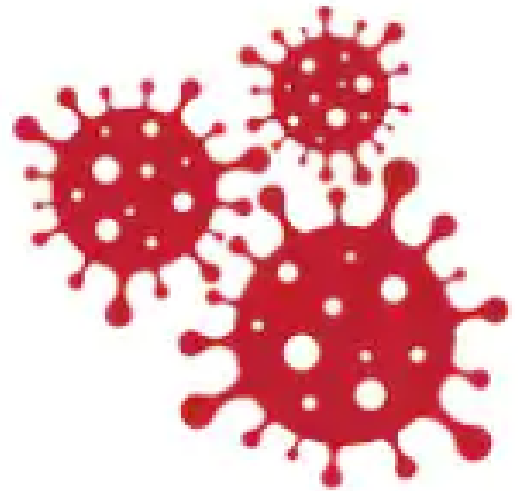


# CARES Act

Phase 1 Funding

in response to

**COVID-19**  
Coronavirus



## **Emergency Utility Payments Program Policy Guidelines**

**Adopted by Ordinances #100-2020 and 102-2020**

July 7, 2020

City of Alexandria, Louisiana  
Community Development Department  
318-449-5072  
[cda@cityofalex.com](mailto:cda@cityofalex.com)

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

## CARES Act Emergency Utility Assistance Program Guidelines (Phase I funding)

The CARES Act, Phase I, Emergency Utility Assistance Program for the City of Alexandria is designed to help low-income households, directly impacted by COVID-19, to pay their heating and cooling bills. The program shall also increase their knowledge of Energy Conservation as a requisite to receive assistance. This program targets the low to moderate income households, based on household income and family size, especially those low to moderate income households that include the elderly, persons with disabilities and young children. This service was identified as the highest demand need due to COVID-19 for the City of Alexandria (COA). The Community Development Department (CmDv) will administer the program and manage the CDBG-CV funding on behalf of the City, using a sub-recipient.

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, the mandate is to remain in effect until May 15, 2020. Speculators think it could last into the fall.

### COA Utility Payment collection information March 2019 vs 2020:

While the statistical data below shows a decline in payments collected from March 2019 to March 2020, there is no substantiating proof that the reason of decline is completely due to COVID-19 pandemic. However, the overall decline from 2019 and 2020 February to March is 25% less than normal collections, which supports that the pandemic outbreak in March 2020 could have been the trigger. The payment statistics for April 2020 were not available at the time of publication.

Summary	February	March
2019 total payments collected	\$8,143,587	\$ 8,361,830
2019 total payment counts	24,672	26,705
2020 total payments collected	\$ 7,287,519	\$ 7,226,376
2020 total payment counts	24,847	24,622
Change in amount collected	\$ (856,068)	\$ (1,135,454) = 25%
Change in payment counts	175	(2,039)

### 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 Department 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 applicants, which averages out to \$34,610 monthly. This is a tremendous benefit for our community and the City's debt collections. The City will engage the Cenla CAC through a Cooperative Endeavor Agreement to be a sub-recipient of the CmDv 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 to 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.

- All inquiries to apply will be directed to call Cenla CAC at 318-314-3480.
- Completed applications are taken by Cenla CAC on a first come-first served basis for Emergency Utility Assistance. Services are provided for all qualified persons without regard to race, color, age, religion, sex, national origin, disability or status as a veteran of the Vietnam era or disabled veteran or service provider.
- Applications can be submitted online, especially during the Stay Home mandate, only online applications will be accepted. No in-person contact will be allowed in order to comply with safety practices.
- Cenla CAC staff will take applicant's name and service address and will inform the caller, in-person or online applicant of the qualifications needed 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](mailto:karolyn.surgent@cityofalex.com).
  - CLECO: Vanda W. Smith (318-484-7659) or [vanda.willis@cleco.com](mailto:vanda.willis@cleco.com).

