

***FIRST RESPONDERS PUBLIC SERVICE PROGRAM
SOLICITATION FOR GRANT APPLICATIONS
State of Louisiana, Office of Community Development-Disaster Recovery Unit***

APPLICATIONS DUE BY:

Monday, December 10, 2018 5:00 P.M. CST

(late submissions will not be accepted)

**Deliver, Mail or E-mail 1 original with signatures and 2 copies of Applications to:
Louisiana Office of Community Development**

Deliver to:

**Tomorr H. LeBeouf
Division of Administration
Office of Community Development
Disaster Recovery Unit
617 N. Third Street, 6th floor
Baton Rouge, LA 70802**

Mail to:

**Tomorr H. LeBeouf
Division of Administration
Office of Community Development
Disaster Recovery Unit
P.O. Box 94095
Baton Rouge, La. 70804**

Email to:

DOA-2016FloodPublicService@LA.GOV

For further information, contact:

**Tomorr H. LeBeouf
Louisiana Office of Community Development
Office: (225) 219-7832
Fax: (225) 219-9605
DOA-2016FloodPublicService@LA.GOV**

The Louisiana Office of Community Development, Disaster Recovery Unit (OCD-DRU) requests applications from eligible public first responder agencies for the First Responders Public Service Program (the "Program"). The purpose of the Program is to fund participating First Responders within the ten (10) most impacted and distressed parishes located in Louisiana that were affected by the 2016 Severe Storms and Flooding Events with grant funding to provide pre-storm projected levels of service. Responses to this Solicitation must be received no later than Monday, December 10, 2018. OCD-DRU anticipates entering into Cooperative Endeavor Agreements with approved Respondents shortly after completion of the evaluation of Applications.

Community Development Block Grant-Disaster Recovery (CDBG-DR)
First Responders Public Service Program
Solicitation for Grant Applications

Notice of Intent to Apply

Please fax form to: (225) 219-9605 or
E-mail information to: DOA-2016FloodPublicService@LA.GOV

Name of Entity: _____
Point of Contact: _____
Email: _____ Phone: _____

will be submitting an application for the First Responders Public Service Program.

In order to gauge interest level to provide technical assistance if needed,
OCD-DRU request interested applicants to submit this page upon receipt of
application to indicate interest. This is not a requirement.

2016 Severe Storms and Flooding Events Ten Most Impacted Parishes

Acadia

Ascension

East Baton Rouge

Lafayette

Livingston

Ouachita

St Tammany

Tangipahoa

Vermilion

Washington

Table of Contents

I. PROGRAM PURPOSE	5
II. DEFINITIONS	5
III. ELIGIBILITY	6
IV. TIMELINE OF THE PROGRAM	6
V. AVAILABILITY OF FUNDS	6
VI. ALLOWABLE ACTIVITIES/USE OF FUNDS	7
VII. APPLICATION EVALUATION AND AWARD PROCESS.....	8
VIII. APPLICATION REQUIREMENTS	8
IX. PROGRAM MANAGEMENT, REPORTING AND MONITORING	9
X. ADDITIONAL CONSIDERATIONS	10
XI. SUBMITTAL INSTRUCTIONS.....	11
XII. APPLICATION CHECKLIST.....	11

I. Program Purpose

The purpose of the Program is to address the unmet needs of Public First Responders caused by a reduction in revenue received from ad valorem taxes following the reassessment of properties in the aftermath of the 2016 floods. This Program will provide grants for operational assistance necessary for Eligible First Responders to provide the level of services that were projected to be provided and/or were provided before the Great Floods of 2016.

It is anticipated that applications will be received from a variety of Public First Responder agencies and units of local government that are dependent upon ad valorem tax revenue within the ten most impacted parishes and that multiple respondents will be approved to receive grant funds through this Program.

This Notice of Funding Availability solicits information about a Respondent's pre-storm operations, projected budgeted operations for FY2017 that were negatively affected, current operations, existing capacity and proposed methodology for expending funds received through the Program. OCD-DRU will work with each Public First Responder to incorporate components of its application into a Cooperative Endeavor Agreement, but reserves the right to require the submission of modifications or additions to applications before any such agreement is finalized.

II. Definitions

2016 Severe Storms and Flooding Events: Louisiana's severe storms and flooding in both March (Disaster Number 4263) and August (Disaster Number 4277) 2016 resulting in parishes receiving a federal disaster declaration.

