

**USDA**

**2024 Housing Preservation Grant**

**Pre-Application**

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- **Form AD – 1049 Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals**
- **Form RD 1970-A, Exhibit H – Multi-tier Action Environmental Compliance Agreement**
- **Evidence of Agency verification for debarment through the use of SAM.gov**
- **Letter to State Single Point of Contact**



## **USDA**

### **2024 Housing Preservation Grant**

#### **Type and Conditions for Financial Assistance for Housing Preservation**

The St. Charles Parish Department of Community Services (DCS) is requesting USDA Housing Preservation Grant (HPG) funding to continue to provide grants to low and very low-income homeowners to assist in the repair and rehabilitation of their homes. DCS has an existing, locally funded Health and Safety Home Rehabilitation Program (HSHRP) that targets elderly (age 62 and older); low-income; and disabled homeowners throughout St. Charles Parish who need assistance with home repairs due to health and safety concerns. The HSHRP meets the critical need of providing up to \$5,000 in repairs on a case-by-case basis through a need-based approach that addresses critical issues and disability adaptations.

In 2017, St. Charles Parish received HPG funding that allowed for the creation and implementation of the St. Charles Parish Housing Preservation Grant Program. In 2018 – 2020, and 2021, the Parish was awarded additional HPG funding which allowed for the continuation of the program. The Parish utilized the HPG funding in combination with the HSHRP funds and in doing so, DCS was able to fund larger scale projects for sixty-two (62) low and very low-income households to date. The Parish is currently awaiting the agreement for the 2023 award that will allow DCS to assist additional eligible applicants.

A 2024 HPG award to St. Charles Parish will allow DCS to continue the program by allocating up to \$10,000.00 in HPG funds per home for health and safety related repairs. This program proposes to identify low and very low-income homeowners that have a scope of work that exceeds the current \$5,000 repair limit to make these homes safer, healthier, and more accessible. Low-income applicants who qualify for assistance through this program have a

monthly-adjusted income that falls at or below 80% of the median income guidelines for federal housing repair assistance, with very-low-income applicants falling at or below 50%, making completing these repairs on their own unfeasible.

Although DCS has been able to address many of the requests received for home repairs from the applicants through previous HPG awards, there were applicants that applied for the Parish's Housing Preservation Grant Program that were unable to be served due to funding constraints. Continued USDA Rural Development funding will support the continuation of the Housing Preservation Program in St. Charles Parish; this will allow DCS to target the low to very-low-income population to complete vital health and safety home repairs.

#### **Process for Selecting Recipients for HPG Assistance**

DCS will post Public Notices informing residents of the availability of funding assistance through the HPG Program. Other outreach activities are described in the Outreach Efforts section of this application. During the advertised application period, applications will be accepted from homeowners on a first come, first serve basis and will be date and time stamped. Following the application period, the applications will be reviewed by the Housing Rehabilitation Specialist. The applications must meet the following minimum requirements:

- Applicant must be the owner of the individual dwelling at least 1 year prior to the time of assistance and maintain insurance for the property;
- Applicant must be the intended occupant of the dwelling subsequent to the time of assistance (no rental properties will be assisted with HPG funds);
- The dwelling must be located in a rural area and be in need of housing preservation assistance; and

- Household income at or below the low-income limits according to USDA Rural Development, with an emphasis on household income at or below the very low-income limits.

Homeowners with incomplete applications will be notified in writing as to the reason the application is incomplete and given the opportunity to complete their application, including the submission of new or additional information, in an effort to achieve eligibility. Once it has been determined that the requirements have been met for each eligible application, funding assistance will be awarded on a first come, first serve basis to qualified applicants.

Determination letters will be sent to applicants within 30 days. Persons with eligible applications will be notified as to whether the applicant was selected for the program, placed on a waiting list, or disqualified based on the criteria established for the program. An applicant not selected for assistance will be given the specific reason(s) for rejection and given the opportunity to have their determination reviewed by DCS.

### **Determining Housing Preservation Needs of the Dwelling**

Preliminary inspections will be performed by the DCS's Housing Rehabilitation Specialist and a contracted inspector on each of the homes selected for the HPG Program to determine the rehabilitation needs of the home. Eligible repairs include but are not limited to: installation and/or repair of sanitary water and waste disposal systems; energy conservation measures; repair or replacement of heating systems; electrical wiring; repair of, or provision for, structural supports and foundations; repair or replacement of roofs; replacement of severely deteriorated siding, porches or stoops; and alterations of the unit's interior to provide greater accessibility for any handicap person.



DCS will use a tablet computer to complete the Department's USDA Housing Preservation Program Feasibility Checklist (Attachment A) during the inspection. The checklist will be accompanied by photographs of the existing deficiencies and/or conditions. The Housing Rehabilitation Specialist will develop a scope of work outlining, in detail, the rehabilitation project for the home. Applicants with homes that need repairs and rehabilitation beyond the scope of the combined HPG and Health and Safety maximum program budget of \$15,000 and is not selected for additional assistance through other community partners will be referred to the HUD HOME program. Applicants that need repairs that exceed the limits of the available programs, based on the level and scope of projects, will be denied.

### **Performing the Necessary Work**

The Housing Rehabilitation Specialist will meet with the homeowner to discuss the project. A copy of the scope of work will be given to the homeowner for their review, approval, and signature. DCS maintains a list of contractors that have been pre-qualified to perform work under the Health and Safety Home Rehabilitation Program. The Housing Rehabilitation Specialist will adhere to the St. Charles Parish Procurement Policy when soliciting quotes from the list of approved contractors. Quotes will be reviewed by the Housing Rehabilitation Specialist to confirm the contractor's proposal aligns with the scope of work. An agreement listing the scope of work and project specifications will be signed with the selected contractor prior to the start of the job. The Director of Community Services oversees the program and is required to review and approve invoices for work completed prior to payment processing.

### **Monitoring/Inspecting Work Performed**

The contractor's work will be reviewed and inspected by the Housing Rehabilitation Specialist and the third-party inspector. This process includes a pre-project walk through, progress monitoring and a final inspection by the contracted inspector. The Housing Rehabilitation Specialist or other designated staff will monitor and inspect the work performed through on-site inspections and take photographs of work in progress for documentation purposes.

### **Process for Identifying Potential Environmental Impacts**

DCS will adhere to the environmental guidelines set forth in RD Instruction 1944-N 1944.672 Environmental requirements, 1944.673 Historic preservation and replacement housing requirements and procedures, and 1944.674 Public participation and intergovernmental review. Once the qualified applicants are selected and prior to beginning work, DCS will provide environmental information on each property to be served by the HPG Program on Form RD 1970-B. Additionally, DCS will work with Planning and Zoning to identify whether each property is located in a floodplain or wetland area. An environmental review will be conducted by the Planning and Zoning Department.

If awarded the grant, DCS will contact the Louisiana State Historic Preservation Officer (SHPO) to gain a determination on whether the dwelling is of historical, architectural, or archaeological value. If the dwelling is identified by the SHPO as a historic property, DCS will work closely with the SHPO and perform the rehabilitation of the dwelling according to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

DCS has no knowledge of any potential hazardous or negative impact that implementation of this program will have on the environment. All general contractors utilized by the Department of

Community Services are licensed residential contractors by the State of Louisiana Board of Contractors. In addition, general contractors working on properties constructed prior to 1978 will be trained in lead safe work practices.

### Development Standards

DCS will comply with all building codes adopted by St. Charles Parish when repairing and rehabilitating all dwellings through the HPG Program. Copies of the ordinance(s) approved by the St. Charles Parish Council adopting the building codes will be provided upon request.

