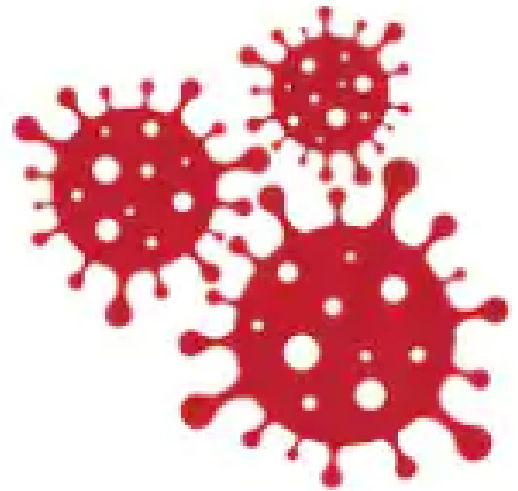


CARES Act

Phase 1 and 3 Funding

in response to

COVID-19
Coronavirus



Emergency Utility Payments Program Policy Guidelines

Adopted by Ordinances #100-2020, #102-2020, #154-2020 and
#06-2021

. January 26, 2021

City of Alexandria, Louisiana
Community Development Department
318-449-5072
cda@cityofalex.com

City of Alexandria, in partnership with Cenla Community Action Committee, Inc.

**CARES Act Emergency Utility Assistance Program Guidelines
(Phase 1 and 3 funding)**

The City of Alexandria (COA) is a direct recipient of Housing and Urban Development's (HUD) Coronavirus Aid, Relief and Economic Security (CARES) Act funding, Phase 1 and 3, **Exhibits A and B**. The purpose of this funding is to respond to the COVID-19 pandemic to prevent, prepare for, and respond to coronavirus for the City's local residents by utilizing Community Development Block Grant Coronavirus Program (CDBG-CV) funding. After inquiries and discussions with local non-profits and various citizens, the City identified that the highest demand is the need for financial assistance for utility services. This was further supported by survey's performed by Louisiana Housing Corporation (LHC), **Exhibit C**, and National Community Development Association (NCDA), **Exhibit D**.

The pandemic caused many area businesses to close, scale down on staffing and/or lay workers off. It also caused schools and daycares to close for several months. In response to the lack of income on already financially stressed low and moderate income (LMI) households, the City developed the Emergency Utility Assistance Program. The Program is designed to help LMI households, directly impacted by COVID-19, to pay their monthly utility expenses, so they can use the little money they do have on food, medicine or other family needs. With adults and children now being at home for several months, their utility usage and grocery demands increased monthly. The primary reason that utilities are so critical to a household is to allow people to stay in their homes during Statewide Stay Home mandates, provide a safe space from public exposure, prevent the need of having to move in search for essential housing utilities or becoming homeless, and avoid diminishing credit worthiness due to an inability to pay. This Program is designed for LMI households at or below the eighty (80%) percent threshold, based on family size, and a minimum of twenty five (25%) percent of the award recipients will target the most vulnerable populations of elderly, persons with disabilities and young children. A pre-requisite of receiving assistance will be to provide educational counseling on Energy Conservation and money management.

Additionally, the close of businesses and people not spending money has decreased the tax revenue base for the City and Parish as a whole, impacting the services and economic support this City is able to provide. The City of Alexandria owns and provides most of all the utilities within the City, including water, gas, sewer, sanitation and electricity. CLECO is another Utility Service Provider that supplies electricity to some older parts of town. From March 2020 through October 2020, the City's Utility Service Provider calculated \$577,316 in utility payment arrearages during the initial months of the pandemic, with most customers owing \$600 to \$1,500 in non-paid services. The City imposed a utility disconnect moratorium for a significant period of that time, however, the outstanding balances are still due for payment. During

normal times, HUD does not allow a municipal Utility Service Provider to make sustenance payments to themselves, however, a waiver was put into effect during the pandemic because so many communities were suffering with the same issues and further impairing the City's economic recovery.

The COVID-19 pandemic prompted a national emergency as well as a Louisiana State-wide Stay Home mandate on March 13, 2020. At the time of this publication, Louisiana is still in Phase 3 of the pandemic response with limited occupancy in restaurants and bars, as of November 10, 2020. Speculators think the virus could last well into 2021. Alexandria's Community Development Department (CmDv) will administer the Emergency Utility Assistance Program and manage the CDBG-CV1 and 3 funding on behalf of the City, using a sub-recipient, as authorized by City Council Ordinance #100-2020, #102-2020, #154-2020 and #06-2021, ***Exhibits E, F G and H***. In the event that the City receives additional CDBG-CV funding in future phases, this program guideline may apply to those funds as well, without the need for an amendment, if all terms and conditions remain the same. This will be most helpful to ensure expedient disbursement of grant funds to those in need.