Application: The forms located on the Restore Louisiana website, restore.la.gov.

Benefits: Amounts paid on behalf of employees by the employer. These are fringe benefits payments that include group insurance, social security, Medicare, retirement, unemployment compensation, worker's compensation, and other approved employee benefits.

Cooperative Endeavor Agreement (CEA): The written contract between OCD-DRU and the Applicant.

Eligible First Responder: Governmental entities responsible for going immediately to the scene of an accident or emergency to provide assistance. Includes Public First Responder agencies and units of local government that are dependent upon ad valorem tax revenue and that applies to the Program and meets all eligibility requirements contained in the Program policies and procedures.

Equipment: Non-expendable personal property, which generally is considered to include *tangible* personal property having a useful life of more than one year and an acquisition cost of \$300 or more per unit. Examples are computers, scanners, etc. Equipment must be procured as per 2 CFR Part 200. Equipment must also be tracked on the Property Control Tracking log that will be provided by and reported on to OCD-DRU. Management and disposition of equipment per 24 CFR 84.34 must be followed.

Respondent: An organization that provides an Application in response to this solicitation.

Salaries: Compensation for time and effort by employees. May include wages for temporary or part-time labor.

U.S. Department of Housing and Urban Development: Administering agency for the Community Development Block Grant-Disaster Recovery (CDBG-DR) Program funds that are available to the State from an appropriation by the United States Congress and provide the funding for this solicitation and Program.

III. Eligibility

Eligible participants will be those public first responder organizations dependent upon ad valorem tax revenue in the ten most impacted parishes that were negatively affected by the reassessment of properties that took place after the 2016 floods.

Eligible Responders must meet the following criteria:

- Are dependent upon ad valorem tax revenues as a source of income for operations;
- Have experienced a quantifiable decline in FY2017 projected revenues, resulting directly from the decrease in FY2017 projected ad valorem tax revenues, and have a demonstrated unmet need;
- Provide a critical, first response public service to the public and local residents, such as sheriff's offices, fire districts and emergency medical services; and
- Are located in one of the following ten most impacted parishes: Ascension, East Baton Rouge, Livingston, Lafayette, Vermilion, Tangipahoa, Ouachita, Acadia, St. Tammany and Washington.

IV. Timeline of the Program

OCD-DRU will evaluate applications and determine Program grant allocations. Applications will be reviewed to ensure that all required elements are submitted. OCD-DRU anticipates entering into Cooperative Endeavor Agreements with approved Eligible First Responders at the completion of the evaluation period.

Schedule of Events (Dates are subject to change. Applicants will be notified.)

Advertise solicitation	Friday, November 16, 2018
Email Notice of Intent	
Deadline for receipt of written inquiries	Wednesday, November 28, 2018
Issue responses to written inquiries	Wednesday, December 5, 2018
Deadline for receipt of application	Monday, December 10, 2018
Issue award letters	Friday, January 11, 2019

V. Availability of Funds

Funds for this program are made available to the State of Louisiana under the U.S. Department of Housing and Urban Development's Community Development Block Grant-Disaster Recovery Program. Programs implemented with these funds are not entitlement programs and awards are

subject to availability of funding. Awards are subject to compliance with 24 CFR Part 570 and all other applicable federal, state and local laws, regulations and policies governing the funds.

The maximum grant award amount is \$3,000,000. If the program is oversubscribed, the State may choose to prorate award amounts to Eligible First Responders.

VI. Allowable Activities/Use of Funds

The State is soliciting applications from Eligible First Responder agencies and local governments in the ten most impacted parishes in order to identify the universe of potential recipients. The State will analyze the applications for a demonstrable and quantifiable unmet need. Assistance will be provided up to one year of operations.

Grant recipients will be reimbursed for eligible costs associated with the expenses outlined below and this will be detailed in the Cooperative Endeavor Agreement. Support documentation will be required for all eligible expenses incurred, according to federal, state and Program requirements.

Grants to Eligible First Responders will be limited to funding the following eligible and documented unmet recovery needs using the following types of expense categories:

- Payment of salaries and approved benefits;
- Purchasing or leasing of movable equipment;
- Costs associated with training staff (eligible training costs are limited to salaries and benefits, compliantly procured third party contractors, materials/supplies and travel (subject to PPM49); and
- Operational costs.