### Tentative Time Schedule

The tentative time schedule for completing the program is as follows:

Task	1 <sup>st</sup> Mont h	2 <sup>nd</sup> Mont h	3 <sup>rd</sup> Mont h	4 <sup>th</sup> Mont h	5 <sup>th</sup> Mont h	6 <sup>th</sup> Mont h	7 <sup>th</sup> Mont h	8 <sup>th</sup> Mont h	9 <sup>th</sup> Mont h	10 <sup>th</sup> Mont h	11 <sup>th</sup> Mont h	12 <sup>th</sup> Mont h
Notify Public and partners of award	X											
Accept/screen/select applications		X	X									
Preliminary inspections/Contact SHPO & determine if RD Environmental Assessment is required			X	X								
Complete Scopes of Work/Obtain & review quotes				X	X	X						
Secure permits, if applicable				X	X	X						
Repairs/rehab of homes/Conduct inspections					X	X	X	X	X	X	X	
Submit quarterly performance reports			X			X			X			X
Close program												X



## Staffing

Title	Responsibilities	Minimum Qualifications	% of Time on Project
Housing Rehabilitation Specialist	Pre-screen applicants; Inspect homes for feasibility; Develop scope of work; Evaluate environmental considerations; Solicit quotes from qualified contractors; Coordinate with the third-party project inspector; Supervise project staff; Review quotes; Prepare requisitions; Process invoices for payment	Extensive experience managing home rehabilitation programs	25%
Director of Community Services	Oversee the program; Monitor financial transactions	Program rehabilitation management experience; Administrative experience; experience advocating for low and very low-income applicants; home rehabilitation experience	15%
Clerk	Coordinate application process; Collect documentation; Compile grant reports; Maintain files	Excellent clerical experience; organizational skills; experience advocating for low and very low-income applicants	25%
Grant Writer	Prepare reimbursement requests; Verify supporting documentation; Prepare the quarterly Federal Financial Report; Complete A-133 Audit reporting; Request closeout	Experienced grant writer	5%

## Estimation of Type of Persons to be Served

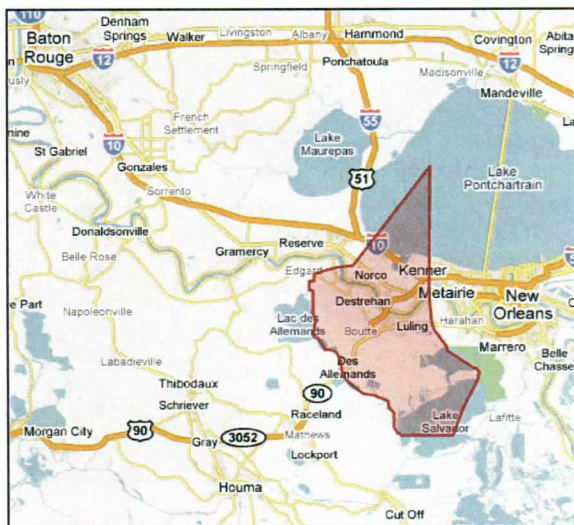
All of the homeowners served through the HPG Program will be screened for participation based on the income guidelines established for selecting low and very low-income homeowners by the USDA Rural Development program grant. The Public Notice will be broadly disseminated to include rural and isolated communities in St. Charles Parish with the likelihood of low and very low-income homeowners. It is estimated that the 2024 HPG Program will serve eight (8) low and four (4) very low-income homeowners.



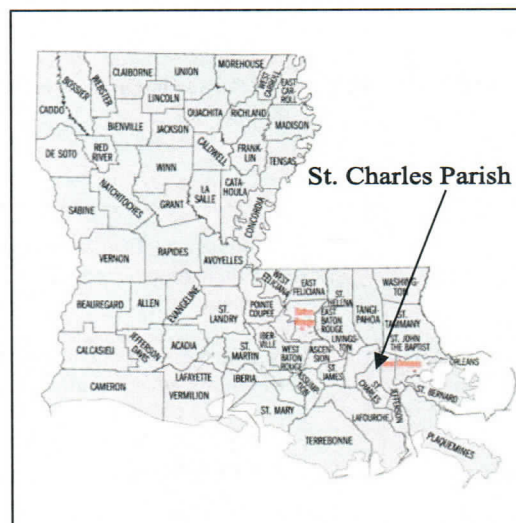
## Geographical Area to be Served

Low and very-low-income residents live throughout St. Charles Parish, a rural community located in southeastern Louisiana, approximately 25 miles west of New Orleans. The maps below illustrate the location of the geographical area to be served. Additionally, St. Charles Parish is designated as an eligible rural area on the USDA Income and Property Eligibility Site.

**St. Charles Parish**



**State of Louisiana**



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### Annual Estimated Program Budget

Budget Line Item	Rate	Qty	In Kind Funding (HSHRP)	HPG Funding	Total HPG Program Costs
<b>Program Costs</b>					
Contractual Services					
Licensed Contractor (Labor & Materials @ \$12,000/dwelling; \$2,000 In Kind/dwelling; \$10,000 HPG/dwelling)	\$12,000.00	12	\$24,000.00	\$120,000.00	\$144,000.00
Contract Inspector	\$375.00	12		\$4,500.00	\$4,500.00
<b>Total Program Costs</b>			<b>\$24,000.00</b>	<b>\$124,500.00</b>	<b>\$148,500.00</b>
<b>Total Housing Preservation Program Costs</b>			<b>\$24,000.00</b>	<b>\$124,500.00</b>	<b>\$148,500.00</b>

Note: Total percentage of HPG funding budgeted for administrative costs is 0% of the total grant funding.  
Percentage of HPG funding (excluding administrative costs) to total funds budgeted is 83.84%.

Schedule of Draws		
Month	Frequency of Draws	Estimated Amount
1	0	\$ -
2	0	\$ -
3	0	\$ -
4	0	\$ -
5	0	\$ -
6	0	\$ -
7	0	\$62,250.00
8	0	\$ -
9	0	\$ -
10	0	\$ -
11	0	\$62,250.00
12	1	\$ -
<b>Total</b>		<b>\$124,500.00</b>

### Indirect Cost Proposal

Not applicable

## **Accounting System**

The St. Charles Parish Department of Finance collaborates with DCS to prepare and execute department and program budgets. The Department of Finance is responsible for the collection and disbursement of all funds, the preparation of general financial reports, and maintaining financial records. Appropriate internal controls have been established to safeguard assets. The Department of Finance utilizes an accounting system, which allows for the HPG Program revenue and expenditures to be accounted for separately from other Parish funds. Reports can be generated from the accounting system for any period of each year. Additionally, DCS maintains accurate, current, and complete records of revenues and expenditures pertaining to each dwelling repaired and rehabilitated through the HPG Program.

## **Method of Evaluation**

An evaluation form will be completed for each dwelling repaired and rehabilitated through the HPG Program. The evaluation form will help determine the success of the program through the monitoring of the achievement of project milestones. The success of the program will also be evaluated based on feedback obtained from program participants via a survey upon completion of the residential rehab project. The data collected from the evaluation forms and survey will be reviewed by the DCS staff and compiled into the required quarterly reports to Rural Development in accordance with 1944.683 (b) to ensure best practices.

## **Other Financial Resources**

DCS proposes to contribute in-kind funds from the Health and Safety Home Rehabilitation Program to supplement repairs exceeding the \$10,000 in HPG funds to be dedicated per property for eligible projects. Funding for the Health and Safety Home Rehabilitation program is derived from ad valorem and local sales taxes. The in-kind funding is a line itemized in the budget shown



on page 9. Collaborating agencies may contribute additional in-kind services and/or materials that are unconfirmed at this time.

### **Program Income**

The St. Charles Parish Housing Preservation Grant Program is operated on a reimbursement basis; therefore, no program income will be received.

### **Plan for Disposition of Security Instruments**

No security instruments will be held by St. Charles Parish as a result of its HPG Program activities.

### **Other Information**

St. Charles Parish will adhere to all applicable local, State, and Federal regulations during the implementation of the HPG Program.