Why CENLA CAC as a sub-recipient partner?

Cenla Community Action Committee (Cenla CAC) is a local non-profit that has been helping our community and the Rapides Parish area for 50+ years with experienced staff to efficiently manage multiple programs. During that time, they have been working with CLECO and the City of Alexandria's Utility Service Provider to manage a similarly structured utility payment program from other funding sources. Since December 2019 through March 2020, CENLA CAC has provided \$138,440 in utility assistance on behalf of qualified applicants, which averages out to \$34,610 monthly. This is a tremendous benefit for our citizens in need and the City's debt collections. The City will engage Cenla CAC through a Cooperative Endeavor Agreement, ***Exhibit I***, to be a sub-recipient of the City to take applications and manage the program.

- Cenla CAC is a HUD approved Counseling Agency and has a Certified HUD Counselor on staff.
- Cenla CAC will charge 10% Administration fee for providing sub-recipient management services for the City of Alexandria based on the amount of funds awarded to recipients.

Program Procedure:

CmDv will work with Cenla CAC as a sub-recipient to collect, qualify and process applications. The overall process shall be as follows:

- **All inquiries to apply will be directed to call Cenla CAC at 318-314-3480.**
- Cenla CAC staff will process the Emergency Utility Assistance Applications, ***Exhibit J***, submitted online. No in-person contact will be allowed in order to comply with COVID-19 safety practices.
 - Applicant's name and service address will be collected and necessary qualifications will be explained in order to complete an application.

- Both CmDv and Cenla CAC will be responsible to maintain contact with both local Utility Service Providers: the COA Utility Department and CLECO. Primary contacts are:
 - City of Alexandria, Utilities Supervisor: Karolyn Surgent (318-441-6317) or karolyn.surgent@cityofalex.com.
 - CLECO: Vanda W. Smith (318-484-7659) or vanda.willis@cleco.com.
 - City of Alexandria, CmDv Program Manager: Yvette Botts (318-449-5074) or yvette.botts@cityofalex.com.
 - Cenla CAC, Program Manager: Pam Ballott (318-314-3478) or pcbballott@cenlacac.org.

- Cenla CAC staff will generate and email a *Pre-Qualification Applicant Report*, **Exhibit K**, noting the applicant's name and service address, to the Utility Service Provider (City of Alexandria and/or CLECO) to request a *Customer Arrearages Report*, **Exhibit L**.
 - The email for the City of Alexandria's Utility Service Provider shall be: cashiers@cityofalex.com.
 - The email for CLECO Utility Service Provider shall be: vanda.willis@cleco.com.
 - The completed form must be received directly from the Utility Service Provider to Cenla CAC. This document cannot be submitted by the applicant.
 - The *Customer Arrearages Report* is address specific to determine the outstanding balance due after COVID-19 from March 13, 2020 through current time of application.
 - In the event funding is available for arrearages after December 31, 2020, this document can be amended to add additional months into 2021.

- Cenla CAC staff will email the same *Pre-Qualification Applicant Report* to the City of Alexandria's Address Agent to confirm whether or not the service address is located within the Alexandria City limits.
 - Applicant's residence must be within the Alexandria City limits to be pre-qualified.
 - The email for the City of Alexandria's Address Agent shall be: Richard.boudreaux@cityofalex.com.

- Completed applications are taken by Cenla CAC on a first come-first served basis for Emergency Utility Assistance.
 - Services shall be provided for all qualified persons without regard to race, color, age, religion, sex, national origin, disability, veteran status or Utility Service Provider.

- If applicants are preliminarily approved based on the Address Verification and the *Customer Arrearages Report*, Cenla CAC staff will contact the applicant to set an appointment.
 - When calls are received, applicants will be informed of the types of information needed to complete an application, date/time of the appointment and directions to the Cenla CAC office. This information along with applicant's telephone number shall be recorded on an appointment log.

