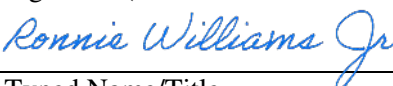


**FY2024-25 LA Community Development
Block Grant
Public Facilities Program**

City of Natchitoches Grant Application

December 16, 2024



LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PUBLIC FACILITIES PROGRAM General Description Form			1. Applicant Name City of Natchitoches, Louisiana	
2. Type of Application – <u>Circle One of the Following</u> : New Sewer Sewer Rehab <u>Sewer Treatment</u> Potable Water Streets			3. Address 700 2 nd Street P.O. Box 37 Natchitoches, Louisiana 71458-0037	
4. Name of City Clerk or Parish Secretary Stacy McQueary, LCMC			5. Applicant's Email Address smcqueary@natchitochesla.gov	
6. Name and Phone Number of Administrative Consultant Preparing Application Nicole Gray, City of Natchitoches 318.352.2772			7. Name and Phone Number of Engineering Firm Preparing Application James A. Hagan, Jr., PE (BALAR) 318.221.8312	
8. Administrative Consultant Email Address ngray@natchitochesla.gov			9. Engineering Firm Email Address jimmy.hagan@balar-engineers.com	
10. Target Area information system-wide <input checked="" type="checkbox"/> <u>Census Tract / Block Group/Zip Code</u> target area(s) <input type="checkbox"/> <u>22069000700/3/71457</u> name of target area _____ name of target area _____				
11. Legislative Districts: State Senate: <u>31</u> State Rep.: <u>22</u> U.S. Congress: <u>4</u>				
12. National Objective Addressed: <input type="checkbox"/> Slum/Blight <input type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Urgent Need			13. Total Amount of LCDBG Funds Requested \$1,950,000.00	
14. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	\$1,950,000.00	LCDBG	Requested	
Local Funds	\$197,175.00	City	Guarantee	
Private Funds	\$			
State Funds	\$			
Federal Funds	\$			
Other Funds	\$			
TOTAL COST	\$2,147,175.00			
15. Signature (Chief Elected Official) 			16. Date December 5, 2024	
17. Typed Name/Title Ronnie Williams, Jr., Mayor			18. Telephone Number 318.352.2772	

LCDBG PROGRAM
 BUDGET/COST SUMMARY FORM

APPLICANT NAME: CITY OF NATCHITOCHE

I. Costs by Activity (Read Instructions Before Completing)				
Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds ¹ (E)
1. Sewer Treatment	\$1,850,000.00	\$197,175.00	\$2,047,175.00	City
2. Rehabilitation	\$0.00	\$0.00	\$0.00	
3. Other	\$0.00	\$0.00	\$0.00	
4.				
5. Administration	\$100,000.00	\$0.00	\$100,000.00	
TOTAL	\$1,950,000.00	\$197,175.00	\$2,147,175.00	

II. Line Item Budget – LCDBG Funds Only		For State Use Only
1. Public Facilities – Water/Sewer/Streets (Total)	\$1,850,000.00	\$
a. Construction Costs	\$1,850,000.00	\$
b. Engineering Costs	\$0.00	\$
c. Acquisition Costs	\$0.00	\$
2. Rehabilitation Loans and Grants (PF Hook-ups)	\$0.00	\$
3. Administration (Total)	\$100,000.00	\$
a. Public Facilities	\$0.00	\$
4. Other	\$0.00	\$
5. Other	\$0.00	\$
6. TOTAL	\$1,950,000.00	\$

III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds)		
Name of Administrative/Engineering Firm	Contract Execution Date	Amount of Contract
N.A.	N.A.	N.A.
N.A.	N.A.	N.A.

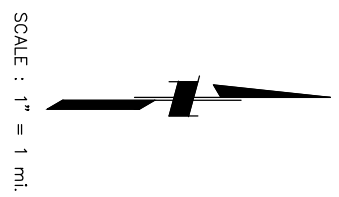
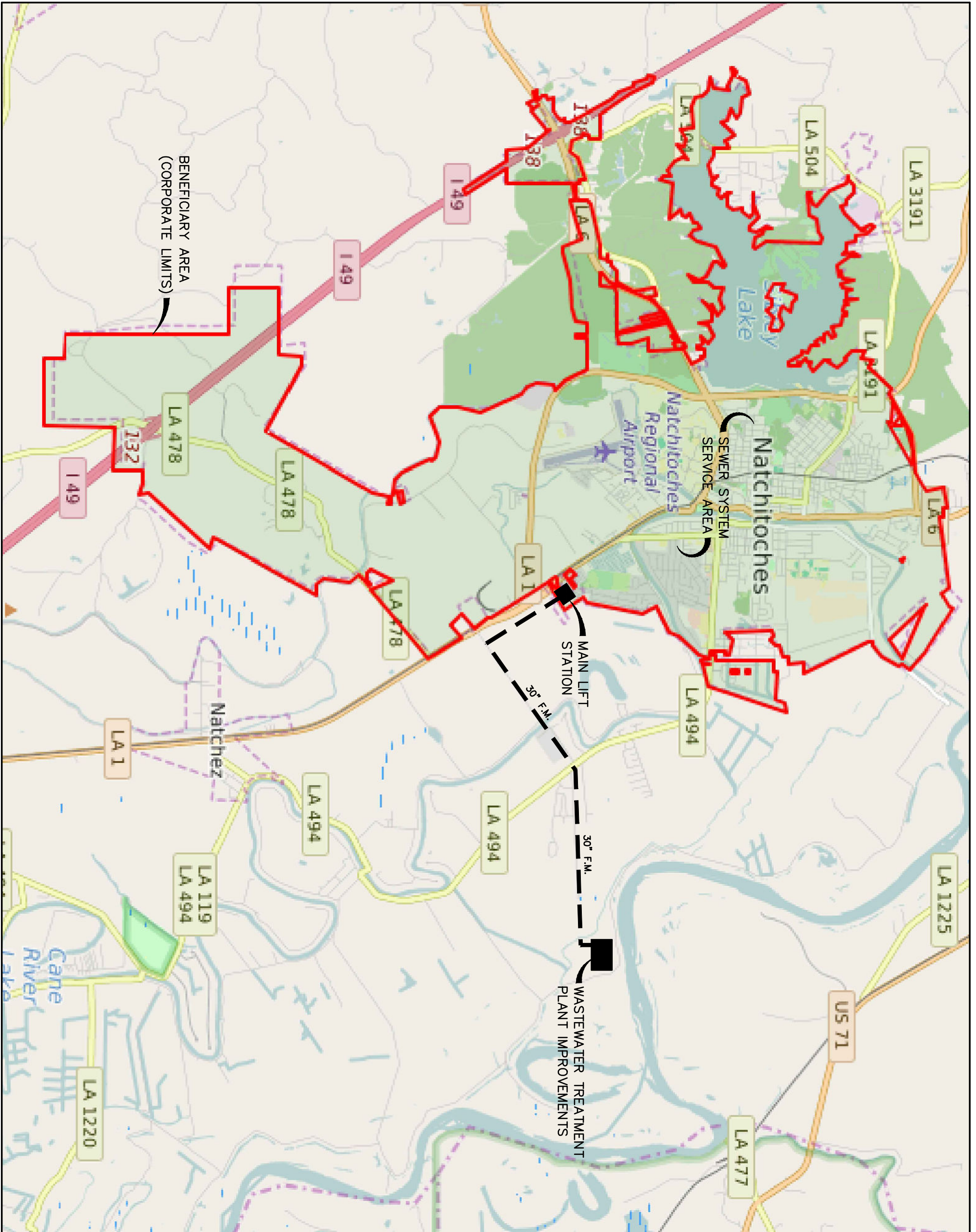
Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant City of Natchitoches
 2 Application Type/FY Public Facilities/FY 2024/2025