Ineligible uses of funds include, but may not be limited to:

- Construction or construction-related activities, including capital improvements to existing facilities;
- Immovable equipment purchase, lease or maintenance;
- Purchase of land and buildings;
- Political or religious activities;
- Entertainment, including amusement, diversion and social activities, food and beverages associated with training and other work activities;
- Costs associated with preparation of the grant application;
- Travel not associated with the training of staff;
- Donations and contributions, including cash, services or property;
- Fundraising activities;
- Investments in instruments or investments for the sole purpose of a return in investment; and
- Expenses for which private philanthropy, NFIP or private flood insurance, other insurance, state or federal benefits have been or will be paid or financial assistance that has been approved or provided by federal, state, or other sources considered to be duplicative of CDBG-DR funds.

VII. Application Evaluation and Approval Process

The deadline for receipt of responses to this solicitation is Monday, December 10, 2018. OCD-DRU anticipates entering into Cooperative Endeavor Agreements with approved applicants shortly after completion of the evaluation period.

OCD-DRU will evaluate applications and determine Program funding allocations using the following criteria:

- Completeness of the Application, including attachments and submission of the following:
 - Organization's FY2016 and FY2017 fiscal audit or audited financial statements that demonstrate the financial conditions described in Section III; and
 - FY2016 and FY2017 tax commissions report and/or approved (by board, council or published) total budget to support projected and actual revenue numbers.
 - Projected (vs) actual percentage of decline compared to the overall budget
- Conformance of the application with the Program purpose and requirements and the terms and conditions of this solicitation;
- The respondent's ad valorem revenue decline from FY2017, projected ad valorem revenue, and 2017 actual ad valorem revenue received.
- OCD will examine the financial documents to verify the provided figures and confirm the decline in FY2017 ad valorem tax revenue. If there are other factors that contributed to a decline in the overall revenues for FY2017, applicants must provide information on the causes and impacts of the additional sources of decline.
- The decrease in ad valorem tax revenue must have caused impacts to the agency or organization. Applicants will be required to clearly cross-walk the budget items that were reduced or removed as a result of the decrease in ad valorem tax revenue. Furthermore, the applicant must describe its plan to use CDBG-DR funds to expand the impacted services or operational functions and those uses must be related to the losses sustained by the ad valorem revenue decline. The FY2017 projected budget and FY2017 actual revenue and expenditures will be reviewed as verification of the impact.

VIII. Application Requirements

Respondents must submit (in the order shown) all the components listed below and shown in the Application Checklist. The application must be paginated and include a useful table of contents.

To apply for funding from the First Responders Public Service Program, applications shall include the following in the order listed:

1. A **cover page** with the Program title.
2. **Table of contents**
3. A **general description of the Respondent with contact information.**
4. A **proposed activities description** with adequate information describing in detail activities requested.

5. **Activity area maps.**
6. **Activity beneficiary form**, including census tract numbers and details for the areas served by the organization.
7. **Executed standard set of assurances** including all federal and state assurances.
8. Respondent **disclosure report** providing details on other government assistance provided.
9. A copy of the Respondent's FY2016 and FY2017 **fiscal audit or audited financial statements**.
10. A copy of the Respondent's FY2017 projected total budget.
11. A copy of the Respondent's FY2017 projected ad valorem tax revenue.
12. A copy of the Respondent's total budget that includes all sources and uses of funding, including the CDBG funding being requested.

IX. Program Management, Reporting and Monitoring

1. Grant recipients will be required to submit a report on a quarterly basis to OCD-DRU in electronic format. OCD-DRU will establish the report format and submittal process.
2. OCD-DRU will monitor grant recipients to ensure they comply with all applicable federal and state regulations. In addition to reviewing data reported, OCD-DRU will conduct monitoring visits to ensure compliance and quality of the program.
3. OCD-DRU will ensure that grant recipients comply with all federal regulations, including, but not limited to, 24 CFR 570.482 and 2 CFR Part 200. OCD-DRU Program Managers, or their designees, will make scheduled and random visits to grant recipients to ensure program success and accuracy of information sent to OCD-DRU. Grant recipients will be required to comply with information requests.
4. Grant recipients will maintain accurate books and records concerning the Program, including, without limitation, the following:
 - Financial records (e.g. budget, general ledger, bank statements, cancelled checks, supporting invoices, financial statements, procurement activity, etc.);
 - Uses of funds documentation;
 - Any other documents that grant recipients consider material to a potential audit;
 - Grant recipients agree to maintain all books and records for five (5) years following the final close-out of the grant from HUD to OCD-DRU; provided, however, that if any litigation, claim, negotiation audit or other action involving the records has been started before the expiration of the five year period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five year period, whichever is later; and
 - In addition, grant recipients shall provide access to all books, accounts, records, reports, files, and other papers pertaining to the administration, receipt and use of

federal funds and necessary to facilitate such reviews and audits.