- Walk-ins needing CARES Act funding assistance are accepted if they have all needed information, if not, they are given an appointment time with a written list of information needed to complete an application.
 - Appointment “no-shows” will be rescheduled pending fund availability.
 - All appointments are conducted in one-story buildings and are easily accessible by those clients who are elderly and/or disabled thereby providing safety of this clientele.
 - Monday’s are set aside to accept applications from elderly and/or disabled clients.
 - Homebound clients may be provided in-home services, depending upon staff availability.
 - The Head of Household can provide documentation allowing another person, like a care taker or relative, to handle their application on their behalf.
- An applicant’s final eligibility is determined by the Cenla CAC staff.
 - Employees and immediate family members of the City’s Community Development Department staff, City’s Utility Department staff, CLECO staff and the Cenla Community Action Committee staff shall not be eligible to apply.
 - Each applicant will be notified of the determination by phone, email and/or *Benefit Letter, Exhibit M*, explaining the next steps in the process.
- Cenla CAC staff will generate an Invoice Form that will be sent to the City of Alexandria’s Community Development Department (CmDv). The Invoice Form shall be specific to the Utility Service Provider (one for CLECO customers and a separate one for COA customers), with an invoice number and the qualified applicant’s name, utility account number, utility service address and award amount for each.
 - Multiple qualified applicants may be recorded on the same Invoice Form.
 - The Invoice Form shall also note the 10% Administrative fee due to Cenla CAC for the total amount to be paid on all of the qualified applicants behalf.
- CmDv’s staff will review the Invoice Form. Once approved, the Invoice Form will be emailed to the City’s Accounting Department for payment in full, made directly to the Utility Service Provider, on each qualified applicant’s behalf.
 - CmDv shall also forward the Utility Service Provider the same copy of the approved Invoice Form so they are on notice that payment is processing and to not disconnect during this time period. This confirmation is to serve as a Promise to Pay.
 - Payments shall be made within a maximum of thirty (30) business days to the Utility Service Provider and Cenla CAC. However, invoices are typically paid within two (2) weeks of receipt.
 - No check is ever given directly to an applicant.
 - The 10% Administrative fee to Cenla CAC is authorized per the Sub-Recipient Cooperative Endeavor Agreement. This total Administrative fee will be deposited into Cenla CAC’s CARES Act account via ACH by the City’s Accounting Department.

Documentation required to apply as eligible:

- Valid Picture ID or Driver's License for the Head of Household / applicant.
 - If applicant is unable to appear for the appointment, documentation must be submitted authorizing someone to apply on behalf of the Head of Household, including picture ID of both parties.
- Acknowledgement by the applicant on the initial application that all documentation collected by Cenla CAC will be shared with CmDv as required by HUD record keeping and audit requirements.
- Verification of Household Income for all persons living in the house over the age of 18.
 - Each person must bring their last four (4) paychecks.
 - Employer may be asked to complete a Wage Verification Form.
 - HUD requires eligible income limits to be: 30% Extremely Low Income, 50% Very Low Income, or 80% Low Income; this shall be verified according to *HUD's FY2020 Income Limits Summary for Alexandria, LA, MSA, **Exhibit N***.
 - In the event that this Program has additional money to continue to operate the Program into FY2021, then the most current version of the Income Limits will be used.
 - Income at the time of application from March 13, 2020 to current can be considered.
 - Typically, income is based on annual basis but HUD allowed a waiver that the income could be considered only during the duration of the COVID-19 impact because someone may have been ineligible from an annual basis but lost their job or severe hours cut-back, which changes their ability to pay now, so that they may be eligible to qualify.
- Applicant's primary residence must be within the Alexandria City limits. Proof that the applicant lives at that address.
 - This could be current mail from the last 30 days in the applicant's name at the address where they are applying for assistance.
- Support documentation for requested assistance: utility bill(s) and/or utility disconnect notice. Household must be in arrears for utility payments for services dated after March 13, 2020 and/or have a disconnect notice from the Utility Service Provider.
- Cenla CAC shall ensure there has been no Duplication of Benefits, for any applicant in the household, by confirming any additional resources and requiring signature on Certification.
 - As cited in the 2020 CARES Act, "that, notwithstanding section 105(a)(8) of the Housing and Community Development Act of 1974 (42 U.S.C. 5305(a)(8)), the Secretary shall ensure there are adequate procedures in place to prevent any duplication of benefits as required

by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance 1 Act (42 U.S.C. 5155) and in accordance with section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155)”.

- Duplication of Benefits occurs when a beneficiary receives assistance from multiple sources for a cumulative amount that exceeds the total need for a particular recovery purpose. The amount of the duplication is the amount of assistance provided in excess of need. The Stafford Act requires a fact- specific inquiry into assistance received by each person, household, or entity. A grantee may not make a blanket determination that a duplication of benefits does not exist for all beneficiaries or recipients under a disaster.
 - In the event that it is determined that has been a duplication of benefits, Cenla CAC shall be required to repay any amounts received from the City of Alexandria’s Emergency Utility Assistance Program. Cenla CAC may also seek reimbursement from the applicant.
 - It may also be possible that utility services will be withheld until the repayment is made in full.
- Applicant must provide proof of a direct impact from COVID-19 that has caused a financial burden by completing the COVID-19 Personal Impact Checklist. Depending on the reason selected, additional documentation may be required. This could be:
 - a medical excuse, from Doctor or Emergency Room, etc., that the applicant or immediate family member had a positive test result for COVID-19;
 - Wage Verification Form, letter of termination, furlough or reduced hours or reduced pay from employer as a result of COVID-19;
 - State mandated school and daycare closings;
 - Mandatory quarantine due to exposure to someone with COVID-19 that prevented you going to work;
 - You had to become the caretaker for someone with COVID-19;
 - could not work because children at home due to school closures substantiated by Governor’s mandate;
 - increased food and/or utility bills because more family confined to their residence due to the Stay Home mandate, even if working from home;
 - other reasons not listed can be considered on a case by case basis and will require approval by both Cenla CAC and CmDv.
 - A money order or cashier’s check in the amount of gap payment balance owed, if applicable.
 - Regardless of the amount owed and the amount of Emergency Utility Assistance payment award, the applicant must be able to pay any outstanding balance owed so that the account is current going into the next billing cycle.
 - For example: if the applicant owes \$900 on their utility bill for any combination of charges incurred after March 13, 2020, the City will apply \$600 payment, however,

the applicant will have to provide the additional \$300 gap payment so the balance is paid in full once the Emergency Utility Assistance award is applied.

- Applicant is still responsible for the entire bill. If they do not pay the following month and still get disconnected, they would not be eligible for additional CARES Act funding for Emergency Utility Assistance from the City of Alexandria.
- **NOTE:** This Program shall not pay any amount over the outstanding balance due, regardless of the number of days covered and/or the maximum one-time benefit amount. There shall be no opportunity for the applicant to have a “credit” on the Utility Providers account.
 - In the event that the customer closes their account and there is an available credit from the \$600 benefit award on the Utility Service Providers books, the credit balance will be returned to the City of Alexandria’s Accounting Department, not the customer. CmDv will be notified. The balance will then be added go back into the Emergency Utility Assistance Program to apply towards another qualified applicant through the process.

Timelines:

- Completed *Pre-Qualification Forms*, *Utility Service Provider’s Customer Arrearages Report* and the City of Alexandria’s Address Agent’s Address Verification, shall be processed within a maximum of six (6) business days after receipt from Cenla CAC.
- Completed applications shall be processed by Cenla CAC staff within a maximum of six (6) business days, after the *Pre-Qualification Form*, *Customer Arrearages Report* and Address Verification forms are returned to Cenla CAC.
 - For applicants with life-threatening emergencies, completed applications will be given priority processing to be assisted the same day or as soon as possible.
- CmDv shall process completed *Invoice Forms* to the City’s Accounting Department within six (6) business days after receipt from Cenla CAC.
- Payments by the City’s Accounting Department shall be made within a maximum of thirty (30) business days to the Utility Service Provider and Cenla CAC.
 - No check is ever given directly to an applicant.

Benefit Award:

- Each qualified applicant / household address is eligible to receive a one-time City of Alexandria CARES Act funding, Emergency Utility Assistance, of up to a maximum of three (3) months of arrearages capped at a maximum of \$600 payment benefit.
 - Award can be used to reconnect utility services, if already disconnected for non-payment after March 13, 2020.
 - The City does not expect the CARES Act to be an annual award so the intent is to serve as many qualified applicants as possible once.
 - Applicants who receive an Emergency Utility Assistance award will not be eligible for additional Emergency Utility Assistance, even if it is in a different fiscal year, or a different funding source through the City of Alexandria. It is a one-time benefit.
 - In the event that the City receives additional CARES Act or other related funding in the future, applicants who received Emergency Utility Assistance will still be eligible to apply to the City's other program(s).
- **NOTE:** Cenla CAC may have other grant opportunities available that they can layer for an eligible applicant, however, that award will be separate and apart from the City of Alexandria's CARES Act funding or the City's qualification criteria, responsibility or involvement.
 - There shall be no duplication of benefits for any applicant.

Program Goals:

- CmDv expects to provide a maximum of \$600, substantiated by three (3) months arrearages, of Emergency Utility Assistance to 775 qualified applicants (or more depending on actual award amounts) who live in the City of Alexandria, regardless of their Utility Service Provider.
 - The City will ask permission in a Publicity Promotion Consent Form, included in the Application Packet, to use applicant's name, photograph or interview to help promote the positive impact of the program on their household. Participation is NOT required to receive assistance.
- CmDv and Cenla CAC anticipates that all CDBG-CV 1 and 3 funds will be expended within eight (8) to twelve (12) weeks of the program implementation.
- CmDv anticipates program implementation to begin on January 4, 2021 or as soon as authorized and funded by HUD, then approved by the Mayor and City Council.
 - The January timeline above considers the HUD required public comment period for the substantial amendment to the 5 Year Consolidated Plan, which includes the CARES Act Plan.
 - Simultaneously, CmDv will submit the updated plan for adoption by City Council then the Mayor by December 8th. The authorized Ordinance shall become ***Exhibit H***.

- Once adopted, submission to HUD will be made which requires a maximum of sixty (60) calendar day review period for approval. Finally, grant agreements will be sent after HUD approval for the Mayor's signature, then the federal funding will be added to IDIS, typically within four (4) weeks thereafter.
- CmDv will provide social media outreach, utility bill mail fliers and Town Talk notice of the program's availability and contact information for Cenla CAC once authorized.

Attachments:

Exhibit A	HUD CDBG-CV1 allocation award letter, 4/2/2020
Exhibit B	HUD CDBG-CV3 allocation award letter, 9/11/2020
Exhibit C	LHC's Community Development funding notice
Exhibit D	NCDA study of top 3 uses for CDBG-CV funds
Exhibit E	City Ordinance #100-2020 authorizing CEA with Cenla CAC
Exhibit F	City Ordinance #102-2020 authorizing program guidelines and Phase 1 budget
Exhibit G	City Ordinance #154-2020 authorizing increase in Major budget for Phase 3 funding
Exhibit H	City Ordinance #06-2021 authorizing updated guidelines
Exhibit I	Cooperative Endeavor Agreement between City of Alexandria and Cenla Community Action Center, Incorporated
Exhibit J	Emergency Utility Assistance Program Application & Checklist, including: J1-Conflict of Interest Affidavit (mandatory) J2-Duplication of Benefits (mandatory) J3-COVID-19 Impact Checklist (mandatory) J4-Wage Verification Form (mandatory) J5-Household Income Affidavit (optional) J6-Authority to Apply Affidavit (optional) J7-Publicity Promotion Consent (optional)
Exhibit K	Pre-qualification Application Report
Exhibit L	Customer Arrearages Report
Exhibit M	Benefit Letter
Exhibit N	HUD's FY2020 Household Income Limits Summary



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

April 2, 2020

The Honorable Jeff Hall
Mayor of Alexandria
P.O. Box 71
Alexandria, LA 71309

Dear Mayor Hall:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$248,812.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be

posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Gibbs', with a stylized, cursive script.

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

September 11, 2020

The Honorable Jeff Hall
Mayor of Alexandria
P.O. Box 71
Alexandria, LA 71309

Dear Mayor Hall:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department immediately allocated \$2 billion on March 27, 2020, the same day President Trump signed the Act, based on the fiscal year 2020 CDBG formula; this constituted the first round of CDBG-CV funds. Next, \$1 billion was required by the Act to be allocated to States and insular areas within 45 days of enactment of the Act; HUD accomplished this on May 11, 2020, and this constituted the second round of CDBG-CV funds. Finally, the remaining \$2 billion in CDBG-CV funds was required by the Act to be allocated to states and local governments at the discretion of the Secretary on a rolling basis; HUD accomplished this on September 11, 2020, and this constituted the third round of CDBG-CV funds. Additionally, up to \$10 million will be set aside for technical assistance.

Accordingly, this letter informs you that your jurisdiction's allocation for the third round is \$296,948. Your cumulative amount for all allocation rounds is \$545,760.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2019 and FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the HUD Secretary to grant waivers and alternative requirements of statutes and regulations the HUD Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent,

prepare for, and respond to coronavirus.

The CDBG CARES Act Federal Register Notice (FR-6218-N-01) was released on August 10, 2020. The notice describes the allocations and grant procedures applicable to the CDBG-CV grants. It also describes the program flexibilities, waivers, and alternative requirements that apply to the CDBG-CV grants as well as the fiscal year 2019 and 2020 CDBG grants. As further such flexibilities become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and the requirement that each grantee have adequate procedures to prevent the duplication of benefits (DOB). HUD will provide guidance and technical assistance on DOB, the prevention of fraud, waste, and abuse, and on documenting the impact of this program for beneficiaries.