3 Target Area Systemwide
 4 Comments _____

5	Name of Activity	Sewer Treatment	
6			Persons
7	Total--All Income Levels	16,790	
8	LMI % (See Instructions)	55.8%	
9	Extremely Low Income		
10	Low Income	7,065	
11	Moderate Income	9,375	
12	Above Income	350	
13	American Indian or Alaskan Native	Total	
		Hispanic	
14	Asian	Total	
		Hispanic	
15	Black or African American	Total	10,010
		Hispanic	
16	Native Hawaiian or Pacific Islander	Total	
		Hispanic	
17	White	Total	6,512
		Hispanic	
18	American Indian and White	Total	
		Hispanic	
19	Asian and White	Total	
		Hispanic	
20	Black and White	Total	
		Hispanic	
21	American Indian and Black	Total	
		Hispanic	
22	Other Multi-racial	Total	
		Hispanic	268
23	Total--All Racial Groups	Total	
		Hispanic	
24	Female-Headed Households	1,105	
25	Total Occupied Households	6,500	

26	Rehabilitation Loans and Grants			
27	Persons		Households	
	Owner	Renter	Owner	Renter
28				
29				
30				
31				
32				
33	Persons		Owner	Renter
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45	Female Headed Households			
	Owner/Renter			
46	Total Households			



mk.	description	by	date
revisions			

of 1 sheets
sheet no. 1

2024 – 2025 L.C.D.B.G. APPLICATION
WASTEWATER TREATMENT PLANT IMPROVEMENTS
 TOWN OF NATCHITOCHEES
 NATCHITOCHEES PARISH, LOUISIANA



BALAR ASSOCIATES, INC.
 631 MILAM STREET, SUITE 300
 SHREVEPORT, LOUISIANA 71101
 PHONE : 318-221-8312
 FAX : 318-424-6508
 E-MAIL: balar@balar-engineers.com
 WEB: www.balar-engineers.com
 LOUISIANA REGISTRATION No. 64
 TEXAS REGISTRATION No. F-11221

drawn: D. J. T.
 checked: J. A. H.
 date: NOVEMBER, 2023
 project: 40104.25

PROJECT DESCRIPTION

Nature of Project:

The City of Natchitoches proposes to construct improvements at its existing wastewater treatment plant to address identified physical/operational deficiencies in the mechanical process equipment, correct violations of the *Louisiana State Sanitary Code* and the *Recommended Standards for Wastewater Facilities (Ten States Standards)*, and ensure continuous compliance with mandated effluent limitations in *Louisiana Pollutant Discharge Elimination System (LPDES) Discharge Permit LA0095222*.

Description of Problem:

Background Information:

The City of Natchitoches operates a wastewater collection system that serves approximately 6,500 residences, commercial establishments, and industrial/institutional customers within the corporate limits of the City. Wastewater is collected from those sewer customers by a collection system consisting of gravity sewer mains ranging in size from 6" to 42" diameter and an estimated sixty (60) sewer lift stations. All wastewater eventually flows to a main lift station on Saida Street east of La. Hwy. 1 and is pumped through a 30" sewer force main to the City's sewer treatment plant at the east end of Laird Fletcher Road near the Red River.

The existing sewer treatment plant was constructed in the early 1990's and few major upgrades or improvements have been made to the facility since that time. The treatment plant has a rated design capacity of 4.9 MGD and average wastewater flows are typically 2.25-2.50 MGD. The facility consists of a plant headworks structure with mechanical screening and grit removal facilities. At the plant headworks, wet weather wastewater flows more than the rated treatment capacity can be diverted into adjacent equalization basins as needed to maintain the efficiency and effectiveness of the treatment process and subsequently returned to the treatment process when influent flows decrease to normal levels.

From the plant headworks structure, wastewater enters three (3) oxidation ditch aeration basins that utilize brush rotor aerators to maintain aeration and mixing and that contains "boat" type in-basin clarification equipment. The oxidation ditches operate in parallel and individual aeration basins may be removed from service for repairs and/or maintenance. Effluent from the oxidation ditches enters a single ultraviolet (UV) disinfection basin followed by flow monitoring facilities as is then discharged into the receiving stream (Red River).

Waste sludge from the treatment process is collected by the "boat" clarifiers in the oxidation ditches and conveyed into two (2) parallel sludge thickening units. These thickening units consist of two (2) parallel 55' diameter basins that essentially function as clarifiers. The thickening units serve to increase the solids content of the waste sludge and/or reduce the volume of the sludge so that it may be effectively dewatered on an adjacent belt filter press. Sludge dewatered by the belt filter press is retained in a covered storage area and is ultimately disposed of in a permitted landfill in accordance with applicable state and federal regulations.

Description of Current Deficiencies:

The City's existing treatment plant is in fair physical and operational condition given its age. The plant regularly meets effluent permit limitations mandated in the City's LPDES permit with only limited exceedances. However, the City recently experienced the catastrophic failure of the mechanical equipment in the easternmost sludge thickening basin (Basin No. 2) and is currently working to replace the sludge thickening equipment at a cost of more than \$800,000. Given the physical deterioration of the rotating sludge thickening equipment in Basin No. 2, the equipment in Basin No. 1 is in a similar condition and is susceptible to imminent failure.

PROJECT DESCRIPTION

Operation of both sludge thickening basins is critical in maintaining the extended aeration process in the oxidation ditch basins. Without both sludge thickeners in full-scale operation, the City is unable to condition the waste sludge from the “boat” clarifiers such that it can be effectively dewatered and disposed of as described above. Without fully operational sludge handling facilities, waste sludge accumulates in the “boat” clarifiers and adversely impacts the extended aeration treatment process in the oxidation ditches. Mechanical failure of the thickening equipment and the resulting impact on the treatment process and associated sludge/biosolids handling are violations of the *Louisiana State Sanitary Code, Title 51, Part 12, Chapter 5, Paragraph 505*, *LPDES Discharge Permit LA0095222, Part III, Section B, Paragraph 3*, and the *Recommended Standard for Wastewater Facilities (Ten States Standards)* that requires redundant treatment units.

Please refer to the photographs at the end of this narrative which depict the deplorable physical condition of the sludge thickening equipment in the sludge thickening basins.

Proposed Scope of Work or Nature of Corrective Action(s):

Description of Improvements:

The City proposes to remove the existing mechanical sludge thickening equipment and any accumulated sludge in Basin No. 1 and install new rotating sludge thickening equipment in-kind in that basin. Along with the rehabilitation work currently in progress in Basin No. 2, completion of the proposed project will return the City’s sludge handling/dewatering facilities to full-scale operation and eliminate the adverse impact on the extended aeration treatment process in the oxidation ditches. The City will also replace an existing 1,200 kW emergency generator that is 30 years old, is marginally operational, and that is not reliably provide backup electrical power necessary to maintain the wastewater treatment process during electrical power disruptions. Installation of a reliable emergency power supply will greatly enhance the sustainability and resiliency of the treatment process during adverse weather events when power disruptions are most likely to occur. The above process and electrical equipment will be reconnected to the existing plant piping, electrical, and control systems as required for a complete and operable installation.

