



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
(504) 278-4228 Fax (504) 278-4209
www.sbpq.net

#21

Kerri Callais
Councilmember
at Large

Richard "Richie" Lewis
Councilmember
at Large

Gillis McCloskey
Councilmember
District A

Nathan Gorbaty
Councilmember
District B

Howard Luna
Councilmember
District C

Wanda Alcon
Councilmember
District D

**Manuel "Monty"
Montelongo III**
Councilmember
District E

Roxanne Adams
Clerk of Council

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, APRIL 19, 2016 AT THREE O'CLOCK P.M.

On motion of Mr. McCloskey, seconded by Mr. Luna, it was moved to **adopt** the following resolution:

RESOLUTION SBPC #1571-04-16

A RESOLUTION AUTHORIZING ST. BERNARD PARISH GOVERNMENT TO ADOPT THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM INCOME PLAN IN RELATION TO COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) DISASTER RECOVERY FUNDS AND PROJECTS.

WHEREAS, St. Bernard Parish Government has been afforded the opportunity to apply and participate in the Community Development Block Grant – Disaster Recovery Program administered by the Division of Administration; and,

WHEREAS, the STATE requires Grantees to establish uniform procedures in compliance with OMB Circular A-102.

SECTION 1. NOW, THEREFORE BE IT RESOLVED by the St. Bernard Parish Council, that the attached policy titled "Community Development Block Grant Program Income Plan" is hereby adopted and affirmed on this 19th day of April, 2016.

SECTION 2. Severability. If any section, clause, paragraph, provision or portion of this resolution shall be held invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, paragraph, provision or portion of this resolution, the St. Bernard Parish Council hereby expresses and declares that it would have adopted the remaining portion this resolution with the invalid portions omitted.



St. Bernard Parish Council

8201 West Judge Perez Drive Chalmette, Louisiana, 70043
(504) 278-4228 Fax (504) 278-4209
www.sbpq.net

Kerri Callais
*Councilmember
at Large*

Page -2-
Extract #21 continued
April 19, 2016

Richard "Richie" Lewis
*Councilmember
at Large*

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

Gillis McCloskey
*Councilmember
District A*

YEAS: McCloskey, Gorbaty, Luna, Montelongo, Lewis

NAYS: None

Nathan Gorbaty
*Councilmember
District B*

ABSENT: Alcon

The Council Chair, Ms. Callais, cast her vote as **YEA**.

Howard Luna
*Councilmember
District C*

And the motion was declared **adopted** on the 19th day of April, 2016.

Wanda Alcon
*Councilmember
District D*

**Manuel "Monty"
Montelongo III**
*Councilmember
District E*

Roxanne Adams
Clerk of Council

CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at Chalmette, Louisiana, on Tuesday, April 19, 2016.

Witness my hand and the seal of the Parish of St. Bernard on this 19th day of April, 2016.

ROXANNE ADAMS
CLERK OF COUNCIL

EXHIBIT A
PROGRAM INCOME REPORT

Program Beneficiary Data Required by HUD on Direct Benefit Programs - submit one form per national objective

Program Name - _____

Activity Name - _____

Total Expended for Quarter - _____

Date of Approval of Closeout Package _____

Race/Ethnicity _____

Race	Head of Household	
	Total	Hispanic/Latino
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other multi-racial		
Unknown		
Totals	0	0

Head of Household

	Total
Female-Headed Households	0

Income Levels

	Total
Total Number Low - less than or equal to 50%	
Total Number Moderate - over 50% not greater than 80% AMI	
Total Urgent Need - over 80% AMI	
Total Population	0

Narrative

If this activity involves the closing of loans, list the property addresses below of the loans closing this quarter. Please confirm addresses prior to submission.:

Address	Unit Type

EXHIBIT B
Office of Community Development
Disaster Recovery Unit
Grantee Level Program Income Expenditure Report (Draw Request)

Name		Date	
Address		Project	
		Activity ID #	
		Parish #	
		Report #	
		DRU Voucher #	

Grantee Representative	Approval	Date	
OGD/DRU Representative	Approval	Date	

For DRU Use Only	
DRGR Activity	Amount
	\$0.00
	0.00
	0.00

Accounting Requirements					Total
Amount CDBG PI Budgeted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount CDBG PI budget spent to date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount CDBG PI budget previously spent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amount of CDBG PI budget spent this reporting period.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Project Status
Briefly describe how funds were expended:

OCD/DRU Program Manager	Date
Environmental Manager - Ann Herring	Date



St. Bernard Parish Government – Program Income Plan for
Community Development Block Grant – Disaster Recovery (CDBG-DR), Long
Term Community Recovery (ILTR), and Local Infrastructure (ILOC)
Projects/Programs

I. Purpose

The purpose of this plan is to establish policy and procedure guidelines for the administration and utilization of Program Income (hereinafter “PI”) generated as a result of projects funded by the Community Development Block Grant – Disaster Recovery (CDBG-DR), Long Term Community Recovery (ILTR), and Local Infrastructure (ILOC) Program.