Reminder, all CPD Grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds- which will delay your ability to drawdown funds in the Integrated Disbursement & Information System (IDIS). Grantees are required to maintain an active SAMs registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS numbers can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or CPDQuestionsAnswered@hud.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Gibbs', is positioned above the typed name.

John Gibbs
Acting Assistant Secretary
for Community Planning and Development
U.S. Department of Housing and Urban Development

What Community Development Funding Is Available?

The CARES Act calls for an additional amount for Community Development Fund, \$5 billion, to remain available until Sept. 30, 2022, to prevent, prepare for, and respond to coronavirus:

Phase I

Provided, that up to \$2 billion of the amount made available under this heading in this act shall be distributed pursuant to section 106 of the Housing and Community Development act of 1974 (42 U.S.C. 5306) to grantees that received allocations pursuant to that same formula in fiscal year 2020, and that such allocations shall be made within 30 days of enactment of this Act.



That up to \$10 billion of amounts made available under this heading in this act may be used to make new awards or increase prior awards to existing technical assistance providers, without competition, to provide an immediate increase in capacity building and technical assistance to support the use of amounts made available under this heading in this act and under the same heading in prior acts to prevent, prepare for, and respond to coronavirus.

Phase II & III

Provided further, that, in addition to amounts allocated pursuant to the preceding proviso, an additional \$1 billion shall be allocated directly to states and insular areas, as defined by 42 U.S.C. 5302(a), to prevent, prepare for, and respond to coronavirus within the state or insular area, including activities within entitlement and non-entitlement communities, based on public health needs, risk of transmission of coronavirus, number of coronavirus cases compared to the national average, and economic and housing market disruptions, and other factors, as determined by the secretary, using best available data and that such allocations shall be made within 45 days of enactment of this act.





National Community Development Association

How NCDCA Members Plan to Use the CDBG and ESG CARES Act Funding

At the urging of NCDCA and other national organizations, Congress provided \$5 billion to the Community Development Block Grant (CDBG) Program through the CARES Act to help communities respond to the health and economic impact of COVID-19. Of the \$5 billion in CDBG funds, \$2 billion will be allocated through the regular CDBG program formula. The remaining \$3 billion in CDBG funds will be allocated to states and local governments based on new formula to be developed by HUD. The bill provided \$4 billion for the Emergency Solutions Grant (ESG) Program; \$1 billion of which will be allocated through the regular ESG program formula and the remaining \$3 billion will be allocated via a new formula to be developed by HUD.

On April 8, 2020, NCDCA polled its members via email to ascertain how they planned to use the \$2 billion in CDBG funding and \$1 billion in ESG funding by asking what activities they planned to fund. The following provides you with the poll results.

CDBG CARES Act Funding (CDBG-CV)

A total of 68 CDBG grantees from 32 states responded to the poll.

- All but a few of the 68 grantees plan to use the CDBG-CV funding for more than one activity
- Grantees will use the CDBG funding for three primary activities: (1) direct rent/mortgage assistance; (2) small business assistance; and (3) other public services
- 36 grantees plan to use the CDBG-CV funds for direct rental, mortgage and utility assistance
- 32 grantees plan to use the CDBG-CV funds for assistance to small businesses
- 28 grantees plan to use the CDBG-CV funds for other public services

#1 Use of the CDBG Cares Act Funding: Public Services - Direct Rent/Mortgage Assistance

Millions of Americans are unemployed due to COVID-19. CDBG can be used to help struggling LMI households with rent and mortgage payments. Over half of the survey respondents (36 out of the 68 grantees) plan to use their CDBG Cares Act (CDBG-CV) funding for direct rental, utility and mortgage assistance to assist people who have lost their job, been furloughed, or had their hours reduced because of the economic impact of COVID-19. Some of the communities who plan to use a portion of their CDBG-CV funding for rental/mortgage assistance include: Monterey County, CA; Pasadena, CA; Commerce City, CO; Kissimmee, FL; Marietta, GA; Meridian, ID; Champaign, IL; Ames, IA; Boston, MA; Sioux Falls, SD; Charlotte, NC; Knoxville, TN; Arlington, TX; San Antonio, TX; Alexandria, VA; and Oshkosh, WI, among others.

#2 Use of the CDBG CARES Act Funding: Assistance to Small Businesses

Small businesses employ nearly half of all Americans and are important to the national, regional, and local economies. Their closure during the coronavirus pandemic has resulted in lost wages, reduced goods and services, and a deep reduction in local tax revenue. CDBG funds can be used to assist microenterprises (5 or less employees) and other small businesses by providing loans, grants, and technical assistance.