Resiliency & Sustainability Considerations:

Based on the wastewater system resilience/sustainability documentation maintained by the City, the single most pronounced threat/risk to resiliency of the Natchitoches wastewater system is disruption of electrical power resulting from significant inclement weather events including tornados, straight line winds, and winter precipitation. No serious tornadoes or straight line winds have damaged the electrical grid in the Town in the past few years. However, the City's water and wastewater infrastructure have been adversely impacted over the past three (3) years by disruptions in electrical power directly resulting from freezing precipitation that downed overhead power lines.

The City has dedicated emergency generators or bypass pumping capabilities at many of its lift stations. The City also has an existing emergency generator at its wastewater treatment plant. However, the generator at the wastewater treatment plant is marginally operable and is not reparable due to age and deterioration. The City does not own an alternate mobile generator of sufficient size to power the wastewater treatment plant in the event of a power disruption or loss of electrical power. The City anticipates continuing issues related to the resilience of its wastewater treatment facilities without installation of an adequate emergency power supply.

PROJECT DESCRIPTION



Photo #1 - Failed Sludge Thickening Equipment (Basin No. 2)
Wastewater Treatment Plant
City of Natchitoches, Louisiana

PROJECT DESCRIPTION



Photo #2 - Failed Sludge Thickening Equipment (Basin No. 2)
Wastewater Treatment Plant
City of Natchitoches, Louisiana

PROJECT DESCRIPTION



Photo #3 - Failed Sludge Thickening Equipment (Basin No. 2)
Wastewater Treatment Plant
City of Natchitoches, Louisiana

PROJECT DESCRIPTION



Photo #4 - Failed Sludge Thickening Equipment (Basin No. 2)
Wastewater Treatment Plant
City of Natchitoches, Louisiana

(Use only one sheet per target area)

System Information Form

1. What kind of system does the project involve? Water Sewer Other

2. The system involved in this project is owned by:

- applicant (sewer or water district included) **City of Natchitoches, Louisiana**
- other municipal/parish (sewer or water district included)
- private (for profit)
- private (non-profit)
- other ()

Note: If the project is part of a system that is not owned by the applicant, please provide documentation from the entity that owns the system that acknowledges the entity will operate and maintain the improvements resulting from the project. If the project includes providing new water services to an area not previously connected to a water system, the documentation must also state that the owner of the system agrees to provide water to the new area, as well as to operate and maintain the improvements resulting from the project. **If funded and upon completion, the applicant (Village, Town, City or Parish) can only donate the improvements to a sewer or water district that is a subdivision of the applicant.**

3. Please provide a brief history of the system (for example, how and when it was established):

Based on historical records, the Natchitoches wastewater system was likely established in the 1930's or 1940's. The system was expanded through the decades as the City grew in both population and land area. The system now serves all areas of the municipality and serves approximately 17,000 residents and 8,000 students at Northwestern State University (NSU). The City also serves a large poultry processing facility that generates significant industrial wastewater flows.

The City constructed a new 4.9 MGD wastewater treatment plant on the Red River in the eastern part of the City in the early 1990's and that facility continues to serve the community. The City extended its wastewater collection system westward along La. Hwy. 6 toward Interstate 49 in the past 20 years. In the past five (5) years the City has reconstructed its main lift station, upgraded several smaller lift stations, and made several significant point repairs in the older parts of the City. The City recently had to completely replace one of its sludge thickening units at the wastewater treatment plant. The City has continuously owned, operated, and maintained the wastewater system since its inception.

ENGINEER'S COST ESTIMATE

(Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

APPLICANT: City of Natchitoches, Louisiana

CONSTRUCTION:

DESCRIPTION	QTY.	UNIT	UNIT PRICE	LOCAL FUNDS	LCDBG FUNDS	TOTAL AMOUNT
Mobilization	1	L.F.	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
Demolition/Removal of Existing Wastewater Treatment Equipment	1	L.F.	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00
New Gravity Sludge Thickener Equipment*	1	L.F.	\$850,000.00	\$0.00	\$850,000.00	\$850,000.00
Demolition of Existing Emergency Generator	1	L.F.	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
1200kW Emergency Generator*	1	L.F.	\$550,000.00	\$0.00	\$550,000.00	\$550,000.00
Electrical & Controls (Sludge Thickener)*	1	Each	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
Electrical & Controls (Generator)*	1	Each	\$75,000.00	\$0.00	\$75,000.00	\$75,000.00
Plant Piping*	1	Each	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00
Sitework & Ancillary Items	1	Each	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00

*Materials in bid item assumed to be covered under BABA requirements.

Improvement to maintain resiliency/sustainability of wastewater system.

Subtotal Construction Cost:	\$0.00	\$1,685,000.00	\$1,685,000.00
Contingencies:	\$0.00	\$165,000.00	\$165,000.00
Total Construction Cost:	\$0.00	\$1,850,000.00	\$1,850,000.00

ENGINEERING:

Basic Services (7.49% x \$1,850,000):	\$138,565.00	\$0.00	\$138,565.00
Resident Project Representative Services (3.06% x \$1,850,000):	\$56,610.00	\$0.00	\$56,610.00
Topographic Surveying/Construction Layout (\$1,000/Day x 2 Days):	\$2,000.00	\$0.00	\$2,000.00
Total Engineering Cost:	\$197,175.00	\$0.00	\$197,175.00

LAND ACQUISITION COSTS:

\$0.00	\$0.00	\$0.00
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GRANT ADMINISTRATION COSTS:

\$0.00	\$100,000.00	\$100,000.00
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PRE-AGREEMENT COSTS:

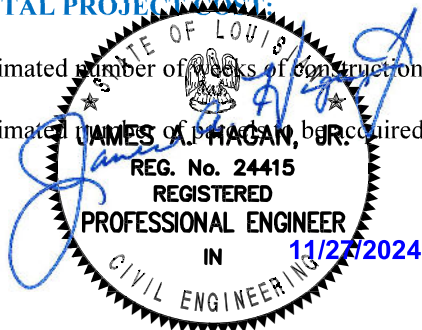
Engineering Preagreement:	\$0.00	\$0.00	\$0.00
Administrative Preagreement:	\$0.00	\$0.00	\$0.00
Household Surveys:	\$0.00	\$0.00	\$0.00
Total Preagreement Costs:	\$0.00	\$0.00	\$0.00

TOTAL PROJECT COST:

<u>\$197,175.00</u>	<u>\$1,950,000.00</u>	<u>\$2,147,175.00</u>
----------------------------	------------------------------	------------------------------

Estimated number of weeks of construction: _____ 52 _____

Estimated number of weeks of construction to be acquired: _____ 0 _____



Signature of
Licensed /Engineer

Prepared By:
BALAR Associates, Inc.
631 Milam Street, Suite 300
Shreveport, LA 71101

November 27, 2024
Date

PROJECT IMPACT CERTIFICATION – SEWER , WATER, AND STREETS PROJECTS

I certify, to the best of my knowledge and belief, that (check all boxes that apply):

- The funds requested herein for the proposed sewer or water project will completely remedy existing conditions that violate a state or federal standard (must be identified on the lines below) that has been established for the purpose of protecting public health and safety.
- That all persons residing within the target area or connected to the utility system for system-wide activities as described in the Project Description are benefiting from the proposed project and have been included in the application beneficiary data.
- That each street proposed for improvements has a Pavement Sufficiency Rating Range (PSR) of 3.0 or lower, based on the Sufficiency Rating Data Guide on page 59 of this Application Package or has an unpaved surface.
- The improvements proposed for the streets in the application will improve the Pavement Sufficiency Rating to greater than a 4.1 and extend the service life of a minimum of 8 years.

