

Reso.
2012-0069

**INTRODUCED BY: V.J. ST. PIERRE, JR., PARISH PRESIDENT
(GRANTS OFFICE)**

RESOLUTION NO. 5883

A resolution to approve and authorize the execution of a Cooperative Agreement and Amendment No. 1 to the Cooperative Agreement between the U.S. Department of Housing and Urban Development (HUD) and St. Charles Parish for funding of the LA 52 (Paul Maillard Road) Corridor Revitalization Plan, HUD Appropriation No. 861/30162, Reservation No. CCPLA0053-11.

WHEREAS, St. Charles Parish submitted a Fiscal Year 2011 Community Challenge Planning Grant application for the LA 52 (Paul Maillard Road) Corridor Revitalization Plan; and,

WHEREAS, on September 15, 2011, the St. Charles Parish Council and Parish President signed the required letter of support for said project; and,

WHEREAS, by way of a press conference held on November 22, 2011, in the St. Charles Parish Courthouse Council Chambers, HUD Regional Administrator C. Donald Babers announced the application was the only one in the state of Louisiana selected for a total of \$442,422 in federal funding; and,

WHEREAS, HUD has prepared a Cooperative Agreement to obligate funding for said project and Amendment No. 1 to the Cooperative Agreement to correct the Recipient Amount and adjust the Effective Date and Period of Performance, as well as add other terms and conditions and it is the desire of the Parish Council to approve said Agreement.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve and authorize the execution of a Cooperative Agreement and Amendment No. 1 to the Cooperative Agreement between the U.S. Department of Housing and Urban Development and St. Charles Parish for funding of the LA 52 (Paul Maillard Road) Corridor Revitalization Plan, HUD Appropriation No. 861/30162, Reservation No. CCPLA0053-11.

BE IT FURTHER RESOLVED that the Parish President is hereby authorized to execute said Cooperative Agreement and Amendment No. 1 to the Cooperative Agreement and to act on behalf of St. Charles Parish in all matters pertaining to this project.

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

YEAS: SCHEXNAYDRE, FAUCHEUX, WILSON, TASTET, BENEDETTO, HOGAN,
COCHRAN, FLETCHER, NUSS
NAYS: NONE
ABSENT: NONE

And the resolution was declared adopted this 13th day of February, 2012, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: 

Acting SECRETARY: Chelli Inadere

DLVD/PARISH PRESIDENT: 2-14-12

APPROVED: DISAPPROVED:

PARISH PRESIDENT: VJ St Pierre

RETD/SECRETARY: 2-15-12

AT: 9:50am RECD BY: Chm

Assistance Award/Amendment

U.S. Department of Housing and
Urban Development
Office of Administration

| | | | |
|--|---------------------|--|---|
| 1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant | | 2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment | |
| 3. Instrument Number CCPLA0053-11 | 4. Amendment Number | 5. Effective Date of this Action 11/21/2011 | 6. Control Number |
| 7. Name and Address of Recipient Parish of St. Charles Dept. of Planning & Zoning, 15045 River Road P.O. Box 302 Hahnville, LA: Louisiana 70057-0302 Phone: (985) 783-5060 Fax: (985) 783-6447 | | 8. HUD Administering Office Office of Sustainable Housing and Communities 451 7 th Street, SW, Room 10180 Washington, DC 20410 | |
| 10. Recipient Project Manager Kimberly Marousek | | 8a. Name of Administrator James C. Norsworthy | 8b. Telephone Number 202 402 6827 |
| 11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price | | 9. HUD Government Technical Representative Sunaree K. Marshall, 202-402-6011, | |
| 12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input type="checkbox"/> Automated Clearinghouse | | 13. HUD Payment Office 801 Cherry Street Unit #45, Suite 2500 Fort Worth, TX 76102 | |
| 14. Assistance Amount | | 15. HUD Accounting and Appropriation Data | |
| Previous HUD Amount | \$0.00 | 15a. Appropriation Number 861/30162 | 15b. Reservation number CCPLA0053-11 |
| HUD Amount this action | \$442422 | Amount Previously Obligated | \$ 0.00 |
| Total HUD Amount | \$442422 | Obligation by this action | \$442422 |
| Recipient Amount | \$ 654137 | Total Obligation | \$442422 |
| Total Instrument Amount | \$ 1096559 | | |