In the event that there is a cost underrun on completed projects the Parish will utilize the remaining HPG funding to assist additional qualified homeowners.

### **Outreach Efforts**

DCS's main outreach effort will be to advertise the HPG Program via a Public Notice in the local newspaper reaching the entire service area. Other advertisement outlets include the parish website and social media accounts. Additional outreach efforts will include posting the Public Notice at the DCS office as well as other Parish agencies that provide services to the public. Lastly, an email announcement that contains the Public Notice will be sent to DCS' Community Partners, mostly comprised of non-profits who provide other support services within St. Charles Parish.

## **Experience and Capacity to Carry Out Objectives**

DCS is the social service agency that provides education, advocacy, and assistance for the residents of St. Charles Parish under the St. Charles Parish Council government. DCS has over three decades of experience successfully administering and supervising community action, emergency assistance and other federal, state, and locally funded social service programs. The department offers programs and services including: utility, medication and rental assistance; budget and emergency conservation counseling; home ownership and weatherization workshops, summer feeding, and enrichment programs, all of which support the healthy development of children, and provide aid to low-income, elderly, handicapped, and other disadvantaged residents of St. Charles Parish in their efforts to increase their own economic independence and productivity.

The department also has over 35 years of combined employee experience of weatherizing and rehabilitating homes in St. Charles Parish, with over 500 homes completed with weatherization or rehabilitation work.

Much of the successful implementation of services can be attributed to the activism of the Community Action Advisory Board that regularly advises DCS of the needs of the residents. The board members represent a diverse cross section of the community. A comprehensive understanding of the residents' needs is continuously captured with meetings that take place throughout the year and are open to the public.

Collaborations with the Red Cross, the Workforce Investment Act Office, the Council on Aging, the St. Charles Parish Community Health Center, the Office of Family Support, the St. Charles Parish Housing Authority, the Registrar of Voters, Catholic Charities, Social Concerns, the United Way, and other government, parish, private, and non-profit agencies allow DCS to

provide comprehensive assistance through direct services, case management, and referrals. These partnerships also aid DCS's efforts towards bringing people and organizations together to work towards the common goals of investing in our community and fostering positive change.

Funding for the programs that DCS administers has been provided through federal and state government agencies, parish government, local vendors and charitable organizations during the last 35 years and has been successfully managed with supportive services of the parish government's Finance Department.

St. Charles Parish established the St. Charles Parish Housing Preservation Grant Program in 2017 with Housing Preservation Grant funds received from United States Department of Agriculture Rural Development. Since program inception, the Parish has received a total of \$423,778.70 that assisted DCS in completing the rehabilitation of 62 homes throughout the Parish for low and very-low-income individuals to date.

The successful completion of past HPG projects, as well as the other resources and experience identified avails the DCS staff with the confidence in the department's ability to continue to carry out the objectives of the Parish's Housing Preservation Grant Program.



## **Evidence of Legal Existence**

St. Charles Parish is a local government subdivision as defined by Article VI, Section 44 of the Louisiana Constitution of 1974. The Parish operates under a Home Rule Charter under authority of Article VI, Section 5 of the Constitution. A copy of the Home Rule Charter will be provided upon request. The names of the directors and officers are as follows:

Matthew Jewell, Parish President  
Mike Palamone, Chief Administrative Officer  
Samantha de Castro, Deputy Chief Administrative Officer  
Grant Dussom, CPA, Chief Financial Officer  
Darrin Duhe, Chief Operations Officer  
Corey Oubre, Legal Services  
Michelle Impastato, Council Secretary  
Michael A. Mobley, Councilman-At-Large, Division A  
Holly Fonseca, Councilwoman-At-Large, Division B  
La Sandra D. Wilson, Councilwoman, District I  
Heather Skiba, Councilwoman, District II  
Walter Pilie, Councilman, District III  
Willie Comardelle, Councilman, District IV  
Michelle O'Daniels, Councilwoman, District V  
Bob Fisher, Councilman, District VI  
Michele deBruler, Councilwoman, District VII

All Officers and Directors can be reached at the following address:

St. Charles Parish  
15045 River Road  
P.O. Box 302  
Hahnville, LA 70057

## **Financial Statements**

A copy of the most recent St. Charles Parish Comprehensive Annual Financial Report can be viewed at the following link: <https://www.stcharlesparish.gov/residents/finance/financial-statements-audits>



## Narrative

St. Charles Parish is a USDA designated rural area located in southeastern Louisiana, approximately 25 miles west of New Orleans, with a population of 51,554 (2022 American Community Survey 5-Year Estimates, data.census.gov). According to the U.S. Census Bureau's 2022 American Community Survey 5-Year Estimates, 10.2% of Parish residents have an income below poverty level. These residents reside throughout 12 of the 14 towns in St. Charles Parish. The following towns have a greater concentration of residents that live below the poverty guideline; Des Allemands with 16.0% of residents that live below the poverty guideline. Boutte with 15.9%, New Sarpy with 14.0%, and Norco with 12.1%. Additionally, minority residents account for approximately 33.4% of the population; however, they account for 59.3% of the residents living below the poverty level. The detailed breakdown of St. Charles Parish residents by race living below poverty reported in the 2022 American Community Survey 5-Year Estimates are as follows:

Race	Total # of Residents	# Below Poverty Level	% Below Poverty Level
White alone	34,348	2,133	6.2%
Black or African American alone*	12,025	2,721	22.6%
American Indian and Alaska Native alone*	523	0	0%
Asian alone*	492	0	0%
Native Hawaiian and Other Pacific Islander alone*	3	0	0%
Some other race alone*	1,837	252	13.7%
Two or more races*	2,326	143	6.1%
Total	51,554	5,249	10.2%
<b>* Minority Residents Total</b>	<b>17,206</b>	<b>3,116</b>	<b>18.1%</b>

The number of low and very-low-income residents requesting assistance from the DCS evidences the need for the type of housing preservation assistance being proposed. These residents are unable to afford the financial burden of repairs to their homes. This leads to poor

living conditions, which are unsafe, unhealthy, and negatively affects the quality of life for these residents. Investments to repair and rehabilitate these homes will offer the residents safer and more energy efficient dwellings that will result in savings by lowering monthly utility expenses thereby increasing disposable income.

It is not anticipated that any HPG funding will be used for the rehabilitation of historic properties. However, prior to beginning work on each property the Louisiana State Historic Preservation Office (SHPO) will be contacted to gain a determination on whether the dwelling is of historical, architectural, or archaeological value. If SHPO identifies the dwelling as a historic property, DCS will collaborate with SHPO and perform the rehabilitation of the dwelling according to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

The effectiveness of the HPG Program will be determined by using an evaluation form that will be completed for each dwelling repaired and rehabilitated (Attachment B) as well as a survey provided to each participant upon completion of the residential rehabilitation project (Attachment C).

### **Overcrowding**

DCS will comply with the guidelines set forth in 7 CFR 3560.155(e), in determining an ideal range of persons per housing unit.

### **Identifying and Rehabilitating Historic Properties, Properties Located in a Floodplain or Wetland, and Properties Located within the Coastal Barrier Resources System.**

St. Charles Parish will comply with guidelines set forth in 7 CFR 1944.673. See RD Instruction 1944-N, Exhibit F-1 in Attachment D.

## **Coordination with Other Public and Private Organizations**

DCS will coordinate housing preservation activities, when applicable with other public and private organizations and programs that provide assistance in the rehabilitation of historic properties.

## **State Historic Preservation Office**

The State Historic Preservation Office (SHPO) was notified of DCS's intention to apply for additional USDA RD funds to support the HPG program in St. Charles Parish. The Parish reached out to the SHPO on July 10, 2024. A copy of the letter the Parish transmitted to SHPO and the SHPO response letter can be found in Attachment E. Following a USDA RD HPG award and upon completion of the application and selection process of the properties to be rehabilitated, DCS will contact the Louisiana State Historic Preservation Office (SHPO) prior to beginning work on each property to gain a determination on whether the dwelling is of historical, architectural, or archaeological value. If the dwelling is identified by SHPO as a historic property, DCS will work closely with SHPO and perform the rehabilitation of the dwelling according to the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

## **Local Government Leaders**

The St. Charles Parish Council unanimously approved a resolution approving and authorizing the Parish President to submit a grant application for the United States Department of Agriculture Rural Development 2024 Housing Preservation Program. The grant funds if awarded will aid in the continuance of the Housing Preservation Grant Program in St. Charles Parish, which was established with the 2017 HPG Award. A copy of the Resolution can be found in Attachment F.



St. Charles Parish does not have municipalities within the Parish therefore there will be no duplication of activities as described in RD Instruction 1944 §1944.674. The St. Charles Parish Council approval for the program is evidenced in the Resolution adopted on July 8, 2024 authorizing the Parish President to apply for the FY2024 Housing Preservation Grant Program.

### **Public Comment**

A Public Notice was published in the local area newspaper and on the Parish website (<http://stcharlesparish-la.gov>) informing the residents of St. Charles Parish of DCS's intention to apply for a Rural Housing Preservation Grant. The Statement of Activities was available for viewing at DCS's office and online during the period specified in the Public Notice, as required. No comments were received by DCS. The Public Notice can be viewed in Attachment G.

### **Other Agreements and Certifications**

St. Charles Parish will comply with all applicable local, state, and federal regulations during the implementation of the HPG Program, including, but not limited to: Equal Employment Opportunity laws and the Assistance and Real Property Acquisition Policies Act of 1970. The following additional agreements and certifications are shown in Attachment H:

- Form RD 400-1 Equal Opportunity Agreement
- Form RD 400-4 Assurance Agreement
- FormAD-1047 Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
- Form AD-1049 Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals
- Form 1970-A Exhibit H “Multi-tier Action Environmental Compliance Agreement”

- Evidence of Agency verification for debarment using SAM.gov
- Letter to State Single Point of Contact per Executive Order 12372

# Attachment A

# USDA Housing Preservation Program

## Feasibility Checklist

NAME

DATE

ADDRESS AND PHONE NUMBER

### SCOPE OF WORK

EXTERIOR		area / #	X	\$
Replace	ROOF (complete)			
Repair	ROOF			
	replace shingles			
	replace felt			
	replace plywood			
	replace vents			
Replace	FASCIA			
Replace	SOFFITT			
Replace	GUTTER			
Paint	SOFFITT / FASCIA			
Replace	SINGLE DOOR UNIT			
Replace	DOUBLE DOOR UNIT			



# USDA Housing Preservation Program

## Feasibility Checklist

Replace	<b>DOUBLE SLIDING DOOR</b>			
Replace	<b>VINYL SIDING</b>			
Replace	<b>VINYL CORNER TRIM</b>			
Replace	<b>REPLACE WOOD CORNER TRIM</b>			
Other				
Other				
Other				

### INTERIOR

#### BATHROOM

Install	<b>WALK-IN SHOWER</b>			
Install	<b>SHOWER DOOR</b>			
Replace	<b>VANITY</b> (complete)			
Replace	<b>VANITY FAUCETS</b>			
Replace	<b>TOILET</b>			
Replace	<b>SUBFLOOR</b>			
Replace	<b>CER TILE FLOOR</b>			
Install	<b>HVL</b>			
Replace	<b>SHEETROCK</b> (complete)			
Repair	<b>SHEETROCK</b>			
Replace	<b>BASEBOARDS</b>			
Paint	<b>CEILING</b>			
Paint	<b>WALLS</b>			

# USDA Housing Preservation Program

## Feasibility Checklist

Other			
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### BATHROOM TWO

Install	<b>WALK-IN SHOWER</b>			
Install	<b>SHOWER DOOR</b>			
Replace	<b>VANITY</b> (complete)			
Replace	<b>VANITY FAUCETS</b>			
Replace	<b>TOILET</b>			
Replace	<b>SUBFLOOR</b>			
Replace	<b>CER TILE FLOOR</b>			
Install	<b>HVL</b>			
Replace	<b>SHEETROCK</b> (complete)			
Repair	<b>SHEETROCK</b>			
Replace	<b>BASEBOARDS</b>			
Paint	<b>CEILING</b>			
Paint	<b>WALLS</b>			
Other				

### KITCHEN

Replace	<b>SINK</b>			
Replace	<b>WALL CABINETS</b>			
Replace	<b>BASE CABINETS</b>			
Replace	<b>COUNTERTOPS</b>			
Install	<b>HOOD VENT</b>			

# USDA Housing Preservation Program

## Feasibility Checklist

Replace	<b>SUBFLOOR</b>			
Install	<b>CER TILE FLOOR</b>			
Replace	<b>SHEETROCK</b> (complete)			
Repair	<b>SHEETROCK</b>			
Replace	<b>BASEBOARDS</b>			
Paint	<b>CEILING</b>			
Paint	<b>WALLS</b>			
Other				

### *BEDROOM ONE*

Replace	<b>SHEETROCK</b> (complete)			
Repair	<b>SHEETROCK</b>			
Repair	<b>SUBFLOOR</b>			
Replace	<b>SUBFLOOR</b>			
Repair	<b>FLOORING</b>			
Replace	<b>FLOORING</b>			
Replace	<b>BASEBOARDS</b>			
Paint	<b>CEILING</b>			
Paint	<b>WALLS</b>			
Other				

### *BEDROOM TWO*

Replace	<b>SHEETROCK</b> (complete)			
Repair	<b>SHEETROCK</b>			



# USDA Housing Preservation Program

## Feasibility Checklist

Repair	SUBFLOOR			
Replace	SUBFLOOR			
Repair	FLOORING			
Replace	FLOORING			
Replace	BASEBOARDS			
Paint	CEILING			
Paint	WALLS			
Other				

### BEDROOM THREE

Replace	SHEETROCK (complete)			
Repair	SHEETROCK			
Repair	SUBFLOOR			
Replace	SUBFLOOR			
Repair	FLOORING			
Replace	FLOORING			
Replace	BASEBOARDS			
Paint	CEILING			
Paint	WALLS			
Other				

### BEDROOM FOUR

Replace	SHEETROCK (complete)			
Repair	SHEETROCK			

# USDA Housing Preservation Program

## Feasibility Checklist

Repair	SUBFLOOR			
Replace	SUBFLOOR			
Repair	FLOORING			
Replace	FLOORING			
Replace	BASEBOARDS			
Paint	CEILING			
Paint	WALLS			
Other				

### LIVING ROOM

Replace	SHEETROCK (complete)			
Repair	SHEETROCK			
Repair	SUBFLOOR			
Replace	SUBFLOOR			
Repair	FLOORING			
Replace	FLOORING			
Replace	BASEBOARDS			
Paint	CEILING			
Paint	WALLS			
Other				

### DINING ROOM

Replace	SHEETROCK (complete)			
Repair	SHEETROCK			

# USDA Housing Preservation Program

## Feasibility Checklist

Replace	<b>BASEBOARDS</b>			
Paint	<b>CEILING</b>			
Paint	<b>WALLS</b>			
Other				

### HALLWAY

Replace	<b>SHEETROCK (complete)</b>			
Repair	<b>SHEETROCK</b>			
Replace	<b>BASEBOARDS</b>			
Paint	<b>CEILING</b>			
Paint	<b>WALLS</b>			
Other				

### LAUNDRY ROOM

Replace	<b>SHEETROCK (complete)</b>			
Repair	<b>SHEETROCK</b>			
Replace	<b>BASEBOARDS</b>			
Paint	<b>CEILING</b>			
Paint	<b>WALLS</b>			
Other				