If Respondents partner is to provide services, it is the Respondents' responsibility to ensure that all partners are in full compliance with the Cooperative Endeavor Agreement and Program rules, including the submission of any and all requirements listed above, required reports, and OCD-DRU established Program policies and procedures and time frames. Grant recipients will ensure that they comply with the Louisiana Code of Ethics.

The Cooperative Endeavor Agreement will contain further information on program reporting and monitoring.

X. Additional Considerations

1. By submitting an application, each Respondent authorizes OCD-DRU to contact any and all other persons identified in its application or in any inquiry conducted by or on behalf of OCD-DRU or the State, and to obtain the release of pertinent financial and other information, as well as to obtain verification of the information provided by each Respondent.
2. The Program funds and any remuneration for eligible costs will be funded in whole by Federal funds made available through HUD CDBG-DR funds. Cooperative Endeavor Agreements will therefore be subject to all applicable provisions required by HUD CDBG-DR.
3. OCD-DRU will not be held liable for any costs incurred by any respondent for work performed in the preparation and production of an application, including any requests for additional information, interviews or negotiations, or for any work performed prior to written authorization from OCD-DRU to proceed. All applications submitted will become the property of OCD-DRU.
4. OCD-DRU reserves the right to:
 - Reject any or all ineligible applications received.
 - Allocate and or reallocate funds in any amount, depending upon the number and quality of applications received.
 - Negotiate any element of an application and require the submission of modifications or additions to applications as a condition of further participation in the selection process.
 - Amend this Notice of Funding Availability.
 - Amend the Program policies and procedures, as necessary, during the life of the Program.
5. To be eligible to receive Program funds from OCD-DRU, a Respondent organization must:
 - Be legally able to receive and use the proceeds as herein stated.
 - Meet any other requirements herein stated for the specific purpose of the Program.

- Meet HUD CDBG-DR requirements, including the gathering and reporting to OCD-DRU of all required information, and the maintenance of all records pertaining to the making of eligible grants.
- Must not be debarred, suspended or excluded from or ineligible for participation in Federal assistance programs.

XI. Submittal Instructions

One original and two (2) copies of the Application must be delivered, mailed or e-mailed with a postmark by 5:00pm on Monday, December 10, 2018.

Deliver to:

Tomorr H. LeBeouf
 Division of Administration
 Office of Community Development
 Disaster Recovery Unit
 617 N. Third Street, 6th floor
 Baton Rouge, LA 70802

Mail to:

Tomorr H. LeBeouf
 Division of Administration
 Office of Community Development
 Disaster Recovery Unit
 P.O. Box 94094
 Baton Rouge, La. 70804

Email to:

DOA-2016FloodPublicService@LA.GOV

The submission must include a cover letter signed by an individual authorized to commit the respondent organization to the implementation of the Program, and the attached cover sheet.

All application materials including solicitation and application, are available on Restore Louisiana's website at [Restore.la.gov](http://www.restore.la.gov) or http://www.doa.la.gov/Pages/ocd-dru/Great_Floods_2016/GF_EcoDev_Programs2016.aspx .

XII. Application Checklist

A *complete*, original application, including the signature of person(s) authorized to sign for the organization, and *two (2) complete* copies, must be submitted to the Office of Community Development and postmark by **5:00 p.m. on Monday, December 10, 2018**.

Late applications will be disqualified for consideration. The forms and documentation shown in the chart below are requested (in the order shown) for each original and all copies of the application.

√	Documentation and Required Forms
	Cover Page
	Table of Contents
	General Description
	Proposed Activities
	Activity Area Maps
	Activity Beneficiary Form
	Signatory to Sign Resolution
	Statement of Assurances
	HUD 2880- Applicant Disclosure Report
	Fiscal Audit or Audited Financial Statements
	FY2017 Projected Budget
	Total Budget that includes requested CDBG funds and other sources

This checklist is for the respondent's use only and does not need to be submitted with the application.