16. Description
Employer Identification Number: 72-6001208 Program Code: RIP
This is a conditional award contingent on the completion of a negotiated budget and submission of all required pre-award deliverables. **No costs can be incurred until all negotiations are completed.** The review and approval of funds drawdown requests shall not occur until the following items have been met:

1. There is a final approved negotiated budget in place;
2. Final award agreement has been signed by grantee and HUD;
3. The grantee has been set-up in LOCCS and approved; and

This grant instrument consists of the following, some of which are incorporated by reference:

4. HUD-1044 and HUD-1044 Continuation Sheet(s)
5. Grant Agreement Terms and Conditions
6. HUD 424-CBW, Total Budget Summary
7. Grant Deliverables (See HUD 1044 Continuation Sheet)
8. Work Plan/Logic Model (Tasks within Work Plan are considered deliverables)
9. OMB Circulars A-87, A-133 and A-102, which is incorporated in 24 CFR Part 85
10. Office of Sustainable Housing and Communities (OSHC) Program Policy Guidance.
11. Notice of Funding Availability (76 Federal Register 35461, Docket No. FR-5500-N-33)

Period of Performance: January 1, 2012 to December 31, 2014 (36 months).

| | | | |
|---|------------------------------|--|---------------------------------|
| 17. <input type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office | | 18. <input checked="" type="checkbox"/> Recipient is not required to sign this document. | |
| 19. Recipient (By Name) Mr. V. St. Pierre | | 20. HUD (By Name) James C. Norsworthy, Grant Officer | |
| Signature & Title Parish President | Date (mm/dd/yyyy) 2/15/12 | Signature & Title - Grant Officer | Date (mm/dd/yyyy) 11/21/2011 |

1. **CONDITIONAL AWARD**

This is a conditional award contingent on the completion of a negotiated budget and submission of all required pre-award deliverables. No costs can be incurred until all negotiations are completed. The review and approval of LOCCS drawdown requests shall not occur until the following items have been met:

1. There is a final approved negotiated budget in place;
2. Final award agreement has been signed by grantee and HUD;
3. The grantee has been set-up in LOCCS and approved; and
4. HUD has reviewed the grantee's request for drawdown and approved the request.

2. **BUDGET**

Final budget will be negotiated and reflected in signed Cooperative agreement (Amendment 1).

3. **AMOUNT OF COST SHARE**

Final amount of cost share will be verified and reflected in signed Cooperative agreement (Amendment 1).

4. **KEY PERSONNEL**

The list of key personnel will be finalized after negotiation and reflected in the signed Cooperative Agreement (Amendment 1).

The personnel specified below are considered to be essential to the work being performed hereunder:

| Name | Title | % of time on the grant | % of time on any current grants |
|------|-------|------------------------|---------------------------------|
| | | | |
| | | | |
| | | | |

5. **SUBSTANTIAL INVOLVEMENT**

HUD's Office of Sustainable Housing and Communities will work in partnership with its grantees to advance the program objectives of the grant program. The Cooperative Agreement allows for substantial involvement of HUD staff to enhance the performance of the grantee in the completion of their deliverables.

Anticipated substantial involvement by HUD staff may include, but will not be limited to:

Studies and Reports

- Review potential amendment recommendations to the study design and/or Workplan.
- Review and provide recommendations in response to semi-annual progress reports (e.g., amendments to study design based on preliminary results).
- Review and provide recommendations on the final report/study, including final interpretation of study results.

Approvals and Reviews

- Authority to halt activity if specifications or work statements are not met;
- Review and approval of one stage of work before another can begin;
- Review and approval of substantive provisions of proposed sub-grants or contracts beyond existing Federal policy;
- Approval of workplan adjustments based on changing conditions and needs documented in the cohort targeted for capacity building.

- Review and approval of key personnel
- Participation and Monitoring
- Monitoring to permit specified kinds of direction or redirection of the work because of interrelationships with other projects;
 - HUD and recipient collaboration or joint participation;
 - Implementing HUD requirements which limit recipient discretion;
 - Coordination of complementary activities from respective capacity building intermediaries, including determining if workplans require adjustments based on changing conditions;
 - Where appropriate substantial, direct HUD operational involvement or participation during the assisted activity.

6. **INDIRECT COSTS/PROVISIONAL RATE**

For grantees without a federally approved indirect cost rate, a provisional indirect cost rate, pending establishment of a final rate will be applied to this grant. Reimbursement will be made on the basis of the provisional rate until a new rate is negotiated and agreed upon.