Refer to the instructions for any specific statements that must be made on this form.

1. *Louisiana State Sanitary Code, Title 51, Part XII, Chapter 5, Paragraph 505.*

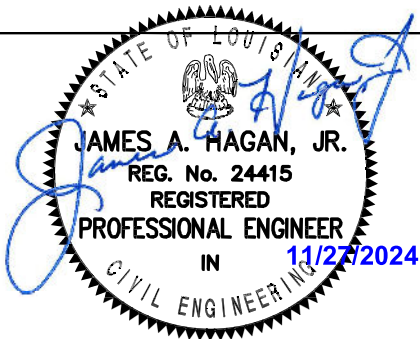
2. *LPDES Discharge Permit LA0095222, Part III, Section B, Paragraph 3.*

3. *Recommended Standards for Wastewater Facilities Chapter 50, Paragraph 56.11, 56.12, and 56.13 regarding emergency power supplies.*

4. Complete structural failure of one of the two existing mechanical sludge thickeners (clarifiers) at the wastewater treatment plant and the likelihood that the other thickener is in similar physical condition.

5. Discharge of partially treated wastewater into receiving due to malfunctioning treatment plant equipment of as a result of power disruptions.

6. General risk to public health and safety.



Signature of
Licensed Engineer

November 27, 2024
Date

COST EFFECTIVENESS

- a. Total LCDBG funds requested less administration, pre-agreement, resiliency, and engineering costs \$1,198,800
[(Total Construction less Resiliency (Generator + Contingencies))]

- b. Total number of persons benefiting (for streets, use number of persons living in occupied houses on streets designated for work) 16,790

- c. Average cost per person
(a / b = c) \$71.40

ENGINEERING/ARCHITECTURAL COSTS CERTIFICATION

I certify that our local governing body will pay all of the engineering costs associated with the implementation of this LCDBG program. These costs will include but not be limited to basic design, resident inspection, testing, staking, etc.

A resolution adopted by our local governing body is attached which identifies the firm hired and the proposed amount of their contract.

Ronnie Williams Jr
Signature of Chief Elected Official

December 5, 2024
Date

CERTIFICATION OF OTHER FUNDS

Enter the amount of other cash funds that the applicant will inject into the proposed project.

\$0.00

Verification identifying the amount and source of other funds must be inserted behind this form. Do not identify any local funds that will be used to pay pre-agreement, administrative or engineering costs on this form. This form should involve cash contributions that will be used for the construction of the project.

The following Resolution was introduced by Mr. Nielsen and Seconded by Mr. Petite as follows, to –wit:

RESOLUTION NO. 104 OF 2024

A RESOLUTION AUTHORIZING MAYOR RONNIE WILLIAMS, JR., TO AUTHORIZE THE USE OF LOCAL FUNDS FOR ENGINEERING COSTS AND HIRE BALAR ENGINEERS FOR ENGINEERING SERVICES RELATED TO THE FY25 LCDBG PUBLIC FACILITIES PROGRAM

WHEREAS, the City of Natchitoches is submitting an application to the FY2025 LCDBG Public Facilities; and

WHEREAS, the purpose of the application is to seek grant funding for repairs to the City of Natchitoches Sewer Treatment Plant; and

WHEREAS, the necessary scope of work to be implemented by BALAR Engineers is for the design and engineering services required to construct the stated improvements requested to be funded; and

WHEREAS, the commitment for this scope of work is projected to be in the amount of one hundred seventy-nine thousand, one hundred seventy-five (\$179,175.00) and is subject to being approved for funding under the stated program;

NOW, THEREFORE BE IT RESOLVED that the City of Natchitoches has hired BALAR to provide design and engineering services subject to successful funding relative to the FY 2025 LCDBG Public Facilities Program.

The above Resolution having been submitted to a vote, the vote thereupon was recorded as follows, to-wit:

This Resolution was then presented for a vote, and the vote was recorded as follows:

AYES:	Elie, Nielsen, Harrington, Petite
NAYS:	None
ABSENT:	Smith
ABSTAIN:	None

THEREUPON, Mayor Ronnie Williams, Jr., declared the Resolution passed by a vote of 4 Ayes to 0 Nays on this 25th day of November, 2024.



RONNIE WILLIAMS, JR., MAYOR

STAFF AUGMENTATION FOR GRANT ADMINISTRATION

The City of Natchitoches will utilize City staff for all of the administrative responsibilities associated with this project. Nicole Gray, the Community Outreach and Grants Manager, has more than 20 years of proposal, grant writing and grants management experience. She has authored, provided grant support for and/or managed the following grants on behalf of the City of Natchitoches.

- LCDBG Love Louisiana Outdoors Program
- LCDBG Clearance and Demolition Program
- Department of Transportation Safe Streets for All (SS4A) Planning and Demonstration Grant
- National Endowment for the Arts Our Town Grant
- Department of Transportation RAISE Grant

Nicole will be supported by Shanna LeBrum, Community and Economic Development Director for the City of Natchitoches. Shanna has nearly 25 years of experience planning, organizing and managing program and project development activities for the Harris County Development Department, focusing on community development through government funding. Shanna has led the development of HUD grants and programming, ensuring project compliance with scheduling and reporting, as well as quality assurance monitoring and public outreach.

Nicole S. Gray, CF APMP

Phone: 972-897-5357 Email: nsgray@sbcglobal.net

PROFESSIONAL SUMMARY

Highly motivated business development professional with 27+ years Communications experience, including 17+ years in business development, proposal management and grant writing/management. In-depth experience pursuing both small and large scale bids with a track record of over \$250 million in career wins.

EXPERIENCE

Community Outreach & Grants Manager (Part-Time)

City of Natchitoches, Natchitoches, LA

April 2021 – Present

- Identifies and develops grants for local, state and federal funding opportunities for community development and infrastructure projects, with more than \$25 million in grant wins.
- Works collaboratively with the Mayor and department heads to perform outreach regarding community and stakeholder partnerships; identifies opportunities to leverage a P3 approach on infrastructure projects.
- Focuses on engagement with local, state and federal agencies, targeting opportunities to serve high poverty areas, rural communities, minority populations, and small businesses.
- Identifies funding opportunities, and performs grant management/administration activities for local, federal and state grant programs, including State of Louisiana, Louisiana Department of Health, DOT, and EPA.
- Assists with the development of community programs, including managing outreach with stakeholders, vendors and partners in the Natchitoches area; performs program evaluation and auditing.
- Provides technical expertise in determining grant compliance requirements; works closely with other City departments to accurately perform financial administration of grants.
- Conducts meetings and presentations with customers and partner organizations and organizes community meetings and events to facilitate stakeholder engagement and identify community program needs.

Senior Manager, Proposals

FORWARD Platform, Seattle, WA

August 2023 – August 2024

- Leads, manages and coaches a team of proposal managers and coordinators in the development of proposals for public sector clients.
- Leads the capture of new opportunities that leverage FORWARD's current offerings into new programs.
- Leverages Salesforce and RFPIO (Responsive) platforms to manage pipeline and project updates.
- Develops proposals that clearly articulate the solution and strategy, approach to implementation and outlines experience, win themes, and value proposition for clients.
- Provides training and coaching to team members to ensure continuity in the proposal process; regularly performs reviews of team deliverables and ensures compliance with customer's RFP requirements.
- Identifies, resolves, and escalates gaps and risks to the Executive and Program management teams as needed.
- Develops budget and cost analysis for program solutions and recommends scope revisions based on client/partner needs.
- Conducts regular proposal review sessions and provides feedback to team members, as well as collaborates with authors to nurture development.
- Collaborated with proposal team leaders to revise and refine the proposal development process based on industry best practices and organizational needs.
- Supports content updates and revisions to RFPIO as needed.

