

Reso.

2005-0098

INTRODUCED BY: BRIAN A. FABRE, COUNCILMAN, DISTRICT II

RESOLUTION NO. 5257

A resolution in support of the St. Charles Parish Application to the Governor's Office of Rural Development for the Renovation and Reconstruction of the Sidewalk along LA 18 in Ama.

WHEREAS, St. Charles Parish is submitting an application for 2004-2005 funds from the Governor's Office of Rural Development, under the Rural Development Law; and,

WHEREAS, The Rural Development Administration Application procedures require a resolution of support from the local governing authority; and,

WHEREAS, St. Charles Parish is applying for funds for the Renovation and Reconstruction of the Sidewalk along LA 18 in Ama; and,

WHEREAS, the completion of the project will greatly enhance the usability of the area by our citizens.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL do hereby approve and support the Renovation and Reconstruction of the Sidewalk along LA 18 in Ama.

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

YEAS: MARINO, FAUCHEUX, HILAIRE, RAMCHANDRAN, WALLS, BLACK, DUHE, MINNICH

NAYS: NONE

ABSENT: FABRE

And the resolution was declared adopted this 18th day of April, 2005, to become effective five (5) days after publication in the Official Journal.

Ama Sidewalk along LA 18

CHAIRMAN: [Signature]

SECRETARY: [Signature]

DLVD/PARISH PRESIDENT: April 19, 2005

APPROVED: [Signature] DISAPPROVED: _____

PARISH PRESIDENT: Albert W. Gray

RETD/SECRETARY: April 19, 2005

AT: 12:05 p.m RECD BY: BJS

GOVERNOR'S OFFICE OF RURAL DEVELOPMENT

RURAL GRANT APPLICATION PACKET

“Revitalizing Rural Louisiana”

FISCAL YEAR 2004-05

Application Deadlines:

First Funding Cycle	October 1, 2004
Second Funding Cycle	December 1, 2004
Third Funding Cycle	March 1, 2005 (Submit application online only)



**Office of the Governor
Baton Rouge, Louisiana**

For More Information, Contact:
Governor's Office of Rural Development
150 North 3rd Street, Suite 713
Baton Rouge, LA 70801
Attn: Field Coordinator
Phone: 225-342-1618
Fax: 225-342-1609
Website: www.rurallouisiana.com
Email: ruralinfo@rural.state.la.us

Fact Sheet

Governor's Office of Rural Development's Mission Statement

Governor Kathleen Babineaux Blanco, through the Governor's Office of Rural Development, is assisting Louisiana's Rural Communities and is committed to improving the economic climate for all citizens.

The Mission of the Governor's Office of Rural Development is to improve the quality of life in Rural Louisiana through partnerships with local, state and federal agencies as well as public and private endeavors.

To accomplish this mission, the Governor's Office of Rural Development is working to:

- Leverage funding to build sustainable communities
- Improve access to essential services such as: quality, affordable health care, information technology, lifelong learning, and intermodal transportation
- Provide aid in resource development, technical assistance, and capacity building in rural communities
- Create new jobs and grow new businesses

Governor Blanco and the Governor's Office of Rural Development are working to not only leverage funding, but also to develop a holistic approach to community and economic development for all Louisiana's small towns and rural communities.

FOR MORE INFORMATION OR TO SECURE AN APPLICATION:

Governor's Office of Rural Development

Office of the Governor

P.O. Box 94004

Baton Rouge, LA 70804-9004

PHONE: (225) 342-1618

FAX: (225) 342-1609

WEBSITE: www.ruralouisiana.com

EMAIL: tv.bromell@LA.gov

Application Guidelines

Answers to the most frequently asked questions about this application. For more information on any point, call our office at (225) 342-1618 and ask to speak to the Field Coordinator for your parish.

Q. Who can apply for a rural development grant?

A. Any rural community within the state of Louisiana may apply either through its municipal government or, if it is an unincorporated area (such as fire districts and water districts), through its parish government. In order to apply, the Local Governmental Agency (LGA) must be a governmental unit that is subject to state audit.