### HOUSE

Install	<b>SMOKE DETECTORS</b>			
Other				
Other				



# USDA Housing Preservation Program

## Feasibility Checklist

Other				
<i>ELECTRICAL</i>				
Replace	<b>ELECTRIC PANEL BOX</b>			
Re-Wire	<b>HOUSE</b>			
Replace	<b>OUTLETS</b>			
Add	<b>CIRCUIT</b>			
Other				
<i>PLUMBING</i>				
Describe				
<i>HVAC</i>				
Replace	<b>CENTRAL AC &amp; HEAT</b>			
Install	<b>UNIT AC &amp; HEAT</b>			
<b>TOTAL COST</b>				

<b>NOTES:</b>	
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# USDA Housing Preservation Program

## Feasibility Checklist

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# Attachment B

**Department of Community Services**  
**2024 Housing Preservation Program**  
**Evaluation Form**

Recipient's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Task		Projected Completion Date	Date Completed	Outcome	Possible Outcomes:
	Application Reviewed	___/___/___	___/___/___		<b>A – Unfavorable Outcome</b>  <b>B – Expected Level of Outcome</b>  <b>C – Best Anticipated Success</b>
<b>Incomplete Applications</b>	Letter mailed to applicant requesting additional information	___/___/___	___/___/___		
	Reviewed additional information submitted	___/___/___	___/___/___		
	Final determination letter mailed to applicant: <b>A D WL</b>	___/___/___	___/___/___		
	Contact SHPO	___/___/___	___/___/___		<b>Final Determination Key:</b>  <b>A – Approved</b>  <b>D – Denied</b>  <b>WL – Waiting List</b>
	Environmental Assessment	___/___/___	___/___/___		
	Pre-Inspection	___/___/___	___/___/___		
	SHPO determination received	___/___/___	___/___/___		
	Obtain estimates & bids	___/___/___	___/___/___		
	Secure Permits	___/___/___	___/___/___		
	Order materials	___/___/___	___/___/___		
	Begin rehab	___/___/___	___/___/___		
	Rehab complete	___/___/___	___/___/___		
	Order 3 <sup>rd</sup> Party Inspection	___/___/___	___/___/___		
	3 <sup>rd</sup> Party Inspection received & reviewed	___/___/___	___/___/___		
	Deficiencies found by 3 <sup>rd</sup> party inspector corrected	___/___/___	___/___/___		
	File closed	___/___/___	___/___/___		
<b>NOTES:</b>					

# Attachment C



**Department of Community Services  
2024 Housing Preservation Program  
Participant Survey**

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**Date** \_\_\_\_\_ **Name (optional)** \_\_\_\_\_

**What are your feelings towards the communication with The Department of Community Services?**

☐ Very Satisfied

☐ Somewhat Satisfied

☐ Undecided

☐ Somewhat Dissatisfied

☐ Very Dissatisfied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How satisfied are you with the progress of the work on your home?**

☐ Very Satisfied

☐ Somewhat Satisfied

☐ Undecided

☐ Somewhat Dissatisfied

☐ Very Dissatisfied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What is your overall satisfaction with the process of the Housing Preservation Program, so far?**

☐ Very Satisfied

☐ Somewhat Satisfied

☐ Undecided

☐ Somewhat Dissatisfied

☐ Very Dissatisfied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**If the work on your home is not complete, please stop here. If the work on your home is complete, please complete the rest of the survey.**



**How satisfied are you with the length of time it took to complete the work on your home?**

☐ Very Satisfied

☐ Somewhat Satisfied

☐ Undecided

☐ Somewhat Dissatisfied

☐ Very Dissatisfied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What is your overall satisfaction with the outcome of the work completed to your home?**

☐ Very Satisfied

☐ Somewhat Satisfied

☐ Undecided

☐ Somewhat Dissatisfied

☐ Very Dissatisfied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Overall, how satisfied are you with your experience with Housing Preservation Program?**

☐ Very Satisfied

☐ Somewhat Satisfied

☐ Undecided

☐ Somewhat Dissatisfied

☐ Very Dissatisfied

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please feel free to use the following lines to add any comments you have regarding the Housing Preservation Program, as we would appreciate your thoughts, ideas, and opinions.**

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**Thank You!!!**

# Attachment D

Guide: Grantee's Process for Identifying Properties  
Requiring Rural Development Environmental Assessments

I. Before beginning work on a particular dwelling, we (grantee) agree to answer the following questions in accordance with the accompanying guidelines:

A. **Floodplains, Wetlands, and Coastal Barrier Resources System (CBRS)**

1. Is the dwelling located in a 100-year floodplain?

The grantee will check the latest Federal Emergency Management Agency (FEMA) Floodplain Insurance Rate Maps to determine if the property is located in a 100-year floodplain. These maps are provided by FEMA to each community which has been mapped, and may be reviewed on the FEMA Map Service Center website or at local municipal or county governmental offices. FEMA maps may also be purchased from FEMA's Flood Map Distribution Center by calling 1-800-333-1363. If a community has not been mapped, information regarding floodplains may be obtained from the Soil Conservation Service (SCS), the U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, the U.S. Geological Survey offices, or regional or State agencies established for flood prevention purposes. (Revised 04-01-16, SPECIAL PN.)

RHS will obtain a FEMA Standard Flood Hazard Determination form, which will indicate if the property is located in a floodplain. If the exact location of the boundary of the floodplain or the elevation of the structures on the property in comparison to the floodplain's base flood elevation must be determined, and when advised to do so by Rural Development or one of the above agencies, the grantee will obtain the services of a registered engineer or appropriate environmental professional to make the floodplain determination. (For further instructions, see 1970 Subpart F - Floodplains.) (Revised 04-01-16, SPECIAL PN.)

2. Is the dwelling located in a wetland?

The grantee will follow the instructions in 1970 Subpart G - Wetlands to determine if the dwelling may be located in or immediately adjacent to a wetland. When advised to do so by Rural Development, the grantee will obtain the services of an appropriate environmental professional to make the wetland determination. (Revised 04-01-16, SPECIAL PN.)



If an environmental resource may be adversely affected, no work will be done on the dwelling until Rural Development completes an environmental assessment in accordance with 7 CFR part 1970. The grantee will abide by the decisions resulting from the assessment, including mitigation measures or a decision to reject the dwelling for the Housing Preservation Grant (HPG) program. The applicant will provide information or documentation requested by Rural Development. (For further instructions, see 1970 Subpart G - Wetlands.) (Revised 04-01-16, SPECIAL PN.)

3. Is the dwelling located in the CBRS?

If the dwelling is located on or adjacent to a coast of the United States or the Great Lakes, the grantee will check with the U.S. Fish and Wildlife Service to determine if the property is part of the CBRS. Rural Development County Offices servicing coastal areas may also have CBRS maps.

If a dwelling is located within the CBRS, the dwelling is ineligible for the HPG program. (For further instructions, see 1970 Subpart O - Other Protected Resources and Guides.) (Revised 04-01-16, SPECIAL PN.)

**B. Historic and Archaeological Properties**

4. Does the dwelling or property have any historic or archaeological value?

The grantee will develop in consultation with the State Historic Preservation Officer (SHPO) a process to ensure full compliance with the spirit and intent of RD Instruction 2000-FF. The process will take into account the national historic preservation objectives set forth in Attachment 1 of Exhibit A of RD Instruction 2000-FF, and will encourage the rehabilitation of historic buildings in a manner that realistically meets the needs of very low- and low-income property owners while preserving the historic and architectural character of such buildings.

The grantee will identify properties that are listed or eligible for listing on the National Register of Historic Places. This will be accomplished by evaluating the property as set forth in Attachment 2 of Exhibit A of RD Instruction 2000-FF.