- City of Alexandria, CmDv Administrator: Shirley Branham (318-449-5070) or [Shirley.branham@cityofalex.com](mailto:Shirley.branham@cityofalex.com).
- Cenla CAC, Program Manager: Pam Ballott (318-314-3478) or [pcbballott@cenlacac.org](mailto:pcbballott@cenlacac.org).
- Cenla CAC staff will generate and email a “Pre-Qualification Applicant Report” noting the applicant’s name and service address, to the Utility Service Provider, City of Alexandria and/or CLECO, to request a Customer Credit History Report (2 pages). (See form attached).
  - The email for the City of Alexandria’s Utility Service Provider shall be: [cashiers@cityofalex.com](mailto:cashiers@cityofalex.com).
  - The email for CLECO Utility Service Provider shall be: [vanda.willis@cleco.com](mailto: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 Credit History Report is two pages long for the same customer to assist with pre-qualifying the applicant. Page 1 will determine applicant’s payment history from March 12, 2019 through March 12, 2020. Page 2 will determine payment history after the COVID-19 for financial impact from March 13, 2020 through current time of application.
  - Customer Credit History Report, page 1:
    - Number of non-pay disconnects, returned (bounced) payments and/or defaulted payment agreements from March 12, 2019 through March 12, 2020.
      - ❖ If applicant has 2 or more of any combination listed above, they will be disqualified.
    - Aging account balance for 0-30 days; 31-60 days; 60-90 days; 91+ days.
      - ❖ If applicant has outstanding balances owed prior to March 13, 2020, they will be disqualified, unless they are able to pay the gap balance in full at the time of application.
  - Customer Credit History Report, page 2:
    - Number of non-pay disconnects, returned (bounced) payments and/or defaulted payment agreements from March 13, 2020 to current.
      - ❖ If applicant has any combination listed above, it will justify the request for assistance due to financial impact of COVID-19.
    - Aging account balance for 0-30 days; 31-60 days; 60-90 days; 91+ days.
      - ❖ If applicant has outstanding balances owed after March 13, 2020, it will justify the request for assistance due to financial impact of COVID-19. Applicant will still be required to the gap balance in full at the time of application.
- Cenla CAC staff 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. (See form attached).

- 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](mailto:Richard.boudreaux@cityofalex.com) .
- If applicants are preliminarily approved based on the Pre-Qualification Applicant Report, Address Verification and Customer Credit History 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 is 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 are provided in-home services, depending upon staff availability. They are, however, encouraged to allow a relative to bring their information in along with a written letter authorizing them to conduct the applicant business.
  - Please note: in the event of a pandemic and/or State Stay Home mandate by the Governor of Louisiana, applications will be processed electronically only. Contact the Cenla CAC office for online instructions at 318-314-3480.
- An applicant's eligibility is determined by the Cenla CAC staff. Each applicant will be notified of the determination by phone, email and/or Benefit Letter explaining the program and responsibilities.
  - Employees and immediate family members of the City of Alexandria's Community Development Department staff and the Cenla Community Action Committee staff shall not be eligible to apply.
  - The application form prepared by Cenla CAC will allow the applicant to self-certify for positive testing for COVID-19 for themselves or an immediate family member.
  - The application will contain acknowledgement by the applicant that all documentation collected by Cenla CAC will be shared with CmDv as required by HUD record keeping and audit requirements.
- The qualified applicant must complete a counseling program administered through Cenla CAC to increase their knowledge and awareness of energy conservation prior to the funding being applied to their utility account. An affidavit acknowledging the program completion must be signed by the applicant and Cenla CAC staff with date.

- Cenla CAC staff will generate an Invoice Form that will be sent to the City of Alexandria's Community Development Department. The Invoice Form shall be specific to the Utility Service Provider (one for CLECO customers and one for COA customers), with an invoice number and service address account number. It shall list all qualified applicant's names, service address and award amount for each.
  - Other applicant's receiving City of Alexandria CARES Act, Phase I funding benefits through Cenla CAC may be recorded on the same Invoice Form, by Utility Service Provider.
  - The Invoice Form shall also note the 10% Administrative fee that is to be paid to Cenla CAC per the sub-recipient agreement. This total Administrative fee will be deposited into Cenla CAC's CARES Act account via ACH.
- Community Development'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 the 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" / Benefit Letter.
  - Payments 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.

**Documentation required to apply:**

- Valid Picture ID or Driver's License
- 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
  - 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. See document attached.
- Proof that the applicant lives at that address. This could be:
  - current mail from the last 30 days in the applicants name at the address where they are applying for assistance
- Support documentation for requested assistance: utility bill(s) and/or utility disconnect notice.
  - Up to three (3) months emergency utility assistance can be provided to each qualified applicant, capped at a maximum of \$400 one-time benefit per applicant.

- Award can be used to reconnect utility services, if already disconnected for non-payment after March 13, 2020. Applicant is still responsible for gap payment.
- There shall be no duplication of benefits for any applicant.
- Proof of personal impact from COVID-19. This could be:
  - a signed self-certification on the Cenla CAC application form that the applicant or immediate family member had a positive test result for COVID-19;
  - letter of termination, furlough or reduced hours from employer as a result of COVID-19;
  - letter of reduced pay from employer as a result of COVID-19.
- A money order or cashier's check in the amount of gap payment balance owed, if applicable

### Timelines:

- Completed Pre-Qualification Forms, Utility Service Provider's Credit History Report and the City of Alexandria's Address Agent's Address Verification, shall be processed within a maximum of two (2) business days after receipt from Cenla CAC.
- Completed applications shall be processed by Cenla CAC staff within a maximum of two (2) business days, after the Pre-Qualification Form, Credit History 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 two (2) 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.