32 of the 68 grantees who responded to NCDA's poll plan to provide loans/grants to small businesses mainly to assist with the retention of employees and pay business lease payments (rent payments). The CDBG funds will be used to provide short-term gap assistance until the businesses receive longer-term assistance through the Small Business Administration.

Examples:

- Monroe, LA: Grants to businesses who employ LMI; 1 to 3 months of payroll/rent assistance
- Burbank, CA: Up to \$10,000 to small businesses with 2 to 50 full-time employees that can demonstrate a need based on COVID-19
- Kettering, OH: small business micro grants (\$5,000) for job retention
- Commerce City, CO: small business recovery assistance – small grants of less than \$10,000
- McHenry County, IL: \$15,000 grants/loans (with up to 50% forgiven)
- Pittsfield, MA: Business Hardship Grants – grants of up to \$10,000 per business to be provided to businesses with fewer than 100 employees
- Rome, GA: small business grants up to \$5,000 for working capital to retain/create one LMI job

#3 Use of the CDBG CARES Act Funding: Other Public Services

CDBG can be used to fund a wide variety of public services to help people impacted by COVID-19. 28 of the 68 grantees that responded to the NCDA poll plan to use their CDBG-CV funding for an assortment of public services, other than rent/mortgage assistance.

- Food assistance
 - Funding of food banks
 - Food distribution
 - Meal delivery to seniors
 - Grocery delivery to seniors and public housing authority residents
- Shelters
 - Expansion of existing shelters for social distancing
 - Creation of new shelters for social distancing
- Counseling
 - Financial counseling
 - Mental health counseling
 - Domestic violence counseling
- Subsistence payments to families with children
- Operational support to non-profit organizations

ORDINANCE NO. 100-2020

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH CENLA COMMUNITY ACTION COMMITTEE TO ASSIST WITH UTILITY FUND AND OTHER MATTERS WITH RESPECT THERETO.

SECTION I: BE IT ORDAINED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizing the Mayor to enter into a cooperative endeavor agreement with Cenla Community Action Committee to assist with Utility Fund.

SECTION II: BE IT FURTHER ORDAINED, etc., that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

SECTION III: BE IT FURTHER ORDAINED, etc., that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

SECTION IV: BE IT FURTHER ORDAINED, etc., that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

THIS ORDINANCE was introduced on the 23rd day of June, 2020.

NOTICE PUBLISHED on the 26th of June, 2020.

THIS ORDINANCE having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

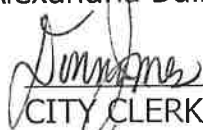
YEAS: Fowler, Porter, Silver (electronic vote), Fuller, Green,

Larvadain, Villard.

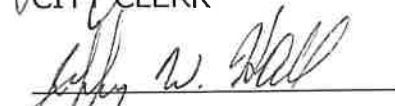
NAYS: None

ABSENT: None

AND THE ORDINANCE was declared adopted on this the 7th day of July, 2020 and final publication was made in the Alexandria Daily Town Talk on the 10th day of July, 2020.


CITY CLERK

PRESIDENT


MAYOR'S
APPROVAL/VETO

DELIVERED JUL 08 2020

RECEIVED JUL 13 2020

ORDINANCE NO. 102-2020

AN ORDINANCE AUTHORIZING THE MAYOR TO ADOPT THE COMMUNITY DEVELOPMENT PLAN AND FUNDING FOR CARES ACT, PHASE I IN RESPONSE TO COVID-19 AND OTHR MATTERS WITH RESPECT THERETO.

SECTION I: BE IT ORDAINED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizing the Mayor to adopt the Community Development Plan and Funding for CARES ACT Phase I in response to COVID-19.

SECTION II: BE IT FURTHER ORDAINED, etc., that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

SECTION III: BE IT FURTHER ORDAINED, etc., that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

SECTION IV: BE IT FURTHER ORDAINED, etc., that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

THIS ORDINANCE was introduced on the 23rd day of June, 2020.

NOTICE PUBLISHED on the 26th of June, 2020.

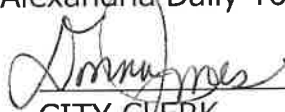
THIS ORDINANCE having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS: Fuller, Green, Larvadain, Villard, Fowler, Porter, Silver
(electronic vote)

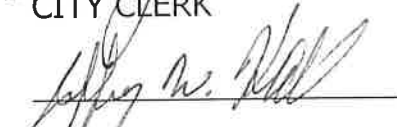
NAYS: None

ABSENT: None

AND THE ORDINANCE was declared adopted on this the 7th day of July, 2020 and final publication was made in the Alexandria Daily Town Talk on the 10th day of July, 2020.