Q. Who qualifies as a rural area or a rural Local Governmental Agency?

A. Rural areas can be defined as follows: *village* (1-999 citizens), *town* (1,000-4,999 citizens), *city* (5,000-35,000 citizens), and *parish government* (less than 100,000 citizens).

Q. How much is my Local Governmental Agency eligible to apply for?

A. The maximum amount for each rural community has been set based on population, from the Louisiana legislature's current year appropriations to the Rural Development Fund. A *village* (1-999 citizens) is eligible to apply for up to \$15,000; a *town* (1,000-4,999 citizens) up to \$25,000; a *city* (5,000-35,000 citizens) up to \$50,000; and a *rural parish* (less than 100,000 citizens) up to \$100,000. Parish governments can apply for parish-wide projects, or to help an unincorporated area.

Q. What happens if I live in a rural community, but the population of my parish is over 100,000 people?

A. Your community, if it is an incorporated municipality (village, town or small city) can still apply, following the guidelines above. Your parish government, if it is over 100,000 in population, is ineligible to receive funding as a parish for its own projects, but is eligible for special projects such as Fire Departments, Water Departments, etc.

Q. Are any funds available for administration or overhead?

A. No, the funds awarded to a Local Governmental Agency (LGA) if its project is approved will be paid according to an agreement we will sign with you. This agreement states that we will reimburse invoices for the project up to a maximum amount, but that does not include any administration fee, and it also does not include any payments to consultants who want a share of the award for preparing the application.

Q. What do I have to do to prepare this application?

A. Complete all parts of the six-page application form that follows these guidelines. Submit the application to the Governor's Office of Rural Development (the address is on the front of this packet) in time for one of the funding cycles. You can submit the application with the resolution of support from your Local Governmental Agency and the letters of support from your legislative delegation, or those can be sent separately.

Sometimes, if the project involves technical or engineering questions, you may need to consult a qualified expert for design descriptions or budget estimates. We have designed the form to be short and clear enough to be completed by the average person for most projects, and if you have any questions our staff is available and glad to help you.

Application Guidelines - Page 2

WHEN TO APPLY:

Rural Development Grant applications will be accepted anytime throughout the calendar year. The funds available for FY2004-05 are appropriated by the legislature and begin with the first day of the state fiscal year--July 1, 2004.

Applications will be evaluated and awarded in a Three Cycle period.

FIRST CYCLE

Deadline for applications: **October 1, 2004**

SECOND CYCLE

Deadline for applications: **December 1, 2004**

THIRD CYCLE

Deadline for applications: **March 1, 2005 (Submit application on-line only)**

Whenever the application deadline date falls on a weekend, the deadline automatically moves to the following Monday. Applications should be postmarked by midnight of the deadline date to guarantee consideration by the evaluators in time for that award cycle.

If the project is awarded a grant, the applicant will receive notification of the award by the Legislative Delegation with an accompanying Letter of Commitment (Agreement) certifying the award prior to the end of the quarter.

If the project is awarded, please provide before pictures of projects, such as; repair/expand/replacement of services, renovations/restructuring/replacement of public facilities, etc... upon funding.

If the project is not awarded a grant, the applicant will automatically be eligible for review for the next cycle, until the end of the state fiscal year. If you do not wish to be considered for funding in the next cycle, your Local Governmental Agency should notify our office that your project is withdrawn. On June 30th, the last day of the state fiscal year, all projects will automatically be placed in permanent inactive status.

Q. What happens if I submit the six pages of the application in time for the deadline, but it takes longer to get the resolution of support or the letters from my legislators?

A. As long as we receive all the parts of the application, including the resolution, and the legislative support letters, within the next three to four weeks, your application should be "Active" --that is, containing all the necessary information we need for the evaluation process--in time to be considered that cycle. Otherwise, consideration of your community's request will be pushed back to the next cycle. Our staff will communicate with you about making your application "Active." A project cannot be approved until all components are received.