### Eligibility Criteria:

- Applicant must provide proof of a direct impact from COVID-19 that has caused a financial burden. Some common examples are:
  - lost their job, furloughed or reduced work hours;
  - still working but pay is reduced;
  - suspected as COVID-19 positive causing illness that prevented you going to work;
  - personally tested COVID-19 positive or immediate family member that they care for had COVID-19;

- could not work because children at home due to school closures;
  - 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.
- Applicant's primary residence must be within the Alexandria City limits. This information will be confirmed by the City's Address Agent during Pre-qualification.
- Households must fall within the Federal (HUD) Income Eligibility Guidelines for the number of people living in the household. Income from all occupants over the age of 18 must be considered in the total household income.
  - 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. See document attached.
  - 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.
- Household must demonstrate a need for assistance and the lack of ability to pay.
- Household applying for Emergency Utility Assistance must be in arrears for utility payments and/or have a disconnect notice from the Utility Service Provider. The balance in arrears must be for services dated after March 13, 2020. Their account must be active and in good standing prior to that date. This information will be confirmed on the Credit History Report during the Pre-qualification.
  - Up to three (3) months emergency utility assistance can be provided to each qualified applicant, capped at a maximum of \$400 one-time benefit per applicant.
  - Award can be used to reconnect utility services, if already disconnected for non-payment after March 13, 2020. Applicant is still responsible for gap payment.
- Cenla CAC staff will generate and email a "Pre-Qualification Applicant Report" noting the applicant's name and service address, to the Utility Service Provider, City of Alexandria and/or CLECO, to request a Customer Credit History Report (2 pages). (See form attached).
  - The email for the City of Alexandria's Utility Service Provider shall be: [cashiers@cityofalex.com](mailto:cashiers@cityofalex.com).
  - The email for CLECO Utility Service Provider shall be: [vanda.willis@cleco.com](mailto: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 Credit History Report is two pages long for the same customer to assist with pre-qualifying the applicant. Page 1 will determine applicant's payment history from March 12, 2019 through March 12, 2020. Page 2 will determine payment history after the COVID-19 for financial impact from March 13, 2020 through current time of application.
- Customer Credit History Report, page 1:
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  - Aging account balance for 0-30 days; 31-60 days; 60-90 days; 91+ days.
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  - Aging account balance for 0-30 days; 31-60 days; 60-90 days; 91+ days.
    - ❖ If applicant has outstanding balances owed after March 13, 2020, it will justify the request for assistance due to financial impact of COVID-19. Applicant will still be required to the gap balance in full at the time of application.

### **Benefit Award:**

- Qualified applicants are eligible to receive a one-time City of Alexandria CARES Act, Phase I funding, Emergency Utility Assistance benefit.
  - The City does not expect the CARES Act, Phase I, to be an annual award so the intent is to serve as many qualified applicants as possible once.
  - In the event that the City receives CARES Act, Phase II, III 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).
  - 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.

- Up to three (3) months emergency utility assistance can be provided to each qualified applicant, capped at a maximum of \$400 one-time benefit per applicant.
  - However, if the applicant owes \$900 on their utility bill after March 13, 2020, the applicant will have to provide the additional \$500 gap payment so the balance is paid in full once the Emergency Utility Assistance award is applied. This gap payment must be in the form of a money order or cashier's check.
  - 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, Phase I funding Emergency Utility Assistance.
  - In the event that the customer closes their account and there is an available credit from the \$400 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 available to go back into the Emergency Utility Assistance program to apply towards another qualified applicant through the process.
- 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, Phase I 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 \$400 of Emergency Utility Assistance to 500 qualified applicants (or more depending on award amount) who live in the City of Alexandria, regardless of their Utility Service Provider.
- CmDv and Cenla CAC anticipates that 500 applicants will be qualified and assisted within six (6) to eight (8) weeks of the program implementation.
- CmDv anticipates program implementation to begin on October 1, 2020 or as soon as authorized and funded by HUD, then approved by the Mayor and City Council.
  - In the event that HUD provides direct funding to the City of Alexandria or a federal waiver to authorize the use of other future or existing CDBG or HOME funds, the program may be implemented sooner. However, at the time of publication, the program will not be funded by the City of Alexandria general funds due to the severe decline in local tax revenue.
  - The October timeline above considers the HUD required public comment period for the 5 Year Consolidated Plan, which includes the CARES Act Plan. Then four (4) weeks for submission and adoption of the plan by the Mayor and City Council. 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:*

- City Ordinance #100-2020 and #102-2020 authorizing program and agreement
- Utility Service Provider's Credit History Report – 2 pages
- FY2020 HUD Household Income (30%, 50%, 80%) Limits for Alexandria, Louisiana
- Cenla CAC Pre-qualification Form for Address Verification
- HUD allocation award letter, 4/2/2020
- LHC's Community Development funding notice
- NCDA study of top 3 uses for CDBG-CV funds

## **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 23<sup>rd</sup> day of June, 2020.

**NOTICE PUBLISHED** on the 26<sup>th</sup> 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:

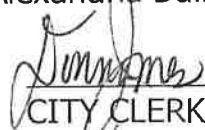
YEAS: Fowler, Porter, Silver (electronic vote), Fuller, Green,

Larvadain, Villard.

