

**City of Baton Rouge – East Baton Rouge Parish**  
**TECHNICAL ASSISTANCE PACKET**  
*for*  
**HUD CARES Project Application**

**Calendar of Events**

Technical Assistance Period	May 4, 2020 through 5:00 PM, May 8, 2020
Grant Application Due	5:00 PM, May 11, 2020

Applicants may submit questions, via email, to Build Baton Rouge during the Technical Assistance Period. It is the applicant’s responsibility to ask questions or follow-up on any issues that are not clear. Questions should be submitted to [tsaunders@buildbatonrouge.org](mailto:tsaunders@buildbatonrouge.org).

**Organization Requirements**

Non-Profit

Applicant organizations may be a public or private non-profit organization. Applicants must be established, operating organizations as evidenced through documentation required in this application.

For-Profit Business/Developers

For-profits may apply if the project meets HUD-CARES eligibility requirements.

Institutions of Higher Education

Institutions of higher education, including but not limited to technical colleges, community colleges and universities may apply if the project meets HUD-CARES eligibility requirements.

Faith-Based Organizations

Faith-Based Organizations are eligible to apply for federal funding; however, federal funds cannot be used to support worship or religious instruction. Religious activities may be offered separately from the supported activity and beneficiaries must not be required to participate in religious activities. Finally, faith-based organizations that participate in these grant programs may not discriminate against program beneficiaries on the basis of religion or religious belief.

Non-Discrimination

Each agency receiving funds from the City-Parish is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the City-Parish, State and Federal governments, as applicable.

Reports and Milestones

Any organization which receives HUD funding from the City-Parish is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the grant. These reports must be submitted monthly to the designated contact person. Milestone achievement will be established in the grant agreement in order for the City-Parish to monitor the progress and success of a program. Organizations which consistently submit late reports or fail to meet milestone accomplishments may not be considered for a continuation of funding in subsequent years. All records must be kept for a minimum of five years.

### Environmental Reviews

Any organization which receives HUD funding from the City-Parish is required to undergo an Environmental Review. Funds may not be spent, and no contracts will be signed until the Environmental Review is complete and the funds have been released by HUD. The City-Parish is responsible for the completion of the Environmental Review Record (ERR). ERR's for non-housing and non-infrastructure projects are minimal. ERR's for housing and infrastructure projects will take anywhere from two to eight months depending on the circumstances of the project site.

### Insurance

If a project is selected for funding, the Subrecipient shall carry and maintain all insurance required by law or statute, and such other insurance deemed necessary or appropriate for their operations under this contract. It is specifically understood and agreed that the Subrecipient, at its sole cost and expense, shall always carry and maintain during the performance of this contract, the following types of insurance:

1. Workers' Compensation and Employers' Liability insurance covering all employees engaged in services hereunder in compliance with the laws of the State of Louisiana. If Contractor is either the bona fide president, vice president, secretary, or treasurer of a corporation who owns not less than ten percent of the stock therein, or a partner with respect to a partnership in which he is employed, or a sole proprietor with respect to such sole proprietorship he may elect not to be covered by Workers' Compensation as in accordance with Title 23, Section 1035 of the Louisiana State Workers' Compensation statute as may concern any claims or injuries relating to the City of Baton Rouge and/or the Parish of East Baton Rouge. In such case a Waiver of Workers' Compensation must be signed and attached to this contract.
2. Commercial General Liability coverage shall be provided with limits of not less than \$1,000,000 for any one Occurrence and if a General Aggregate limit is used, it shall not be less than twice the Occurrence limit. Coverage's are to include Premises-Operations, Personal Injury, Products/Completed Operations and Contractual Liability.
3. Automobile Liability coverage shall be provided with limits of not less than \$1,000,000 for any one occurrence. Coverage's are to include all Owned, Hired and Non-Owned Automobiles.
4. Should the application be selected for funding, the City-Parish shall be named as Additional Insured on all Liability policies. Such insurance coverage shall be written by good and solvent companies authorized by law to carry on business in the State of Louisiana, but in no event shall such insurance companies having a rating of less than "A-", class IV, in the current annual edition of Best's Key Rating Guide.

### Federal Funding Accountability and Transparency Act (FFATA)

Any entity receiving federal funds in excess of \$25,000 must comply with all regulations of the FFATA, as defined in 2 CFR 170. The Transparency Act requires an organization to provide the names and total compensation of the five most highly compensated officers to the City-Parish for federal reporting.

### Section 3

Any entity receiving federal funds from the City-Parish in excess of \$100,000 must comply with all reporting requirements of Section 3 rules and regulations.

### **Project Requirements**

#### Eligible Activities

HUD CARES funds may be used for a range of activities that prepare for, prevent or respond to COVID-19. These activities include, but are not limited to:

- Microenterprise Grants/ Loans
- Capital Assistance
- Technical Assistance
- Job Training
- Testing Services
- Targeted Health Services
- Purchase of Medical Equipment
- Increased Medical Capacity
- Rental Assistance
- Homeless Prevention Assistance
- Treatment Services
- Mortgage Assistance
- Diagnostic Assistance
- Prescription Assistance
- STRUMU
- Education
- Transportation
- Support Services
- Lodging
- Food Banks
- Meal Delivery

Project Location

An eligible project must both be located within and serve residents of the City-Parish.