Q. How will my grant request be judged?

A. Our evaluation process involves several steps, including a staff review and screening process that asks these criteria questions: 1) does the project help the maximum number of citizens in the affected area? 2) does it improve the health and living conditions for the community? 3) in cases involving fire protection, does it improve the fire rating? 4) does it improve the area's environment? 5) does it increase the economic development of the area?

Application Guidelines - Page 3

These questions are based on our commitment to fund infrastructure and long term capital improvements in rural areas, with a high priority for basic human health and safety needs: fire protection, safe drinking water, sewer services, etc. We look for projects that increase the economic development potential of your area, and we especially want to see evidence of planning and cooperation by your community. **Local Governments will receive strong points for a project that leverage state, federal, and private funding.**

Q. Is there any kind of project that is disqualified?

A. Under state law, the Governor's Office of Rural Development cannot make an award to pay for previously incurred debt and we cannot pay for projects that make improvements on private property. Because our funds are for infrastructure and capital improvements, we will not pay for on-going salaries and overtime for town employment (GORD will pay for contract labor only). We will pay engineering fees only if they are a share of a total project we are funding: we will not pay engineering-only or planning-only projects. Under the administrative rule published for GORD, no local government is eligible for funding if any projects previously awarded are open for more than two years (the LGA remains ineligible until the overdue project is closed). **Some projects that have been eligible in the past will no longer be eligible, such as landscaping, memorial statues, banners, murals, decorative flags, animal shelters, etc.**

Q. When will I hear whether my grant request was awarded?

PLEASE NOTE THAT YOU SHOULD NEVER BEGIN WORK on a project until you have a written agreement with us presented to you and signed by both you AND the Governor's Office of Rural Development. (NO PAYMENT SHALL BE MADE FOR ANY EXPENDITURES PRIOR TO PROPER EXECUTION OF THE LETTER OF COMMITMENT/AGREEMENT.)

A. After each application deadline, our staff begins a preliminary review to determine which applications are complete and "Active." We gather advice from technical experts and evaluate the project you are proposing according to the questions outlined above.

Your proposal will be ranked against other applications from your parish to determine its priority. We will then seek consensus about the highest competing priority projects before awarding all of the funds available to your parish--each parish is eligible for an equal share of funds, but we usually receive far more requests than the amount that can be awarded.

Finally, we will recommend the funding of projects to the Governor as the awards from your parish, and we will notify your local legislators to allow them to announce the awards and to present the agreement to your mayor or parish government leaders.

Q. If awarded, how do I get the money?

A. **THERE IS NO SUCH THING AS A VERBAL AGREEMENT UNDER STATE LAW.** State law requires a written agreement (letter of commitment), which, if you receive an award, our office will prepare and sign with you. There will be full written instructions that take you step by step through our funding process. State law requires that we have this written agreement signed with an effective date of agreement before you make any purchase. **GORD WILL NOT REIMBURSE ANY INVOICES THAT SHOW A DATE PRIOR TO THE EFFECTIVE DATE OF AGREEMENT.** Keep this in mind as you prepare to do your project. Those dates will be set in your letter of commitment and **ALL PURCHASES MUST NOT ONLY BE ORDERED BUT DELIVERED BY THE END DATE AND ALL WORK TO BE REIMBURSED MUST BE COMPLETED ON OR AFTER THE COMPLETION DATE PLACED ON THE LETTER OF COMMITMENT.**

If the project is awarded, please provide before pictures of projects, such as; repair/expand/replacement of services, renovations/restructuring/replacement of public facilities, etc... upon funding.

Application Guidelines - Page 4

Instructions For Completing Rural Grant Proposed Budget Summary

The following instructions for each budget category are based on the **LOUISIANA ACCOUNTING AND UNIFORM GOVERNMENTAL HANDBOOK**. Please carefully review these instructions before completing the budget categories.