CITY CLERK

PRESIDENT


MAYOR'S
APPROVAL/VETO

DELIVERED JUL 11 8 2020

RECEIVED JUL 13 2020

ORDINANCE NO. 154-2020**AN ORDINANCE AMENDING THE 2020-2021 OPERATING BUDGET FOR ADDITIONAL HUD CARES ACT FUNDING AND OTHER MATTERS WITH RESPECT THERETO.**

SECTION I: BE IT ORDAINED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the Mayor to amend the 2020 -2021 Operating Budget for additional HUD Cares Act Funding.

**BUDGET AMENDMENT
FY 20-21**

Account number	Account title	Current Budget	Increase/ Decrease	Amended Budget
CARES Act Fund (169)				
<u>Revenues</u>				
169-333000-330220	Grant Income 2020	248,812	296,948	545,760
<u>Expenditures</u>				
169-062002-531110	General Admin 2020	28,812	10,948	39,760
169-062003-707160	Cenla CAC Admin	20,000	26,000	46,000
169-062004-707160	Emergency Utility Assistance	200,000	260,000	460,000

SECTION III: BE IT FURTHER ORDAINED, etc., that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

SECTION IV: BE IT FURTHER ORDAINED, etc., that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

SECTION V: BE IT FURTHER ORDAINED, etc., that all ordinances or parts of ordinances in conflict herewith are hereby

repealed.

THIS ORDINANCE was introduced on the 29th day of September, 2020.

NOTICE PUBLISHED on the 2nd day of October, 2020.

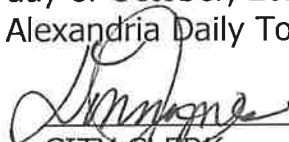
THIS ORDINANCE having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS: Fowler, Porter, Silver, Fuller, Green, Larvadain, Villard.

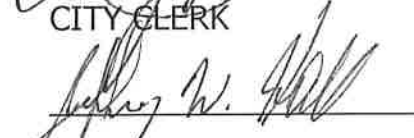
NAYS: None

ABSENT: None

AND THE ORDINANCE was declared adopted on this the 13th day of October, 2020 and final publication was made in the Alexandria Daily Town Talk on the 16th day of October, 2020.


CITY CLERK

PRESIDENT


MAYOR'S
APPROVAL/VETO

DELIVERED OCT 14 2020

ORDINANCE NO. 06-2021

AN ORDINANCE TO AMEND EMERGENCY UTILITY ASSISTANCE PROGRAM TO ADD CV-3 FUNDING AND INCREASE PER HOUSEHOLD AWARD IN RESPONSE TO COVID-19 THROUGH A COOPERATIVE ENDEAVOR AGREEMENT WITH CCAC AND OTHER MATTERS WITH RESPECT THERETO.

SECTION I: BE IT ORDAINED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby amend emergency utility assistance program to add CV-3 funding and increase per household award in response to COVID-19 through a cooperative endeavor agreement with CCAC.

SECTION II: BE IT FURTHER ORDAINED, etc., that this ordinance shall become effective upon signature by the Mayor; or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without signature by the Mayor.

SECTION III: BE IT FURTHER ORDAINED, etc., that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this ordinance which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this ordinance or hereby declared severable.

SECTION IV: BE IT FURTHER ORDAINED, etc., that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

THIS ORDINANCE was introduced on the 12th day of January, 2021.

NOTICE PUBLISHED on the 15th day of January, 2021

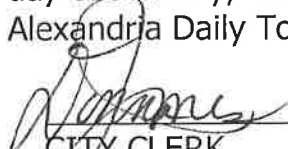
THIS ORDINANCE having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS: Fowler, Porter, Silver, Washington, Rubin, Perry, Villard.

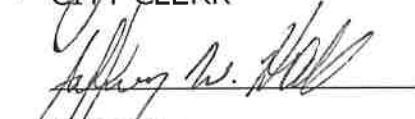
NAYS: None

ABSENT: None

AND THE ORDINANCE was declared adopted on this the 26th day of January, 2021 and final publication was made in the Alexandria Daily Town Talk on the 29th day of January, 2021.


CITY CLERK

PRESIDENT


MAYOR'S
APPROVAL/VETO

DELIVERED JAN 27 2021

RECEIVED JAN 29 2021