Income Eligibility Limits

To be eligible for funding assistance, a project must serve primarily low- to moderate-income residents. Low-to moderate income is determined by family size. HUD defines “family” as all persons living in the same household who are related by birth, marriage or adoption (24 CFR 570.3). Low- to moderate-income families are defined as those at or below 80% of the Area Median Income (AMI). These numbers are updated annually by HUD. Documentation of the benefit to low- and moderate-income level persons (or a program designed to assist only individuals of “presumed” low- to moderate-income) is required of every project funded. Below are the current limits for the City-Parish:

FY 2019 Income Limit Area	Median Family Income	FY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Baton Rouge, LA Metro Area	\$73,500	Very Low (50%)	25,750	29,400	33,100	36,750	39,700	42,650	45,600	48,550
		Extremely Low (30%)	15,450	17,650	21,330	25,750	30,170	34,590	39,010	43,430
		Low (80%)	41,200	47,050	52,950	58,800	63,550	68,250	72,950	77,650

Audits, Inspections and Monitoring

The City-Parish will audit and/or monitor the progress of the organization via monthly reports, telephone calls, and on-site monitoring visits. During monitoring visits, the organization must make available all appropriate records, reports or policies that the City-Parish requests to inspect.

## **Application**

### Application Guidelines

The application packet is available on the City-Parish OCD website. All applications should be typed and must be kept in the original format. Other than required attachments, do not add pages to the application for extended narratives. Only use the space provided in your application.

The application must be filled out in its entirety before submitted. Questions about the application should be addressed to Build Baton Rouge staff, via email, during the “Technical Assistance Period” only. Once the period closes, questions cannot be answered. Staff will only answer questions pertaining to the application and will not give opinions or advice on the project proposal scope of work or budget.

### Application Submittal Requirements

Submit one original application and two copies per organization through mail. An electronic copy of the application should be emailed to the City-Parish, address shown below:

Completed applications should be directed to:

City of Baton Rouge-Parish of East Baton Rouge  
Sharon Weston Broome, Mayor-President  
Office of Community Development  
c/o Build Baton Rouge  
620 Florida Street, Suite 110  
Baton Rouge, LA 70801

Email: [tsaunders@buildbatonrouge.org](mailto:tsaunders@buildbatonrouge.org)

(\*Please Include “CARES Act Funding Proposal” in subject field of email)

Phone: (225) 387-5606 ext. 503

TDD: (225) 389-3082

All applications are due by Monday, May 11, 2020 at 5:00 pm.

## **Outcome Statement**

Sample Outcome Statement (page 4 of the application)

Seventy-five (75) low-income households will receive two free meals a day for a period of four weeks.

One facility will undergo rehab to be converted into an infectious disease testing center.

Four businesses will receive up to \$10,000 in forgivable loans.

## **Sample Budget**

Sample Proposed Budget (page 7 of the application)

Use the chart below as an example when drafting your proposed budget. Be sure to include “other” funding sources, if applicable, to demonstrate leverage of funds.

Specific Cost Item/Description	Federal Funding Request	Other Funding Source	Other Funding Amount	Total Amount Federal + Other Source
1. Program Manager	\$17,286.26	LA Children’s Fund	\$8,643.13	\$25,929.39
2. Program Counselor	\$12,869.83	LA Children’s Fund	\$6,434.91	\$19,304.74
3. Program Counselor	\$12,869.83	LA Children’s Fund	\$6,434.91	\$19,304.74
4. Course Materials	\$2,700.00	LA DHH	\$2,700.00	\$5,400.00
5. Program Advertising	\$1,200.00	N/A	\$0.00	\$1,200.00
6. Facility Expenses	\$0.00	Donations	\$40,000.00	\$40,000.00
Total Federal Funds Requested	\$46,925.92	Total Program Cost (Federal + Other)		\$108,438.87

**Budget Justifications**

Sample Budget Justification (page 8 of the application)

<p>1. Program Manager:            10 hours of CDBG work per week x 52 weeks per year = 520 hours x \$32.80/hour = \$17,056.00 x 1.35% fringe = \$17,286.26</p>
<p>2. Program Counselor:            10 hours of CDBG work per week x 52 weeks per year = 520 hours x \$24.42/hour = \$12,698.40 x 1.35% fringe = \$12,869.83</p>
<p>3. Program Counselor:            10 hours of CDBG work per week x 52 weeks per year = 520 hours x \$24.42/hour = \$12,698.40 x 1.35% fringe = \$12,869.83</p>
<p>4.            Materials are estimated to cost \$15.00 per course, only half will be budgeted to CDBG            Material cost \$7.50 per student x 3 classes = \$22.50/student x 120 students served = \$2,700.00</p>
<p>5.            Program advertising will be essential to the program for recruiting. Monthly expenses will include printing of flyers and mailers, ads in local newspapers and other media outlets. \$100.00 per month x 12 = \$1,200.00</p>