundation Reconstruction Height (feet)	Type Foundation Reconstruction - Cost/Square Foot (\$/SF)		
	Open Foundation (Pilings or Post/Columns)	Slab Separation	Slab on Grade
2	\$40	\$50	\$60
3	\$41	\$51	\$61
4	\$42	\$52	\$62
5	\$43	\$53	\$63
6	\$44	\$54	\$64
7	\$45	\$55	\$65
8	\$46	\$56	\$66
9	\$48	\$58	\$68
10	\$49	\$59	\$69
11	\$51	\$61	\$71
12	\$52	\$62	\$72
13	\$53	\$63	\$73
14	\$55	\$65	\$75
15	\$56	\$66	\$76

Housing elevation costs include foundation, extending utilities, and miscellaneous items, such as sidewalks and driveways. Housing Elevation unit cost is based on a two foot raise. Add \$1.08 per square foot for each additional foot raise up to eight feet. Above eight feet add \$1.36 per foot raise. Add 50% of footprint for additional floors.