Proposal & Sales Enablement Manager

PricewaterhouseCoopers, Dallas, TX

August 2018 – July 2022

- Led the development and project management of all proposal and meeting collateral for RFI/RFP responses, brochures and other meeting collateral for C-suite executives, winning more than \$250M in client business.
- Managed the pursuit process and mobilized the client team and firm resources; established protocols and identified key task owners, as well as performed compliance activities to meet client deadlines.
- Led kick-off meetings and performed assessment of RFP and bid management documents to ensure responses are compliant with procurement guidelines; kept the team apprised of risks/challenges.
- Led the firm partners and client service team in strategy discussions, as well as the development of a compelling message that addresses the specific client need(s).
- Collaborated with local and international team members to effectively manage resources for each project, engaging additional resources (graphics, copy editors, digital services, etc.) across the PCoE as needed.
- Ensured adherence to firm policies and regulatory requirements, including AICPA and PCAOB guidelines.
- Worked alongside Pursuit Coaches to guide the development of oral presentations; leads script development and provides creative direction for video production as needed.
- Led internal projects to support the PM network and PCoE organization; acts as a workstream leader for Communications team, providing internal communication updates for the PCoE team.
- Acted as Resource Manager for the Global Tax team and performed intake of new Tax-specific opportunities; assessed team utilization and resources for proper alignment on pursuit assignments.
- Redesigned intake process alongside Operational Strategy Network Director across all Lines of service to refine operations and improve the pursuit management function.

Proposal Development Manager

Global Tel*Link, Dallas, TX

August 2017 – August 2018

- Recruited, hired and coached the seven-person RFP team in the development of complex proposal responses for clients in local, state and regional government sector, winning more than \$30M in RFP bids.
- Conducted coaching and feedback sessions with each team member to ensure organizational expectations were met and maintained; created training opportunities to enable professional development for the team.
- Created new proposal development and support processes, proposal plans, pursuit trackers, and maintained ownership of updates to content repository and FOIA (Freedom of Information Act) requests.
- Led the strategic analysis of solicitations, ensuring effective capture management of each RFP through collaboration with Sales and senior leadership.
- Reviewed team's proposals for narrative quality, coherence, clarity, and compliance with RFP/RFI/RFQ requirements, providing consistent coaching and feedback for improvement.
- Established timelines and engaged organization resources for RFP support requests, including Technical Writers, Product SMEs, Legal, Marketing and Finance, etc.
- Leveraged industry knowledge and APMP expertise to establish best practices across the proposal team and enable consistent use of digital/automation technologies (i.e. Qvidian, SharePoint, Salesforce).

Global Pursuits Strategist

Ernst & Young, Dallas, TX

Feb. 2013 – March 2017

- Led the development of all proposals during the full lifecycle of assigned RFPs, specifically focused on the firm's largest clients and most complex business frameworks, with more than \$200 million in pursuit wins.
- Participated in strategic analysis of opportunities across service lines (audit, tax, advisory, transaction advisory services) and industries to understand client issues and potential opportunities.
- Conducted pre-RFP win strategy analysis, readiness sessions to determine win readiness and created a win strategy based on results, including a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.
- Led activities based on Miller Heiman BD methodologies; utilized Green Sheet, Blue Sheet to drive deeper understanding of client needs and key business issues to develop a compelling value proposition.

- Contributed insights during kick-off meetings, standup calls, and orals preparation, as well as led debrief sessions to understand win/loss decisions; devised appropriate actions for future opportunities.
- Performed project management activities, establishing the proposal process, identifying key content owners, timelines, compliance activities, and kept the team apprised of risks/challenges.
- Engaged with firm wide resources to develop a well-rounded strategy, including the Negotiation Center, Knowledge Team, Creative Services Group and other pursuit professionals as needed.
- Collaborated with Creative Design Managers to develop pursuit deliverables and worked with external vendors as needed, i.e. photographers and videographers.
- Contributed to development of department initiatives, while helping to define and develop standards and leading BD/pursuit practices.

Project/Program Manager IV

XO Communications, Inc., Dallas, TX

June 2009 – Feb. 2013

- Managed the development and delivery of business proposal packages to support RFP/RFI responses in the Government, SMB, Enterprise and National segments, valued up to \$40 million per year in revenue.
- Led proposal kickoff/status meetings, engaging other departments Engineering, Finance, Legal, and Product Management to drive the on-time delivery of proposals utilizing Shipley APMP industry standards.
- Collaborated with Account Executives to author original proposal responses, utilizing internal marketing collateral, data sheets, and additional research of XO services.
- Tracked and monitored the RFP/RFI through the development process, including analyzing issues and troubleshooting complex customer requests up to post-sales results.
- Maintained and updated archived material and customized templates for re-use within the Sales, Marketing and Business Services groups.
- Worked with sales as the primary point of contact to ensure all deliverables were completed on time and performed quality checks on the final proposal package to ensure customer requirements are met.

Consultant (Gray Ventures LLC)

Sept. 2005 – June 2009

WAI/Kalkomey, Inc. Dallas, TX

- Collaborated with the Vice President of Sales & Marketing and VP of Operations to develop proposal responses for state and local government agencies requesting bids on outdoor recreation services.
- Provided guidance for improving proposal management processes, highlighting industry best practices and leading bid management strategies.
- Developed the organization's first repository of proposal templates and worked with the Creative design team to create visual graphics for templates.
- Recommended proposal management technology (Qvidian) and assisted with deployment/training across the organization to streamline the proposal management process.

Dresser Corporation, Dallas, TX

- Authored and/or updated nearly 200 company-wide policies and procedures for General Accounting, Internal Audit, Risk Management, and Treasury departments of Energy client.
- Conducted requirements gathering sessions with SMEs and policy owners, such as Dept. Managers, Directors and/or VPs for the development of policies and procedures.
- Created development project schedules for all P&P requests; developed quality assessment forms, as well as other forms, templates and appendices to assist with P&P development.
- Developed training modules to supplement complex policies/procedures; planned and led the transition of the Company's policy library to a new intranet environment.