100 Salaries

The Governor's Office of Rural Development will pay for contract labor only. Ongoing or administrative salaries can be shown in this budget summary for credit as part of the LGA's match funding. Enter the total amount to be paid for contract labor in category 100.

200 Employee Benefits

Amounts to be paid by the grant recipient on behalf of employees. These are fringe benefit payments, which include group insurance, social security, Medicare, retirement, unemployment compensation, worker's compensation, and other employee benefits. Only personnel budgeted under category 100 are paid employee benefits. Enter the total amount for employee benefits in category 200

300 Supplies

Amounts paid for items that are consumed, worn out, or deteriorated through use. Examples are materials and supplies, energy, food, books and periodicals, etc. Enter the total amount in category 300.

400 Property

Expenditures for acquiring fixed assets including land or existing buildings, improvements of ground, initial equipment, additional equipment, and replacement of equipment. Enter the total amount in category 400.

500 Other Objects

Amounts paid for goods and services not otherwise classified in categories 100 - 400. Enter the total amount in category 500.

NO PAYMENT WILL BE MADE FOR INVOICES FOR PROJECT WORK DONE PRIOR TO AWARDEDING. PAYMENTS FOR APPROVED INVOICES WILL BE MADE ACCORDING TO TERMS OF A SIGNED LETTER OF COMMITMENT/AGREEMENT AFTER AN AWARD IS MADE.

"Local Funds" are any funds included in the total project costs, which are contributed by the unit of local government making the application.

"Private Funds" are those from sources other than governmental entities, such as private businesses, bank, etc.

"Other State Funds" include any other funds received through other state programs.

"Federal funds" include funds from EPA, USDA, etc.

RURAL GRANT APPLICATION FORMS

THE FOLLOWING 9 PAGES MUST BE SUBMITTED:

- 1) Cover Page
- 2) Classification Page
- 3) Abstract
- 4) Demographic Page
- 5) Proposed Budget Summary
- 6) Local Agency Assurances Page
- 7) Resolution of Support from Governmental Agency/Governing Body
**Should include brief description of the project & note any matching funds*
- 8) Letters of Support from Local Legislative Delegation
**Senator and Representatives for area of project's location*

* For technical assistance in preparing this application, please contact the field coordinator for your parish:

MAIL: Governor's Office of Rural Development
ATTN: Field Coordinator
150 North 3rd Street, Suite 713
Baton Rouge, Louisiana 70801

PHONE: (225) 342-1618

FAX: (225) 342-1609

EMAIL: ruralinfo@rural.state.la.us

GOVERNOR'S OFFICE OF RURAL DEVELOPMENT
2004 -05 GRANT APPLICATION

COVER PAGE

La. R.S. 3:311-32

COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award

GOVERNMENTAL FISCAL AGENCY: (Name of municipality or parish council)

St. Charles Parish

HEAD OF LOCAL GOVERNMENT: (Mayor or parish president's name)

Albert D. Laque

ADDRESS OF LOCAL GOVERNMENT: P.O.Box 302 Hahnville, La. 70057

CONTACT PERSON (if different from the head of government)

MAIL FROM ORD REGARDING THIS GRANT WILL BE ADDRESSED TO THE HEAD OF GOVERNMENT

Henry Wolfe

PHONE: 985-783-5060

FAX: 985-783-2281

EMAIL ADDRESS(of contact): wolfe18@cox.net

APPLICATION PREPARED BY (if different from the contact person) :

AMOUNT REQUESTED: \$ 100,000.00

FEDERAL TAX IDENTIFICATION NUMBER: 72-6001208

FOR RURAL DEVELOPMENT OFFICE USE ONLY

Date Received: _____

Reference Number: 0405- _____

Page 1

CLASSIFICATION PAGE

COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award

NAME OF PARISH: St. Charles Parish

NAME OF MUNICIPALITY _____

PLEASE CHECK:

- Village (1 - 999 citizens)
 Town (1,000 - 4,999 citizens)
 City (5,000 - 35,000 citizens)
 Parish (Less than 100,000 citizens)

ESTIMATED TIME FOR PROJECT COMPLETION:

150 Days

ESTIMATED NUMBER OF JOBS CREATED/RETAINED:

(Specify if you are listing temporary or construction jobs.)

Ten (10)

**OTHER LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES/PARTICIPANTS
IN PROJECTS:**

None

IS THIS PROJECT ON PUBLICLY OWNED LAND? IS THE BUILDING PUBLICLY OWNED?

YES NO

IF NOT, PLEASE EXPLAIN: _____

*** IF THIS PROJECT INVOLVES FIRE PROTECTION, ESTIMATED CHANGE IN FIRE
RATING IF PROJECT:**

IS AWARDED: _____

IS NOT AWARDED: _____

FOR RURAL DEVELOPMENT OFFICE USE ONLY

Reference Number: 0405-_____

ABSTRACT

THIS PAGE MUST BE COMPLETED.

Should you need more space, you may continue on another page.

COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award

Projects should be limited to infrastructure/capital improvements. We intend to make grant awards that are high priority, categories such as fire, water, sewer, drainage, etc. Some projects that have been eligible in the past will no longer be eligible, such as landscaping, memorial statues, banners, murals, decorative flags, animal shelters, etc.

Be specific and state what you plan to spend the money on and what you want to do (what, where, why, how), if awarded. We need all information to process, review and grade applications. Grant applications cannot be reviewed without detailed information on how the money will be spent.

PHYSICAL ADDRESS OF PROJECT (Including the 9-digit Zip Code):

River Road, Ama, La. 70031

STATE THE FULL INTENT (PURPOSE) OF THE PROJECT:

This project will provide a walking path for the citizens of the Ama area. This side walk will provide a means of transportation as well as a means of recreational opportunity for all of the people in the area

WHAT CHANGE OR IMPROVEMENT WILL THIS PROJECT HAVE ON THE COMMUNITY AS A WHOLE? (Explain How This Project Fits Into The Community's Plan For The Future.)

Transportation is a problem for those who lack a means of getting around; this project will provide them access to the Post Office, Stores etc. in the area.

DETAILED DESCRIPTION OF PROJECT. (Specify What Grant \$ Will Pay For)

1) Itemize any equipment to be purchased. 2) If sewer/water lines or streets, how many feet, miles, or blocks? 3) If constructing a building, how many square feet, type of structure, etc. 4) If renovating a building, please specify: interior/exterior, roofing, plumbing, electrical, ADA handicapped access / fire code requirements, etc.

This grant will provide for the construction of a side walk.

FOR RURAL DEVELOPMENT OFFICE USE ONLY

Reference Number: 0405- _____

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DEMOGRAPHIC PROFILE

PLEASE COMPLETE THE FOLLOWING STATISTICS BASED ON 2000 CENSUS.

COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award

DESCRIPTION	2000 DATA
Population of Parish	48,072
Population of Village/Town/City	
Unemployment Rate in Affected Area	
Per Capita Income of Affected Area	
Total number of persons impacted/affected as a result of this Project/Grant	1285

IS THIS PROJECT PROPOSAL CONSIDERED AN EMERGENCY SITUATION BY THE CITIZENS IN THE AFFECTED AREA? YES NO

IF YES, PLEASE EXPLAIN IN THE AREA PROVIDED BELOW. (* Attach Any News Articles, Resolutions, and/or Other Supporting Documents.)

HAS THIS PROJECT BEEN A PART OF AN ALREADY BALLOTTED TAX ISSUE PRESENTED TO VOTERS IN THIS COMMUNITY? YES NO

IF YES, WAS THE ISSUE APPROVED, REJECTED IN FULL, OR REJECTED PARTIALLY? PLEASE EXPLAIN IN THE AREA PROVIDED BELOW.

FOR RURAL DEVELOPMENT OFFICE USE ONLY

Reference Number: 0405-_____

PROPOSED BUDGET SUMMARY

COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award

****The Governor's Office of Rural Development will pay for contract labor only!!!!**

COLUMN 1 SPENDING CATEGORY	COLUMN 2 AMOUNT REQUESTED FROM RURAL DEVELOPMENT GRANT FUND	COLUMN 3 AMOUNT OF MATCH BY LGA	COLUMN 4 AMOUNT OF FUNDS IN BUDGET FROM OTHER SOURCES (LIST BELOW)	COLUMN 5 TOTAL
100 SALARIES				
100 CONTRACT LABOR	44,500.00	10,000.00		54,500.00
200 EMPLOYEE BENEFITS				
300 SUPPLIES Items Used Up Not Permanent				
400 PERMANENT PROPERTY Includes Equipment	25,000.00			25,000.00
500 OTHER Explain Below	29,500.00			29,500.00
PROJECT TOTAL	99,000.00			109,000.00

*SHADED AREAS CANNOT BE USED TO ENTER REQUEST FOR FUNDS

EXPLANATION FOR "OTHER" SPENDING CATEGORIES (Category 500 from Column 1)--MAY INCLUDE CONSTRUCTION CONTRACTS.

MATCHING FUND SOURCES (From Column 4)--Specify if Federal, State, Private, or Non-Profit Corporation.

*IF OTHER FUNDS ARE NOT DISCLOSED AND ARE FOUND TO BE IN USE FOR FUNDING THIS PROJECT, THE GRANT WILL BE DISQUALIFIED AUTOMATICALLY.

FOR RURAL DEVELOPMENT OFFICE USE ONLY

Reference Number: 0405-_____

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**GOVERNOR'S OFFICE OF RURAL DEVELOPMENT
Local Agency Assurances**

COMPLETE ALL SECTIONS: Incomplete forms may disqualify or reduce a grant award

FISCAL ASSURANCES

- 1 The Local Governmental Agency (LGA) assures that all programs, activities, and expenditures of funds conducted in association with this program are in direct compliance with the provisions of the Governor's Office of Rural Development.
- 2 The LGA assures that funding received under the Governor's Office of Rural Development will not replace or reduce funding for existing programs.
- 3 The LGA assures that it will provide for proper fiscal control and accounting procedures as may be required for fiscal audit.

PROGRAMMATIC ASSURANCES

- 1 The LGA assures that it will comply with R. S. 24:513 (State Audit Law), and State of Louisiana public bidding procedures.
- 2 The LGA assures that, as applicable, it will comply with all federal and state laws, executive orders, and/or regulations.
- 3 The recipient of this grant assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this grant.
- 4 The LGA assures that no funds will be used on private property.
- 5 By acceptance of this, the LGA acknowledges that should any grant that is awarded be open beyond two years (24 months), the LGA will not be eligible for further funding until that grant is closed.
- 6 The recipient of the grant assures that funds requested in the grant will be used for the stated purpose only and within the time frame stated. Proof of proper expenditure of these funds will be required through invoices, canceled checks, copies of contracts, and other documentation. Failure to comply with any part of this agreement will result in termination of this grant and require any funds paid to be returned to the Governor's Office of Rural Development.

I UNDERSTAND THAT, UNDER STATE LAW, NO REIMBURSEMENT CAN BE MADE OF ANY INVOICES FOR WORK OR PURCHASES BEFORE THERE IS A WRITTEN AGREEMENT SIGNED BY BOTH THE LGA AND GORD.

Albert D. Laque
Authorized Signature/Head of Governing Body

Albert D. Laque
Print Name Here

Buckner Jacob Tucker
First Witness

Parish President
Title

4-6-05
Date

Cherie Berthelet
Second Witness

FOR RURAL DEVELOPMENT OFFICE USE ONLY

Reference Number: 0405-_____

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