At a minimum, the grantee will contact the SHPO and request comments when any of the following conditions occur:

(a) The dwelling proposed for rehabilitation and/or repair is older than 50 years;

(b) Regardless of age, the property appears to have significant historic and/or archaeological features, including, but not limited to:

(1) The dwelling appears to have unusual architectural features which are not typically found in the area;

(2) A graveyard or burial ground of any type is known to be on the property;

(3) The property contains or is known to have contained a significant number of artifacts such as arrowheads, stone tools, etc.;

(4) The property is located in or adjacent to a currently listed historic district or site.

(c) Any other conditions agreed upon by the grantee and SHPO under the terms of RD Instruction 2000-FF.

When planning the rehabilitation of a historic property for a proposed recipient, the grantee will comply with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to the extent practicable.

If, after consulting with SHPO, it is determined the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings cannot be reasonably met, or it is determined a historic property will be adversely affected, the grantee will furnish all necessary information and initiate formal consultation to afford the Advisory Council on Historic Preservation an opportunity to comment. Attachment 3 of Exhibit A of RD Instruction 2000-FF provides additional guidance on this subject.

If at any time during renovation work one of the above conditions mentioned in paragraphs (a) through (c) of this section becomes apparent, the grantee will immediately cease work on the property and contact the SHPO and Rural Development. The grantee will abide by the directions of the SHPO and Rural Development concerning further work on the property.

(For further instructions, see 1970 Subpart H - Historic Preservation.)

**C. Other Environmental Considerations**

5. Does the property contain any areas where chemicals or petroleum products are stored, disposed of, or appear to have been released into the environment?

If the grantee discovers such a condition on the property, the grantee will not remove or handle any of these materials. The grantee will immediately consult with the occupants/owners of the dwelling regarding the situation and will contact Rural Development and, if appropriate, the local Health Department or environmental regulatory agency for further guidance.

6. Are there adjacent land uses which now or in the future present a potential detriment to the quality of the environment of the subject property?

The grantee will do a thorough reconnaissance of the surrounding area and determine if there are: noise sources (railroads, airports, industry, heavily traveled highways, etc.); safety or sanitary problems; air pollution sources; or severe deficiencies in services such as fire protection, crime control, etc.

If any of the adverse environmental conditions noted in paragraphs 5 and 6 of this section are discovered, the grantee will do no work on the dwelling until Rural Development has been consulted. The grantee will abide by the decisions resulting from the consultation and/or assessment, including mitigation measures or a decision to reject the dwelling for the HPG program.

II. We (the grantee) will answer each of these questions on each property considered for inclusion in the HPG program, and will document the recipient file with our findings. If none of the questions are answered "Yes," we will document such in the recipient file and will proceed with the repair/rehabilitation of the property as planned. We will monitor the work being done to insure that all construction wastes are properly disposed of. We will fully cooperate with and assist Rural Development in the preparation of any necessary environmental reviews on the property.

SUBMITTED BY:

St. Charles Parish  
Grantee

  
Signature

Parish President  
Title

7/22/2024  
Date

oOo



# Attachment E



# ST. CHARLES PARISH

## GRANTS

MATTHEW JEWELL  
PARISH PRESIDENT

July 9, 2024

Kristin Sanders, State Historic Preservation Officer  
Louisiana Office of Cultural Development  
P.O. Box 44247  
Baton Rouge, LA 70804-4241  
Sent Via Email: [section106@crt.la.gov](mailto:section106@crt.la.gov)

Subject: Section 106 Review Request for St. Charles Parish FY2024 Housing Preservation Grant Application

Dear Ms. Sanders:

St. Charles Parish is submitting a grant application to the United States Department of Agriculture Rural Development to apply for 2024 Housing Preservation Grant program funding. In order to comply with the Programmatic Memorandum of Agreement between Rural Housing Service, the National Conference of State Historic Preservation Officers, and the Advisory Council on Historic Preservation, we are hereby notifying you that we are proposing to repair and rehabilitate low and very low- income owner occupied dwellings within the parish. The type of repairs proposed include but are not limited to: new windows, roof repair/replacement, air conditioning and heating repair/replacement, plumbing, and electrical. We do not anticipate that any of the eligible dwellings selected to be repaired or rehabilitated through the program will be listed on or eligible for the National Register of Historic Places; however, if we are awarded the funding and implement the program, eligible properties we commit to repair and rehabilitate will be then forwarded to your office for specific review.

We are requesting your comments and support regarding the submission of our grant application. We are also hoping and looking forward to working with you in the future.

Please feel free to contact me at [cchiasson@stcharlesgov.net](mailto:cchiasson@stcharlesgov.net) should you have any questions or concerns.

Sincerely,

Carla A. Chiasson  
Grants Officer



BILLY NUNGESSER  
LIEUTENANT GOVERNOR

**State of Louisiana**  
**OFFICE OF THE LIEUTENANT GOVERNOR**  
**DEPARTMENT OF CULTURE, RECREATION & TOURISM**  
**OFFICE OF CULTURAL DEVELOPMENT**

KRISTIN P. SANDERS  
ASSISTANT SECRETARY

July 22, 2024

Carla A. Chiasson  
Grants Officer  
[cchiasson@stcharlesgov.net](mailto:cchiasson@stcharlesgov.net)

Re: FY2024 HOUSING PRESERVATION GRANT APPLICATION  
ST. CHARLES PARISH, LOUISIANA

Dear Ms. Chiasson,

Thank you for your letter received July 10, 2024, regarding a proposal by St. Charles Parish to submit an application to the United States Department of Agriculture, Rural Development for the 2024 Housing Preservation Grant. Our office has no objections to the principle of your application for grant funding. Once your office has a better understanding of the buildings that will participate in the program, please provide the following information for our review and comment:

- Please utilize our online Cultural Resources Map to help guide and identify properties that may be within a National Register Historic District or individually listed National Register properties.
- Detailed scope of work including design plans where applicable.
- Map and site plan showing the area of potential effects (APE) and exact location of the project undertaking.
- Photographs of the building; buildings should be documented showing diagonal views of front and side and rear and opposite side of the building. All photos should be keyed to a site map and project plans where applicable.

If you have questions or concerns, please contact Rachel Watson at [rwatson@crt.la.gov](mailto:rwatson@crt.la.gov) or Sadie Whitehurst at [swhitehurst@crt.la.gov](mailto:swhitehurst@crt.la.gov) in our Division of Archaeology or Jennie Garcia in our Division of Historic Preservation at [jgarcia@crt.la.gov](mailto:jgarcia@crt.la.gov).

Sincerely,

A handwritten signature in blue ink that reads "Chip McGimsey".

Chip McGimsey  
Office of Cultural Development  
State Archaeologist

# Attachment F



2024-0237

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT  
(GRANTS OFFICE)

RESOLUTION NO. 6779

A resolution approving and authorizing St. Charles Parish to submit a grant application to the United States Department of Agriculture's Rural Housing Service Fiscal Year (FY) 2024 Housing Preservation Grant Program.

WHEREAS, the Rural Housing Service, an agency within the United States Department of Agriculture Rural Development (USDA) is accepting grant applications for the FY 2024 Housing Preservation Grant Program opportunity; and,

WHEREAS, St. Charles Parish established a local Housing Preservation Grant Program with funds awarded from the FY 2017 Housing Preservation Grant opportunity and continued the local program with funds received from the USDA Housing Preservation Grant Program each year as awarded since; and,

WHEREAS, through the local Housing Preservation Grant Program, the Department of Community Services has provided repairs and rehabilitation to 62 dwellings within St. Charles Parish owned and occupied by low and very low-income residents; and,

WHEREAS, St. Charles Parish is applying for FY 2024 Housing Preservation Grant funding to assist in the continuation of the local Housing Preservation Grant Program; and,

WHEREAS, the Rural Housing Service application requires support from the local governing body to secure approval and authorization for the application for grant funding.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve and authorize St. Charles Parish to submit a grant application to the United States Department of Agriculture's Rural Housing Service Fiscal Year (FY) 2024 Housing Preservation Grant Program.

BE IT FURTHER RESOLVED that the Parish President is hereby authorized to execute said application and to act on behalf of St. Charles Parish in all matters pertaining to this project and subsequent grant award.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE,  
O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: NONE

And the resolution was declared adopted this 8th day of July, 2024, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: B. Fisher

SECRETARY: Michelle Dupont

DLVD/PARISH PRESIDENT: July 9, 2024

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: July 9, 2024

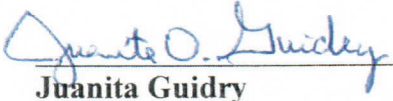
AT: 3:05pm RECD BY: [Signature]

# Attachment G

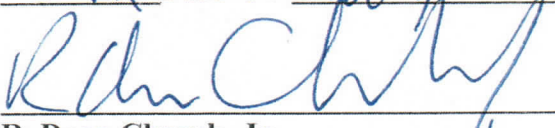


BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED JUANITA O. GUIDRY WHO, BEING DULY SWORN BY ME, DID DEPOSE AND SAY: THAT SHE IS LEGAL MANAGER OF THE ST. CHARLES HERALD-GUIDE, BEING A NEWSPAPER OF GENERAL CIRCULATION IN THE PARISH OF ST. CHARLES, STATE OF LOUISIANA, PUBLISHED WEEKLY IN BOUTTE, LOUISIANA.

Said notice was placed by the St. Charles Parish Department of Community Services, giving notice of application to the United States Department of Agriculture, Rural Development for Fiscal Year 2024 Housing Preservation Grant funding to be used within St. Charles Parish to repair and rehabilitate low and very-low income owner-occupied dwellings. Notice was published in the July 4, 2024 issue and is attached.

  
**Juanita Guidry**  
Controller

SWORN TO AND SUBSCRIBED  
BEFORE ME, NOTARY PUBLIC,  
ST CHARLES PARISH, BOUTTE, LOUISIANA

5th DAY OF July, 2024  
  
R. Dean Church, Jr. #207

My commission expires at death

### Public Notice

#### PUBLIC NOTICE

St. Charles Parish President, Matthew Jewell, announces that the St. Charles Parish Department of Community Services is applying to the United States Department of Agriculture, Rural Development for Fiscal Year 2024 Housing Preservation Grant funding. These funds will be used within rural St. Charles Parish to repair and rehabilitate low and very low-income owner-occupied dwellings.

A Statement of Activities for this program is available for review from July 4, 2024 through July 22, 2024, online at [www.stcharlesparish.gov](http://www.stcharlesparish.gov) and a hard copy can be requested to be picked up at the following location:

St. Charles Parish  
Department of Community Services  
14564 River Road  
P. O. Box 169  
New Sarpy, LA 70078  
Monday through Friday, 8:30am to 4:00pm

Interested persons are advised that they may submit their comments in writing to express their views relative to the proposed project on the possible social, economic and environmental effects involved.

Submittal of written comments must be postmarked to the post office address listed above care of Ms. Joan Diaz, Director of Community Services, or by e-mailing [jdiaz@stcharlesgov.net](mailto:jdiaz@stcharlesgov.net) on or before July 22, 2024.

St. Charles Parish is an equal opportunity provider and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.



# Attachment H



EQUAL OPPORTUNITY AGREEMENT

This agreement, dated 07-22-2024 between  
St. Charles Parish

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

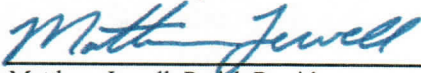
- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (g) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0201 and 0575-0189, which expire 3/31/2026. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to [ICRAMTRequests@usda.gov](mailto:ICRAMTRequests@usda.gov).



2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as , but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.



Matthew Jewell, Parish President  
St. Charles Parish

Recipient

Recipient

(CORPORATE SEAL)

Name of Corporate Recipient

Attest:

Secretary

By

President

USDA  
Form RD 400-4  
(Rev. 08-22)

Position 3

**ASSURANCE AGREEMENT**  
(Under Title VI, Civil Rights Act of 1964)

The	St. Charles Parish (name of recipient)		
Street1:	15045 River Rd		
Street2:			
City:	Hahnville	County / Parish:	St. Charles
State:	LA: Louisiana	Province:	
Country:	USA: UNITED STATES	ZIP / Postal Code:	70057-0000
(address)			

As a condition of receipt of Federal financial assistance, you acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1. Title VI of the Civil Rights Act of 1964, as amended, which prohibits you from discriminating on the basis of race, color, or national origin (42 U.S.C. 2000d et seq.), and 7 CFR Part 15, 7 CFR 1901, Subpart E.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs [in accordance with USDA RD LEP Guidance for RD Funded (Assisted) Programs]. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons served or encountered both in developing your budgets and in conducting your programs and activities. For assistance and information regarding your LEP obligations, go to <http://www.lep.gov>;

2. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating on the basis of sex in education programs or activities (20 U.S.C. 1681 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
3. The Age Discrimination Act of 1975, as amended, which prohibits you from discriminating on the basis of age (42 U.S.C. 6101 et seq.) [as implemented by 7 CFR Part 15, 7 CFR 1901, Subpart E];
4. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits you from discriminating on the basis of disability (29 U.S.C. 794) [as implemented by 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E];
5. Title VIII of the Civil Rights Act, which prohibits you from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units, i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) be designed and constructed with certain accessible features, see 24 CFR Part 100.201; and
6. Titles II and III of the Americans with Disabilities Act, which prohibit you from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189), as implemented by Department of Justice regulations at 28 C.F.R. parts 35 and 36, and 7 CFR Part 15, 7 CFR Part 15b, 7 CFR 1901, Subpart E.



You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions governing USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to records, accounts, documents, information, facilities, and staff :

1. You must cooperate with any compliance review or complaint investigation conducted by USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).
2. You must give USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by Title VI, Title IX, Age, and Section 504 implementing regulations and other applicable laws or program guidance.
3. You must keep such records and submit to the responsible Department official or designee timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to ascertain whether you have complied or are complying with relevant obligations.
4. You must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Rural Development or the U.S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
6. If, during the past three years, you (the recipient) have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, you must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements.
7. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against you, or you settle a case or matter alleging such discrimination, you must forward a copy of the complaint and findings to USDA Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), Office of Civil Rights.

The United States has the right to seek judicial enforcement of these obligations.

You also acknowledge and agree that you must comply (and require any subgrantees, subrecipients, contractors, successors, transferees, and assignees to comply) with applicable provisions of program-specific nondiscrimination policy requirements found at CFR Part 15, 7 CFR Part 15 b, 12 CFR Part 202, 7 CFR 1901, Subpart E., DR4300-003, DR4330-0300, DR4330-005.

#### Period of Obligation

In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), this assurance obligates the Recipient for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the transferee for the period during which federal assistance is extended. If any personal property is so provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Recipient for the period during which the federal assistance is extended to the Recipient by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service).

#### Employment Practices

Where a primary objective of the federal assistance is to provide employment or where the Recipient's employment practices affect the delivery of services in programs or activities resulting from federal assistance extended by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service), the Recipient agrees not to discriminate on the grounds of race, color, national origin, sex, age, or disability, in its employment practices. Such employment practices may include, but are not limited to, recruitment, advertising, hiring, layoff or termination, promotion, demotion, transfer, rates of pay, training and participation in upward mobility programs; or other forms of compensation and use of facilities.