ADDITIONAL PROFESSIONAL EXPERIENCE

- Publications Assistant Manager (RadioShack Corporation), Fort Worth, TX, 2003 - 2005
- Sales Training and Marketing Manager (*Cable Connection Magazine*), 1998 - 2000
- Edition Editor/Writer for entertainment guide (*Cable Connection Magazine*), 1997 - 1998
- Asst. Editor/Writer for Houston Chronicle Special Section (*ThisWeek*), 1995 – 1997

EDUCATION/TRAINING

- Non-profit Leadership Alliance Social Sector Leadership, 2021
- Association of Proposal Management Professionals (APMP) Certification, 2018
- Miller Heiman Strategic Opportunity Management Coach Certification, 2013
- Miller Heiman Effective Client Encounters Coach Certification, 2014
- B.A. Journalism, Northwestern State University, Natchitoches, La., 1994; Minor: Business Administration

ACTIVITIES

- Board of Directors, Ben Johnson Educational Center, 2022 – Present
- NSU Department of Social Sciences Black Studies Advisory Council, 2021 - Present
- Association of Proposal Management Professionals, 2013 – Present
- Board of Directors, NSU Foundation, 2012 – Present (Past President)
- Board of Directors, NSU Demons Unlimited Foundation, 2011 – Present (Secretary/Treasurer)
- Organizer, James L. Oliphant Memorial Golf Tournament, Natchitoches, LA, 2009 – Present

AWARDS

- 2021 - NSU Foundation President's Service Award
- 2019 - NSU Black Alumni Alliance Outstanding Service Award
- 2016 - NSU Demons Unlimited Foundation Delaney Distinguished Supporter Award
- 2016 - NSU Alumni Association Alumni Volunteer of the Year Award

Shanna LeBrum

Senior Program Coordinator & Administrator

Houston, TX | 832-909-6092 | slebrum@yahoo.com

Results-oriented professional with a proven track record in Program Management within government administration, specializing in community redevelopment, and grants and funding initiatives. Offering 15 years of experience in successfully launching, directing, and coordinating funding opportunities for community-involved initiatives.

Demonstrated expertise in sales, marketing, statistical data interpretation, grant writing, fundraising, media relations, and community advocacy. Strong leadership background with a focus on compliance, budget administration, employee supervision, and team building within the public sector.

CORE COMPETENCIES

- **Sales and Marketing:** Demonstrated ability to effectively market and promote community development initiatives
- **Interpretation of Statistical Data:** Proficient in analyzing and interpreting statistical data to inform decision-making processes
- **Grant Writing and Fundraising:** Proven success in grant writing and fundraising for community-involved programs
- **Community Liaison and Advocacy:** Strong abilities in building relationships within the community, serving as a liaison, and advocating for community needs
- **Budget Administration, Analysis, and Development:** Expertise in budget administration, analysis, and development, contributing to financial and program compliance
- **Employee Supervision and Development:** Leadership in supervising, training, and developing employees to build effective and efficient teams

PROFESSIONAL WORK EXPERIENCE

Harris County Community Services Department - Houston, TX

COMPLIANCE COORDINATOR

2020 - Present

- Spearheaded and managed the entire Annual Action Plan amendment process, demonstrating expertise in amending existing AAP projects and ensuring compliance under the supervision of the Development Manager.
- Provided critical input for AAP Amendment submission to HUD, initiating and processing project amendments, including the creation of BCFs for internal control and meticulous IDIS submittal for AAP Amendments, enhancing data accuracy for reporting purposes.
- Coordinated seamlessly with various departments to guarantee the success of project amendment processes, representing the county in meetings with both internal and external stakeholders and fulfilling administrative responsibilities.
- Directed the AAP Amendment process, overseeing the amendment of HUD entitlement projects, providing guidance on AAP Amendments creation and submission approved by the Development Manager, contributing to policy development and revision, and ensuring accurate tracking and reporting of amended projects.
- Managed diverse responsibilities, including support for other funding programs, ensuring HUD entitlement compliance, conducting quality assurance monitoring, actively participating in public outreach efforts, attending community meetings, and fulfilling additional assigned duties.

SR. PROGRAM ANALYST

2001 - 2020

- Plan, organize, and manage program and project development activities for the Harris County Development Department, focusing on community development through government funding.
- Maintain a computerized system for the collection and tracking of relevant data to inform decision-making processes.
- Coordinate and conduct public hearings, delivering presentations to enhance community engagement and contribute to program improvement.
- Collect, analyze, interpret, and summarize data for the generation of statistical and analytical reports, ensuring accuracy and relevance.
- Monitor the integrity of processes and procedures, ensuring compliance with agency and federal policies.
- Prepare comprehensive grant proposals and reports, including annual and financial reports.
- Evaluate community needs on a macro-level through surveys, research on community organizations, and offering policy recommendations.
- Review program budgets and ensure financial and program compliance for organizations seeking funding.
- Provide leadership by training, supervising, evaluating, and coaching employees, maintaining effective professional relationships, and addressing personnel shortages.
- Attend monthly management meetings, appointed committees, workshops, and conferences to stay informed and contribute to organizational goals.

Galena Park ISD / San Jacinto College - Houston, TX

BCIS INSTRUCTOR / ADJUNCT SR. PROGRAM ANALYST

1999 - 2001

- Developed and implemented a syllabus for a keyboarding/computer applications course and laboratory, incorporating Microsoft Word, PowerPoint, Access, and Excel.
- Planned, cultivated, and utilized diverse teaching methods and materials to facilitate student learning and achieve course objectives.
- Conducted student evaluations to measure progress against course guidelines, maintaining accurate records and providing individual progress feedback.
- Played a key role in grant development efforts.
- Established and maintained a comprehensive student/lesson database to track academic performance.
- Instructed courses in Business Management and Small Business Entrepreneurship, providing students with valuable insights and practical knowledge.

Aerial Communications - Houston, TX

AREA SALES & MARKETING MANAGER

1996 - 1999

- Oversaw the supervision, management, and sales operations of five retail stores in the Houston market, leading a team of over 80 employees.
- Demonstrated successful project management skills in the retail sector.
- Took a proactive role in recruitment, hiring, training, and coaching of new employees.
- Maintained up-to-date knowledge of sales promotions, payment policies, exchange policies, and security practices.
- Developed and implemented programs to identify sales opportunities, ensuring each location consistently met or exceeded monthly goals.
- Collaborated closely with sales support staff to ensure adherence to established methods and procedures, addressing any policy violations.
- Led the launch of a new retail location in Houston, achieving top national sales performance for several months.
- Ensured strict compliance with safety expectations from all vendors.

EDUCATION

→ **University of Phoenix, Houston, Texas**

- ◆ Master of Business Administration (MBA)

→ **Northwestern State University, Natchitoches, LA.**

- ◆ Bachelor of Science (B.S.)

AFFIDAVIT OF PUBLICATION

STATE OF LOUISIANA

Parish of Natchitoches

Before me, a Notary Public, personally came and appeared Carolyn Bynog who, being duly sworn, did depose and say that she/he is Bookkeeper of *The Natchitoches Times*, a newspaper of general circulation published within the Parish of Natchitoches, And that the FOR IMMEDIATE RELEASE CITY HOSTS PUBLIC HEARING TO SOLICIT PUBLIC COMMENTS FOR THE FY 2024/2025 LCDBG PUBLIC FACILITIES PROGRAM Ref#645-23

as per copy attached hereto, was published in said newspaper in the issues of 8/31

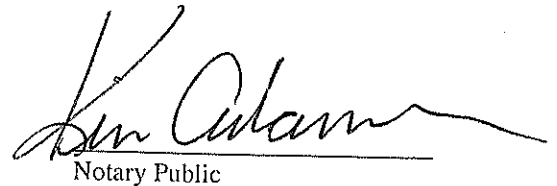
Contact: Azizah Hamilton,
City of Natchitoches
Phone: (318) 352-2772
Email:
azizah.hamilton@natchi-
tochesla.gov
August 29, 2023

(S) 

**FOR IMMEDIATE
RELEASE**

**CITY HOSTS PUBLIC
HEARING TO SOLICIT
PUBLIC COMMENTS
FOR THE
FY 2024/2025 LCDBG
PUBLIC FACILITIES
PROGRAM**

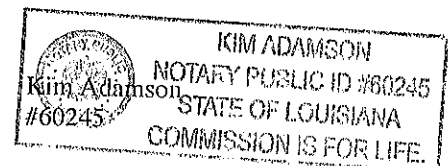
to before me this 31st day of August 2023


Notary Public

The City of Natchitoches will hold a public hearing at 6 p.m. on Thursday, September 7, 2023 at the City of Natchitoches Council Chambers, located at 716 Second St. The purpose of the meeting is to obtain views on the community development needs of the City and to discuss the submission of an application for funding under the State of Louisiana FY 2024/2025 Community Development Block Grant (LCDBG) Public Facilities Program.