7. **AUDIT INFORMATION**

Audit information will be reviewed prior to the signing of the Cooperative Agreement (Amendment 1).

8. **REPORTS AND DELIVERABLES**

Reports:

1. **Final Workplan: 60 calendar days**
2. **Semi-annual Reporting (two reports per calendar year).**
3. **Additional Reporting Requirements:** Additional reporting requirements as outlined in the NOFA and FY11 HUD General Section.

List of Deliverables:

Final list of deliverables will be reviewed prior to the signing of the Cooperative Agreement (Amendment 1).

Assistance Award/Amendment

U.S. Department of Housing and
Urban Development
Office of Administration

| | | | |
|---|--------------------------|---|--------------------------------------|
| 1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant | | 2. Type of Action <input type="checkbox"/> Award <input checked="" type="checkbox"/> Amendment | |
| 3. Instrument Number CCPLA0053-11 | 4. Amendment Number 1 | 5. Effective Date of this Action February 15, 2012 | 6. Control Number |
| 7. Name and Address of Recipient Parish of St. Charles 15045 River Road P.O. Box 302 Hahnville, LA: Louisiana 70057-0302 Phone: (985) 783-5060 Fax: (985) 783-6447 | | 8. HUD Administering Office Office of Sustainable Housing and Communities 451 7 th Street, SW, Room 10180 Washington, DC 20410 | |
| 10. Recipient Project Manager Kimberly Marousek | | 8a. Name of Administrator James C. Norsworthy | 8b. Telephone Number 202 402 6827 |
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| 14. Assistance Amount | | 15. HUD Accounting and Appropriation Data | |
| Previous HUD Amount | \$442422 | 15a. Appropriation Number | 15b. Reservation number |
| HUD Amount this action | \$0.00 | 861/30162 | CCPLA0053-11 |
| Total HUD Amount | \$442422 | Amount Previously Obligated | \$442422 |
| Recipient Amount | \$ 186395 | Obligation by this action | \$ 0.00 |
| Total Instrument Amount | \$ 628817 | Total Obligation | \$442422 |

16. Description

Employer Identification Number: 72-6001208

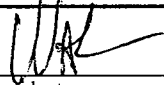
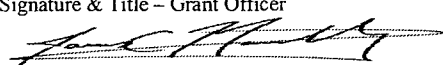
Program Code: CCP

This instrument (the HUD-1044, HUD-1044 Continuation Sheet) sets forth a legally binding agreement between the parties as to all amounts, deliverables, tasks, period of performance, terms and conditions, here within, whether implicitly stated or referenced. The Recipient certifies that all administrative and financial provisions of this instrument are in and will continue to be in compliance for the duration of the period of performance. All covenants, referenced or stated, are agreed to by the recipient upon signing this instrument.

This grant instrument consists of the following, some of which are incorporated by reference:

1. HUD-1044 and HUD-1044 Continuation Sheet(s)
2. Grant Agreement Terms and Conditions
3. HUD 424-CBW, Total Budget Summary
4. Grant Deliverables (See HUD 1044 Continuation Sheet)
5. Work Plan/Logic Model (Tasks within Work Plan are considered deliverables)
6. OMB Circulars A-87, A-133 and A-102, which is incorporated in 24 CFR Part 85
7. Office of Sustainable Housing and Communities (OSHC) Program Policy Guidance.
8. Notice of Funding Availability (Docket No. FR-5500-N-33)

Period of Performance is 36 months from February 15, 2012 to February 15, 2015.

| | | | |
|--|----------------------------------|---|-------------------------------------|
| 17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office | | 18. <input type="checkbox"/> Recipient is not required to sign this document. | |
| 19. Recipient (By Name) Mr. V.J. St. Pierre, Jr.  | | 20. HUD (By Name) James C. Norsworthy, Grant Officer | |
| Signature & Title – Parish President Parish President | Date (mm/dd/yyyy) 2/15/12 | Signature & Title – Grant Officer  | Date (mm/dd/yyyy) 12/30/2012 |

1. **BUDGET**

| | HUD Amount | Match /Leverage Amount | Total |
|--------------------|----------------|------------------------|---------------|
| Direct Labor | 0 | 70,093 | 70,093 |
| Fringe Benefits | 0 | 40,609 | 40,609 |
| Travel | 7,596 | 0 | 7,596 |
| Equipment | 0 | 0 | 0 |
| Supplies/Materials | 0 | 1,800 | 1,800 |
| Consultants | 430,000 | 0 | 430,000 |
| Contracts | 3,826 | 67,400 | 71,226 |
| Construction | 0 | 0 | 0 |
| Other Direct Cost | 1,000 | 6,493 | 7,493 |
| Indirect Cost | 0 | 0 | 0 |
| Total | 442,422 | 186,395 | 628817 |

If the grantee's match/leverage contribution is less than **\$186,395.00** the Government reserves the right to negotiate new line items and/or amounts to satisfy the grantee's requirement or to reduce the Government's share proportionally. The grantee shall notify HUD at any time it believes it will not meet its match requirement. In addition, the grantee shall obtain HUD approval regarding any changes concerning the intended use of matching funds. If the grantee exceeds the dollar amount shown above, there will be no impact on the Federal share.

2. **AMOUNT OF COST SHARE**

The estimated cost for the performance of this grant is **\$628,817.00**. HUD shall not be obligated to reimburse the Parish of St. Charles excess of **\$442,422.00**. The Grantee agrees to bear without reimbursement from HUD **\$186,395.00** of the total costs. However, in the event that the Grantee incurs cost in excess of the total estimated project cost of **\$628,817.00**; all such excess costs shall be borne entirely by the Grantee.

3. **KEY PERSONNEL**

The personnel specified below are considered to be essential to the work being performed hereunder:

| Name | Title | % of time on the grant |
|----------------|--|------------------------|
| Kim Marousek | SCP Director of Planning & Zoning | 8% |
| Earl Matherne | SCP Coastal Zone Mgt Admin | 3.3% |
| Marny Stein | SCP Development Review Planner | 7.9% |
| Steve Romano | SCP Development Review Planner | 4.9% |
| Luis Martinez | SCP GIS Specialist | 2% |
| Corey Fauchaux | SCP Director of Economic Dev and Tourism | <1% |
| TBD | SCP Outreach | 100% |
| TBD | SCP Outreach | 100% |
| Holly Fonseca | SCP Grants Officer | <1% |
| Carla Chiasson | SCP Grants Specialist | <1% |

4. **SUBSTANTIAL INVOLVEMENT**

HUD's Office of Sustainable Housing and Communities will work in partnership with its grantees to advance the program objectives of the grant program. The Cooperative Agreement allows for substantial involvement of HUD staff to enhance the performance of the grantee in the completion of their deliverables.

Anticipated substantial involvement by HUD staff may include, but will not be limited to:

Studies and Reports

- Review potential amendment recommendations to the study design and/or Workplan.
- Review and provide recommendations in response to semi-annual progress reports (e.g., amendments to study design based on preliminary results).
- Review and provide recommendations on the final report/study, including final interpretation of study results.

Approvals and Reviews

- Authority to halt activity if specifications or work statements are not met;
- Review and approval of one stage of work before another can begin;
- Review and approval of substantive provisions of proposed sub-grants or contracts beyond existing Federal policy;
- Approval of workplan adjustments based on changing conditions and needs documented in the cohort targeted for capacity building.
- Review and approval of key personnel

Participation and Monitoring

- Monitoring to permit specified kinds of direction or redirection of the work because of interrelationships with other projects;
- HUD and recipient collaboration or joint participation;
- Implementing HUD requirements which limit recipient discretion;
- Coordination of complementary activities from respective capacity building intermediaries, including determining if workplans require adjustments based on changing conditions;
- Where appropriate substantial, direct HUD operational involvement or participation during the assisted activity.

5. INDIRECT COSTS/PROVISIONAL RATE

N/A

6. AUDIT INFORMATION

The Parish of St. Charles submitted an audit report conducted by the Rebowe & Company, CPAs for the year ending December 31, 2010. The audit report attests to the Parish of St. Charles practice of generally accepted accounting principles and compliance with laws and regulations relating to government auditing standards. The internal control structure has been reviewed in accordance with OMB Circular A-133 and found to be in compliance with requirements that are applicable to certain of its major federal programs.

7. REPORTS AND DELIVERABLES

Reports:

1. **Bi-Annual Reporting**
2. **Additional Reporting Requirements:** Additional reporting requirements as outlined in the NOFA (FR-5500-N-33), FY11 HUD General Section (FR-5500-N-01), and 2 CFR 85.40.

List of Deliverables:

1. **Final Workplan and Logic Model: 60 calendar days.**

8. SPECIAL CONDITIONS

N/A