#### Data Collection


The Recipient agrees to compile and maintain information pertaining to programs or activities developed as a result of the Recipient's receipt of federal assistance from Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service). Such information shall include, but is not limited to the following: (1) the manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination; (2) the population eligible to be served by race, color, national origin, sex, age, and disability; (3) data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English; (4) the location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of unnecessarily denying access to any person on the basis of prohibited discrimination; (5) the present or proposed membership by race, color, national origin, sex, age and disability in any planning or advisory body which is an integral part of the program; and (6) any additional written data determined by Rural Development (Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service) to be relevant to the obligation to assure compliance by recipients with laws cited in this assurance agreement.

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations as herein described, that the information submitted in conjunction with this Document is accurate and complete, and that the recipient is in compliance with the nondiscrimination requirements set out above.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, St. Charles Parish on this  
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.



Recipient

07/22/2024

Date

Parish President

Title



## Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

**(Read instructions on page two before completing certification.)**

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
  4. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME <b>St. Charles Parish</b>	PR/AWARD NUMBER OR PROJECT NAME <b>St. Charles Parish FY2024 Housing Preservation Grant</b>
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) <b>Matthew Jewell, Parish President</b>	
SIGNATURE 	DATE <b>July 22, 2024</b>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program\\_intake@usda.gov](mailto:program_intake@usda.gov).

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**Certification Regarding Drug-Free Workplace Requirements (Grants)  
Alternative I – For Grantees Other Than Individuals**

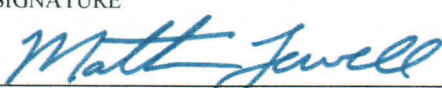
*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 CFR Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page three before completing certification.)***

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
5. Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

<p>7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.</p> <p>B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:</p>	
<p>PLACE OF PERFORMANCE (<i>Street Address, City, County, State, Zip Code</i>)</p>	
<p>Check <input type="checkbox"/> if there are workplaces on file that are not identified here.</p>	
<p>ORGANIZATION NAME</p> <p>St. Charles Parish</p>	<p>PR/AWARD NUMBER OR PROJECT NAME</p> <p>St. Charles Parish FY2024 Housing Preservation Grant</p>
<p>NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)</p> <p>Matthew Jewell, Parish President</p>	
<p>SIGNATURE</p> 	<p>DATE</p> <p>July 22, 2024</p>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Multi-tier Action Environmental Compliance Agreement

Overview

In accordance with § 1970.55, CE's for Multi-tier Actions, primary recipients must agree in writing to certain conditions prior to obligation of financial assistance by the Agency to the primary recipient (see 1970.55(a) (1-4)).

Once this agreement has been signed by the primary recipient, the Agency may move forward with obligation of the initial aggregated funds to the approved eligible primary recipient (primary loan). At that point, the primary recipient may then re-loan the funds (secondary loan) to the individual borrowers (ultimate recipients).

Environmental Compliance Agreement Stipulations

As a multi-tier program primary recipient I hereby agree to comply with the following provisions:

(1) **Policy and Procedures** - Maintain a copy of the 7 CFR 1970 Environmental Policies and Procedures Rule and Staff Instruction (electronic or hard copy) and a copy of this agreement in a central location which can be accessed by staff at all times. Identify one individual for each ultimate recipient that serves as point of contact for all Environmental Compliance Agreement Reviews by the primary recipient. This individual will have had training in National Environmental Policy Act Compliance in order to accomplish the goals of this agreement;

(2) **Screening Proposals** - Conduct a screening of all re-loans to ultimate recipients to ensure that they qualify as activities which fall within the descriptions as stated in § 1970.53 or § 1970.54 as a categorical exclusion (Attachment 1). Determine if extraordinary circumstances (as described in § 1970.52) are present for all proposals;

(3) **Historic Properties and Listed Species/Critical Habitat** - If unable to receive concurrence from the State Historic Preservation Officer or the FWS/National Marine Fisheries Service under Section 106 of the National Historic Preservation Act or Section 7 of the Endangered Species Act, respectively, the primary recipient will contact the Agency for further assistance;

(4) **File Documentation** - Document and maintain all environmental review documentation and the primary recipient's conclusions regarding the applicability of a categorical exclusion in accordance with 7 CFR 1970 in its official environmental file for Agency verification. Provide additional information as needed to comply with the Agency's environmental compliance and audit processes;

(5) **Agency Review Required** - Refer all proposals that do not meet listed categorical exclusions in § 1970.53 or § 1970.54, and proposals that may have extraordinary circumstances (as described in § 1970.52), including Section 7 of the ESA and Section 106 of the NHPA compliance to the Agency for further review; and,

(6) **Terms of Agreement** - Failure to meet the requirements of this agreement may result in penalties that may include written warnings, withdrawal of Agency financial assistance or authorization, suspension from participation in Agency programs, or other appropriate action.

*I (primary recipient) will comply with each of the above conditions on each proposal prior to issuance of funds to borrowers, and will document the recipient file with our findings. I will fully cooperate with and assist USDA Rural Development in the preparation of any necessary environmental reviews for borrower proposals.*

  
\_\_\_\_\_  
Signature of Primary recipient

Matthew Jewell, Parish President  
St. Charles Parish

July 22, 2024  
\_\_\_\_\_  
Date

# ST CHARLES PARISH

Unique Entity ID <b>CE2LL5ZWWTk6</b>	CAGE / NCAGE <b>34MP7</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Jun 21, 2025</b>	
Physical Address <b>15045 River RD Hahnville, Louisiana 70057-2104 United States</b>	Mailing Address <b>P. O. Box 302 Hahnville, Louisiana 70057-0302 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Louisiana 02</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Jun 25, 2024</b>	Submission Date <b>Jun 21, 2024</b>	Initial Registration Date <b>Dec 16, 2004</b>
--	--	--

## Entity Dates

Entity Start Date <b>Mar 31, 1807</b>	Fiscal Year End Close Date <b>Dec 31</b>
--	---

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

No

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

## Entity Types

### Business Types

Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US Local Government</b>	Organization Factors <b>(blank)</b>
---	---	--



## Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

### Government Types

U.S. Local Government  
County

### Financial Information

Accepts Credit Card Payments  
**No**

Debt Subject To Offset  
**No**

EFT Indicator  
**0000**

CAGE Code  
**34MP7**

### Points of Contact

#### Electronic Business

👤  
Carla Chiasson

**P.O. Box 302  
15045 River Road  
Hahnville, Louisiana 70057  
United States**

Jessica Baudoin

P. O. Box 302  
15045 River Road  
Hahnville, Louisiana 70057  
United States

#### Government Business

👤  
Carla Chiasson

**P.O. Box 302  
15045 River Road  
Hahnville, Louisiana 70057  
United States**

Matthew Jewell

P. O. Box 302  
15045 River Road  
Hahnville, Louisiana 70057  
United States

### Service Classifications

#### NAICS Codes

Primary

NAICS Codes

NAICS Title

### Disaster Response

This entity does not appear in the disaster response registry.





# ST. CHARLES PARISH

## GRANTS

MATTHEW JEWELL  
PARISH PRESIDENT

July 15, 2024

Terry Thomas, Louisiana SPOC for EPA Grant  
Office of Management and Finance  
LA Department of Environmental Quality  
P.O. Box 4303  
Baton Rouge, LA 70821-4303

Subject: St. Charles Parish FY2024 Housing Preservation Grant Application  
Executive Order 12372

Dear Mr. Thomas:

St. Charles Parish is submitting a grant application to the United States Department of Agriculture Rural Development to apply for 2024 Housing Preservation Grant program funding. In order to comply with the Executive Order 12372, we are hereby submitting our Statement of Activities for intergovernmental consultation. Through this project, we are proposing to repair and rehabilitate low and very low- income owner occupied dwellings within the parish. The type of repairs proposed include but are not limited to: new windows, roof repair/replacement, air conditioning and heating repair/replacement, plumbing, and electrical

Please feel free to contact me at [cchiasson@stcharlesgov.net](mailto:cchiasson@stcharlesgov.net) should you have any questions or concerns.

Sincerely,

Carla A. Chiasson  
Grants Officer