The following items will be discussed at the hearing:

- The amount of funds available for proposed



LOUISIANA CDBG PROGRAM STATEMENT OF ASSURANCES

This document may not be modified.

This applicant hereby assures and certifies that:

1. Legal Authority

It possesses:

- a. Legal authority to apply for the grant and to execute the proposed project, and its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and
- b. Has developed its application, including its projected use of funds, so as to give maximum feasible priority to activities that will benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. (The requirement for this certification will not preclude the State from approving an application where the applicant certifies and the State determines, that all or part of the proposed project activities are designed to meet other community development needs that have arisen during the preceding twelve-month period and have particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.)

2. Citizen Participation

It has or will comply with all citizen participation requirements, which include, at a minimum, the following:

- a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- b. Provides citizens with reasonable and timely ADA compliant access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
- c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
- d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled. This shall include one public hearing prior to the submission of the CDBG application;
- e. Solicit and provide for a timely written answer to written complaints and grievances, within fifteen (15) working days where practicable, and;
- f. Identify how the needs of non-English speaking residents will be met in the case of public hearings where non-English speaking residents can be reasonably expected to participate.

3. National Objective

The applicant's Community Development Block Grant program has been developed so as to give maximum feasible priority to activities that will benefit low- and moderate-income households, will aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency.

It has determined that the proposed activity will meet the identified community development needs of its jurisdiction and will carry out its proposed activity in a manner that will significantly benefit the residents of its jurisdiction. Any CDBG expenditures that serve beneficiaries outside the jurisdiction will not be unreasonably disproportionate to the benefits to its residents.

4. NEPA Environmental Review

Its chief executive officer, chief elected official, or other officer of applicant approved by the State will consent to assume the status of a responsible entity as defined by 24 CFR 58.2(a)(7) in compliance with the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the Louisiana Community Development Block Grant Program. With regard to environmental impact, it will comply with the National Environmental Policy Act of 1969 and Section 104(f) of the Housing and Community Development Act of 1974 (42 USC 5304(d)). Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding the purchase of flood insurance, the National Historic Preservation Act of 1966 (54 USC 300101), the Clean Air Act (42 USC 7401), the Farmland Protection Act of 1981 (USC 4201), the Endangered Species Act of 1973 (16 USC 1531), the Wild and Scenic Rivers Act of 1968 (16 USC 1271), HUD Environmental Standards (24 CFR Part 51), and implementing regulations (36 CFR 800.8)

5. Uniform Administrative Requirements

It will comply with the applicable federal grant management regulations, policies, guidelines, and/or other requirements as they relate to the application, acceptance, and use of federal funds: 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

It has the ability to comply with the Financial Management requirements in Subpart D, the Cost Principles requirements in Subpart E and the Audit requirements in Subpart F. In particular it assures it will be responsible for the preparation of appropriate financial statements in accordance with the requirements of 2 CFR 200.508.

6. Nondiscrimination/Equal Access

It will comply with the following regarding nondiscrimination laws and practices:

- a. **Title VI of the Civil Rights Acts of 1964** (Pub. L. 88-252) (42 U.S.C. 2000d) as amended, and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance.
- c. **Title VIII of the Civil Rights Act of 1968** (Pub. L. 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- d. **Executive Order 11063 (1962)**, as amended by Executive Order 12259, requiring equal

opportunity in housing by prohibiting discrimination on the basis of race, color, religion, sex or national origin in the sale or rental of housing built with federal assistance.

- e. **Executive Order 11246 (1965)**, as amended by Executive Orders 11375, prohibiting discrimination on the basis of race, color, religion, sex or national origin in any phase of employment during the performance of federal or federally-assisted contracts in excess of \$2,000.
- f. **Section 109 of the Housing and Community Development Act of 1974**, as amended and the regulations issued pursuant thereto (24 CFR Part 570.602) which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under this Part. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.
- g. **Section 504 of the Rehabilitation Act of 1973**, as amended. Under Section 504, the requirement to make reasonable accommodations applies to any changes that may be necessary to provide equal opportunity to participate in any federally assisted program or activity. This includes a change, adaptation or modification to a policy, program, service, facility, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, live in housing, or perform a job. Reasonable accommodations also include any structural changes that may be necessary. Reasonable accommodations may include changes which may be necessary in order for the person with a disability to use and enjoy a dwelling, including public and common use spaces, or participate in the federally assisted program or activity.
- h. **The Americans with Disabilities Act of 1990** prohibits discrimination based on disability in programs and activities provided or made available by public entities.
- i. **The Age Discrimination Act of 1975** prohibits discrimination based on age in programs and activities receiving federal financial assistance.
- j. **The Fair Housing Act** (42 U.S.C. 3601-3619), Executive Order 12892, Section 104(b)(2) of Housing and Community Development Act of 1974, as amended, and implementing regulations at 24 CFR Subtitle B, Subchapter A prohibit discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, religion, sex (including gender identity and sexual orientation), familial status, national origin, and disability. It also requires that all programs and activities relating to housing and community development in a manner to affirmatively further fair housing.

7. Anti-Displacement/Relocation

It will:

- a) to the greatest extent practicable under State law, comply with the acquisition and relocation requirements **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, as amended, and will comply with the HUD implementing regulations at 24 CFR Part 42 the DOT implementing regulations at 49 CFR 24; and
- b) Follow a residential anti-displacement and relocation assistance plan and it will comply with **Section 104(d) of the Housing and Community Development Act of 1974**, as amended in connection with any activity assisted with funding under the CDBG program; and
- c) Minimize displacement of persons as a result of activities assisted with such LCDBG funds.

8. Procurement

That it will conduct all procurement activities utilizing Federal funds in a manner consistent with the procurement requirements of 2 CFR 200.318-326. In particular it assures that it will exclude from competition any contractor or vendor who assists the applicant in the development or drafting of specifications or scopes of work for such solicitations or any other actions that would confer an unfair competitive advantage in accordance with the requirements of 2 CFR 200.319(a).

9. Conflict of Interest

It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds ([24 CFR §570.611](#)).

10. Debarred Contractors

It certifies that neither the applicant or its staff are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System located at <https://www.sam.gov/SAM/>. In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of [24 CFR Part 24](#).

11. Architectural Barriers

It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this part to comply with the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and the Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225).

12. Section 3

It will comply with Section 3 of the Housing and Urban Development Act of 1968 (24 CFR part 75), as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible Section 3 business concerns.

13. Access to Records

It will provide access to (1) the State, Representatives of HUD, the Inspector General, and the General Accounting Office to all books, accounts, records, reports, files, and other papers, or property pertaining to the administration, receipt and use of CDBG funds and necessary to facilitate such reviews and audits, and (2) It shall provide citizens with reasonable access to records regarding the past use of CDBG funds and ensure that units of general local government provide citizens with reasonable access to records regarding the past use of CDBG funds consistent with State or local requirements concerning the privacy of personal records.