CDBG funded projects that may potentially generate PI and, therefore, are subjected to the parameters hereinafter outlined, include:

1. St. Bernard Parish Hospital (ILTR-00115);
2. St. Bernard Parish Medical Office Building (ILOC-00038); and
3. Val Reiss Multipurpose Recreation Center (ILTR-00059).

Both St. Bernard Parish Hospital (ILTR-00115) and St. Bernard Parish Medical Office Building (ILOC-00038) are sub-recipient projects. Sub-recipients are responsible for adopting and implementing Program Income Tracking/Reporting Policies and Procedures similar to St. Bernard Parish Government’s PI Plan. SBPG will ensure sub-recipient compliance with this requirement as outlined in St. Bernard Parish Government’s Monitoring Plan.

II. Utilizing Program Income

In the event that St. Bernard Parish Government (hereinafter “SBPG”) produces PI as a result of any projects funded under the Community Development Block Grant – Disaster Recovery

Program, Long Term Community Recovery Program, or Local Infrastructure Program, all PI will be expended in the following manner:

- A. Prior to completing an application for the use of PI, a representative from SBPG will contact the OCD/DRU representative to verify that the appropriate amount of funds is available and that the project qualifies as an eligible activity.
 - a. All PI projects must be related to the specific disaster for which the original CDBG-DR, ILTR, or ILOC funds were granted.
 - b. CDBG-eligible activities that meet a national objective such as:
 - i. Slum and blight,
 - ii. LMI area benefit,
 - iii. LMI limited clientele benefit,
 - iv. LMI housing benefit.
 - c. Are consistent with current recovery needs as identified in the recipients OCD/DRU approved:
 - i. Long term recovery plan, or
 - ii. Resolution of support from St. Bernard Parish Council (hereinafter "SBPC"), which included public input.
- B. SBPG will commit PI to a specific activity in a new CDBG-DR, ILTR, or ILOC application via a certified resolution that included public input.
- C. SBPG will commit PI only to activities already awarded CDBG-DR, ILTR, or ILOC funds in an active CDBG-DR, ILTR, ILOC grant, at any time during the duration of the CDBG-DR, ILTR, or ILOC grant in a new CDBG-DR, ILTR, or ILOC application via certified resolution.
 - a. If the new CDBG-DR, ILTR, or ILOC application is for a project not included in the Long Term Recovery Plan, a copy of the certified resolution approved by SBPC and proof of public input will be submitted at the time of application.
- D. PI committed to an active CDBG-DR, ILTR, or ILOC grant will be reported on the required Quarterly and Annual Program Income Report Forms (see Exhibit A).
- E. Whether PI is being drawn down from the State to pay for a project, or SBPG is using PI held in its own account, draw requests will follow the same established process as all other CDBG-DR, ILTR, or ILOC funds held by the State. SBPG will submit the draw requests to OCD/DRU for approval to spend funds.
- F. Actual expenditures of PI on activities associated with an open CDBG-DR, ILTR, or ILOC grant will be reported on the CDBG-DR, ILTR, or ILOC Funds Request forms at least quarterly for the duration of the grant.

III. Tracking and Reporting Program Income

During the term of the grant, PI received and retained will be tracked and reported on a quarterly basis by SBPG, if needed.

- A. Only PI reports that have revenue of more than \$35,000.00 annually will be submitted quarterly to OCD/DRU until all PI is exhausted on eligible projects or transferred back to the State.
- B. SBPG will prepare one report for each report period that covers all PI activity for the entire jurisdiction.
- C. Each quarterly report will include a summary of all program revenue, program income expenditures, and program income balances per reporting period.
- D. Quarterly PI Reports will be submitted on or before the following dates:
 - June 15 to September 14 will be submitted by September 20
 - September 15 to December 14 will be submitted by December 20
 - December 15 to March 14 will be submitted by March 20
 - March 15 to June 14 will be submitted by June 20
- E. Each PI Report, at a minimum, will include:
 - a. Revenue generated,
 - b. PI actual expenditures,
 - c. PI revolving loan account balance,
 - d. Payment of loans generated by the use of CDBG-DR, ILTR, or ILOC funds,
 - e. Interest earned on loans,
 - f. Program income committed to active CDBG-DR, ILTR, or ILOC grants, and
 - g. Lists of all closed CDBG-DR, ILTR, or ILOC grants which potentially could generate PI.
- F. For projects that SBPG has determined PI generated will be in excess of \$35,000.00, SBPG will submit a Draw Request and supporting documents to OCD/DRU as soon as the costs are incurred within any quarter (See Exhibit B).
- G. Supporting documents will be included with the PI Report to demonstrate both income and expenditures for the reporting period.
- H. SBPG will maintain Quarterly PI Reports even if the amount of CDBG-DR, ILTR, or ILOC PI received during the applicable report period is zero or less than \$35,000.00. SBPG will use a single report form for the receipt of Program Revenue from all CDBG-DR, ILTR, or ILOC opened and closed grants, and the actual expenditures of PI.
- I. All reports, forms, and supporting documentation will be submitted to:

State of Louisiana
Division of Administration
Office of Community Development
Disaster Recovery Unit
Attn: Program Income Reporting
P.O. Box 94095
Baton Rouge, Louisiana 70802