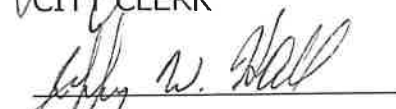
NAYS: None

ABSENT: None

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

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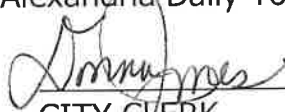
**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

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

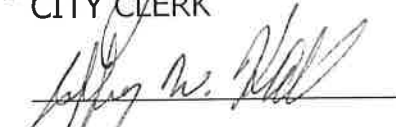
NAYS: None

ABSENT: None

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

  
CITY CLERK

\_\_\_\_\_  
PRESIDENT

  
MAYOR'S  
APPROVAL/VETO

DELIVERED JUL 11 8 2020

RECEIVED JUL 13 2020

# Utility Service Provider's CUSTOMER CREDIT HISTORY REPORT

for City of Alexandria's COVID 19 CDBG Cares Funding, Phase I

## *Emergency Utility Assistance Pre-Qualification – page 1*

TIME PERIOD COVERED:	MARCH 12, 2019 – MARCH 12, 2020
CUSTOMER NAME:	
ACCOUNT NUMBER:	
CUSTOMER ADDRESS:	
# of NON-PAY DISCONNECTS:	
# of RETURN PAYMENTS:	
# of DEFAULTED AGREEMENTS:	
CURRENT MONTH'S BALANCE DUE:	
AGING BALANCES:	
0-30 DAYS:	
31-60 DAYS:	
61-90 DAYS:	
91+ DAYS:	
TOTAL PAST DUE BALANCE:	
UTILITY SERVICE PROVIDER:	
COMPLETED BY (signature):	
DATE OF COMPLETED REPORT:	

Page 1 of 2

(Both pages must identify the *same customer* for different time periods)



## Emergency Utility Assistance Pre-Qualification – page 2

TIME PERIOD COVERED:	MARCH 13, 2020 – CURRENT
CUSTOMER NAME:	
ACCOUNT NUMBER:	
CUSTOMER ADDRESS:	
# of NON-PAY DISCONNECTS:	
# of RETURN PAYMENTS:	
# of DEFAULTED AGREEMENTS:	
CURRENT MONTH'S BALANCE DUE:	
AGING BALANCES / STATUS:	
MARCH 2020:	
APRIL 2020:	
MAY 2020:	
JUNE 2020:	
JULY 2020:	
AUGUST 2020:	
SEPTEMBER 2020:	
OCTOBER 2020:	
NOVEMBER 2020:	
DECEMBER 2020:	
TOTAL PAST DUE BALANCE:	
UTILITY SERVICE PROVIDER:	
COMPLETED BY (signature):	
DATE OF COMPLETED REPORT:	

Page 2 of 2

(Both pages must identify the *same customer* for different time periods)

Please email BOTH PAGES of this completed Report to [pcballot@cenlacac.org](mailto:pcballot@cenlacac.org).

Call 318-314-3478 with questions.

This information is confidential and not be to be used for any other purpose than application for the City of Alexandria's CARES Act, Phase I funding for Emergency Utility Assistance Program.

# CARES Act Income Guidelines



## FY 2020 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User](#) [Home Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

### FY 2020 Income Limits Summary

**Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.**

FY 2020 Income Limit Area	Median Family Income  <a href="#">Explanation</a>	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Alexandria, LA MSA</b>	\$58,400	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	20,450	23,400	26,300	<b>29,200</b>	31,550	33,900	36,250	38,550
		Extremely Low Income Limits (\$)* <a href="#">Explanation</a>	12,760	17,240	21,720	<b>26,200</b>	30,680	33,900*	36,250*	38,550*
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	32,700	37,400	42,050	<b>46,700</b>	50,450	54,200	57,950	61,650

The **Alexandria, LA MSA** contains the following areas: Grant Parish, LA; and Rapides Parish, LA.

Key	Applicant's First Name	Applicant's Last Name	Applicant's Service Address	Service Zip Code	City Limit Address Verification		Service Provider LOC received	Initial Review: Applicant Qualified
					Inside COA	Outside COA		
1								
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City Address Verification completed by:

Cenla CAC applicant info received by:

Name

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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](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in dark 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