14. Cost Recovery

It will not attempt to recover any capital costs for public improvements financed in whole or in part with LCDBG funds, through assessments against properties owned and occupied by low and moderate income persons including any fees charged or assessed made as a condition of obtaining access to such public improvements.

15. Excessive Force

It will adopt and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent Civil Rights demonstrations in accordance with 42 U.S.C. 5304 (l).

16. Anti-Lobbying

It certifies its compliance with restrictions on lobbying required by [24 CFR Part 87](#), together with disclosure forms, if applicable. It will comply with the **Hatch Act** ([5 U.S.C. §1501, et seq.](#)) regarding political activity of employees.

17. Program Income

It acknowledges that proceeds recovered from a charge filed as a lien against a parcel of real estate improved as a direct result of benefit derived from this program shall constitute program income as defined by 24 CFR 570.489(e) and shall be returned to the State if received less than 5 years after expiration of the grant agreement between the State and the unit of general local government.

18. Labor Standards

It will comply with the following regarding labor standards:

- a. **Section 110 of the Housing and Community Development Act of 1974**, as amended.
- b. **Davis-Bacon and Related Acts** as amended (40 USC 276(a)) regarding the payment of prevailing wage rates.
- c. **Contract Work Hours and Safety Standards Act** (40 USC 3702) regarding overtime compensation.
- d. **Copeland Act of 1934** (41 USC 51-58) prohibiting “kickbacks” of wages in federally assisted construction activities.

19. Domestic Preference Requirements for Federal Financial Assistance to Non-Federal Entities

This agreement is subject to the Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act (“IIJA”), [Pub. L. 177-58](#). Absent an approved waiver, all iron, steel, manufactured products, and construction materials used in this project must be produced in the United States, as further outlined by the Office of Management and Budget’s Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure, April 18,2022.

20. Right to Report

It will comply with the requirements of the [Violence Against Women Act Reauthorization Act of 2022](#) for U.S. Department of Housing and Urban Development (HUD) recipients to support an individual’s right to seek law enforcement or emergency assistance. This includes:

- a. Reporting on the existence of laws or policies they have adopted that impose penalties based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a covered property.
- b. Certify that they are in compliance or describe the steps they will take to comply within 180 days of the report to HUD.

21. Lead Based Paint

It will, as necessary, devise, adopt and carry out procedures with respect to CDBG assistance that fulfill the objectives and requirements of the **Lead-Based Paint Poisoning Prevention Act** (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-

4856), and implementing regulations at 24 CFR Part 35, subparts A, B, J, K, and R of this title.

Signing these assurances means that the municipality/parish agrees to implement its program in accordance with these provisions. Applicant further acknowledges in addition to the previous cited provisions that if it is awarded funds it will be responsible for compliance and enforcement of applicable Federal laws (42 U.S.C. 5301-5320) and regulations (24 CFR Part 570) including the Subpart K requirements (24 CFR 570.601-614) of the Community Development Block Grant program and such provisions for the proper administration of the program made by this Office of Community Development, Division of Administration as allowed by 24 CFR 570.480(f).

Failure to comply can result in serious audit and/or monitoring findings that require repayment of funds to the State or expending municipality/parish funds to correct deficiencies. A training session will be held to describe these requirements to all funded applicants. Municipality/parish staff attendance will be mandatory. Failure to attend this session, as required, will result in a monetary penalty assessed against the municipality/parish.

Ronnie Williams Jr

SIGNATURE OF CHIEF ELECTED OFFICIAL

Ronnie Williams, Jr.

TYPED/NAME AND TITLE OF CHIEF ELECTED OFFICIAL

December 5, 2024

DATE

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Number: 2501-0044
Expiration Date: 2/28/2027

Public Reporting Burden Statement: This collection of information is estimated to average 2 hours 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 the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information * UEI Number: Y58YYPGVLG57 * Report Type: **UPDATE**

1. Applicant/Recipient Name, Address, and Phone (include area code)

* Applicant Name: CITY OF NATCHITOCHE

* Street 1: 700 SECOND ST.

Street 2: SUITE 3-150

City: NATCHITOCHE

State Abbreviation: LA

* Zip Code: 71457

County: NATCHITOCHE PARISH

* Country: UNITED STATES OF AMERICA

* Phone: 318-352-2772

2. Employer ID Number (do not include individual social security numbers):

3. HUD Program Name: FY24/25 LCDBG Public Facilities Program

4. Amount of HUD Assistance Requested/Received: \$ 1,950,000

5. State the name and location (street address, City and State) of the project or activity

Project Name: City of Natchitoches Sewer Treatment Rehab

* Street 1: 900 Laird Fletcher Rd.

Street 2: SUITE 3-150

City: Natchitoches

State Abbreviation: LA

* Zip Code: 71457

County: NATCHITOCHE

* Country: USA: UNITED STATES

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.

Yes No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.

Yes No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name	Department/State/Local Agency Name
* Government Agency Name: OCD LGA	* Government Agency Name: OCD LGA
Government Agency Address:	Government Agency Address:
* Street 1: 1201 N. THIRD ST.	* Street 1: 1201 N. THIRD ST.
Street 2: SUITE 3-150	Street 2: SUITE 3-150
City: NATCHITOCHE State Abbreviation: LA * Zip Code: 71457	City: NATCHITOCHE State Abbreviation: LA * Zip Code: 71457
County: NATCHITOCHE	County: NATCHITOCHE
Country: UNITED STATES OF AMERICA	Country: UNITED STATES OF AMERICA
* Type of Assistance: GRANT	* Type of Assistance: GRANT
* Amount Requested/Provided: \$ 400,000	* Amount Requested/Provided: \$ 205,500
* Expected Uses of the Funds: PARK REHAB	* Expected Uses of the Funds: CLEARANCE AND DEMOLITION

Note: For Part 1, use additional pages if necessary. Add Attachment:

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)			
BALAR Consulting Engineers	TD5AEDJZMFX7	ENGINEERING SERVICES	\$	197,175	10	%
			\$			%
			\$			%

- Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity (\$ and %)			
			\$			%
			\$			%
			\$			%

Note: For Part 2, use additional pages if necessary. Add Attachment:

Certification:

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802; 24 CFR §28.10(b)(iii)).

* Signature:

Ronnie Williams Jr

* Date: (mm/dd/yyyy): 12/05/2024

Guide for Residential Antidisplacement and Relocation Assistance
Plan under Section 104(d) of the Housing and Community
Development Act of 1974, as Amended

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, the City of Natchitoches will take the following steps to minimize the displacement of persons from their homes.

1. All public facilities projects (water, sewer, gas, et cetera) will be designed so that there will be no displacement of any residences or businesses;
2. No homes will be demolished that can be rehabilitated;
3. There will be no displacement of any residential or business occupants on LCDBG projects.

If displacement does occur, then the following requirements apply:

In the event the activities of this program shall result in displacement of any person(s), the (jurisdiction) shall provide the displaced person(s) as defined by 24 CFR 570.606(b)(2)(i) with relocation assistance at the levels described in, and in accordance with the requirements of 49 CFR part 24. The contact person for antidisplacement in the City of Natchitoches is Stacy McQueary who can be reached at 700 Second St., Natchitoches, LA 71457 or 318-352-2772.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City of Natchitoches will make public and submit to the State the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten years from the date of initial occupancy.

The City of Natchitoches will provide relocation assistance, as described in 570.606(b)(2), to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities.