

Property and Zoning Committee

Agenda

October 20, 2026

(Lizzie Felter, Jim Villard, Gary Johnson)

4:45 p.m.

- 1) To consider final adoption of an ordinance rezoning the property located at 3200 3rd Street from a C-2 (General Commercial District) to a SF-2 (Single Family District) to allow for the construction of low moderated income single family homes. **(Item 15)**

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www.cityofalexandria.com.

ALEXANDRIA CITY COUNCIL

TUESDAY OCTOBER 20, 2026

CITY COUNCIL CHAMBERS- 5:00 P.M.

**PERSONS DESIRING TO ADDRESS THE COUNCIL SHALL INFORM
THE PRESIDENT AT THE APPROPRIATE AGENDA ITEM**

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE

D. ROLL CALL

**E. APPROVAL OF MINUTES TAKEN FROM A REGULAR MEETING
HELD ON OCTOBER 6, 2026.**

F. CONSENT CALENDAR

- 1) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for wire and cable.
- 2) Introduction of an ordinance authorizing the renewal of the construction contract for the 2025-2028 Water Well Maintenance and Rehabilitation.
- 3) Introduction of an ordinance authorizing the mayor to enter into agreements with Red River Delta Law Enforcement Planning Council, Inc., with respect to law enforcement grant funding contracts, agreements and other documents and matters with respect thereto.
- 4) Introduction of an ordinance to amend Ordinance #132-2020 related to Community Development Program Policy Guidelines for Homebuyer's Assistance Program (HAP) for owner-occupied structures for HUD funded programs; to authorize amendments to said program guidelines and otherwise providing with respect thereto.
- 5) Introduction of an ordinance authorizing the mayor to enter into agreements with the U.S. Department of Housing and Urban Development with respect to annual CDBG and HOME grant funding

contracts, amendments, and other documents and matters with respect thereto.

G. RESOLUTIONS

- 6) **RESOLUTION** approving the Alexandria Transit public transportation agency safety plan in accordance with 49 CFR as a recipient of Federal Transit Administration funding.
- 7) **RESOLUTION** to co-sponsor Health Education Programs at Bolton Avenue Community Center or Broadway Community Center in conjunction with Delta Sigma Theta Sorority Inc. Alexandria LA Alumnae Chapter.
- 8) **RESOLUTION** authorizing advertisement for bids for petroleum products.
- 9) **RESOLUTION** authorizing advertisement for bids for the Masonic Drive Sidewalks, Hynson Bayou pedestrian bridge replacement.

H. ORDINANCES FOR FINAL ADOPTION SUBJECT TO PUBLIC HEARING

- 10) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for brass fittings.
- 11) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for 47-foot sheave height, hydraulic digger derrick truck.
- 12) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for a four-inch hydraulic drive submersible pump.
- 13) To consider final adoption of an ordinance authorizing the mayor to accept the lowest proposal received from Fresh Impression Cleaning Crew for janitorial services for the Alexandria Zoological Park.

- 14) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for chlorine handling truck with knuckle boom crane.
- 15) To consider final adoption of an ordinance rezoning the property located at 3200 3rd Street from a C-2 (General Commercial District) to a SF-2 (Single Family District) to allow for the construction of low moderate income single family homes.

I. PUBLIC HEARING- COMMUNITY DEVELOPMENT

- 16) **RESOLUTION** to continue a public hearing to consider condemnation on the structure located at 2417 13th Street – Idella J. & Lindsay Pearson.
- 17) Adjourn

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TUESDAY OCTOBER 20, 2026

CITY COUNCIL CHAMBERS- 5:00 P.M.

**PERSONS DESIRING TO ADDRESS THE COUNCIL SHALL INFORM
THE PRESIDENT AT THE APPROPRIATE AGENDA ITEM**

- A. CALL TO ORDER**
- B. INVOCATION**
- C. PLEDGE OF ALLEGIANCE**
- D. ROLL CALL**
- E. APPROVAL OF MINUTES TAKEN FROM A REGULAR MEETING
HELD ON OCTOBER 6, 2026.**

PROCEEDINGS OF THE COUNCIL OF THE CITY OF
ALEXANDRIA, STATE OF LOUISIANA, TAKEN AT A REGULAR
MEETING HELD ON OCTOBER 6, 2026.

The Council of the City of Alexandria, Louisiana, met in a regularly scheduled meeting session in the City Council Chambers, on Tuesday, October 6, 2026, at 5:16 P.M. Those present were the Honorable Cynthia Perry, Gary Johnson, Lizzie Felter, Jules Green, Chuck Fowler, Jim Villard and Malcolm Larvadain. Also present were Jonathon Goins, City Attorney, Michael Caffery, Mayoral Assistant and Council Staff.

The Council of the City of Alexandria, State of Louisiana was duly convened as the governing authority of said City by the Honorable Cynthia Perry, who stated that the Council was ready for the transaction of business. The invocation was pronounced by Mr. Caffery, and the Pledge of Allegiance was led by Mr. Johnson.

On a motion of Mr. Villard and seconded by Mr. Fowler the minutes taken from a regular Council Meeting held on September 22, 2026, were unanimously approved by the Council.

CONSENT CALENDAR

The Council next read all items found under the heading Consent Calendar and assigned them to committees.

Mr. Fowler moved for the introduction of all items appearing under the heading Consent Calendar.

Mr. Villard seconded the motion. It was unanimously carried by the Council.

Bids were received for brass fittings.

Name of Bidders

Central Pipe Supply

Core & Main

Coburn's Supply Company

Ferguson, LLC

Lafayette Winwater

The above bid was referred to the mayor and appropriate committee for tabulation and recommendation. The following ordinance was introduced by Mr. Fowler and seconded by Mr. Villard to wit:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR BRASS FITTINGS AND OTHER MATTERS WITH RESPECT THERETO.

Bids were received for 47-foot sheave height, hydraulic digger derrick truck.

Name of Bidders

ML Utilities

The above bid was referred to the mayor and appropriate committee for tabulation and recommendation. The following ordinance was introduced by Mr. Fowler and seconded by Mr. Villard to wit:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR 47-FOOT SHEAVE HEIGHT, HYDRAULIC DIGGER DERRICK TRUCK AND OTHER MATTERS WITH RESPECT THERETO.

Bids were received for four-inch hydraulic drive submersible pump.

Name of Bidders

Associated Pump & Supply, LLC
United Rentals North America, Inc.
Nassau Trading, Inc.

The above bid was referred to the mayor and appropriate committee for tabulation and recommendation. The following ordinance was introduced by Mr. Fowler and seconded by Mr. Villard to wit:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR A FOUR-INCH HYDRAULIC DRIVE SUBMERSIBLE PUMP AND OTHER MATTERS WITH RESPECT THERETO.

On a motion of Mr. Fowler and seconded by Mr. Villard the following ordinance was introduced to wit:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST PROPOSAL RECEIVED FROM FRESH IMPRESSION CLEANING CREW FOR JANITORIAL SERVICES FOR THE ALEXANDRIA ZOOLOGICAL PARK AND OTHER MATTERS WITH RESPECT THERETO.

RESOLUTIONS

Mr. Fowler moved for the adoption of the following resolution, which was seconded by Ms. Felter.

RESOLUTION NO. 0115-2026

RESOLUTION TO CO-SPONSOR BELIEVE THE MUSICAL PRODUCTION IN JANUARY 2027.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Fowler, Villard, Larvadain, Perry, Johnson, Felter, Green.

NAYS: None.

ABSENT: None.

This resolution was thereupon declared adopted on this the 6th day of October 2026.

Mr. Fowler moved for the adoption of the following resolution, which was seconded by Mr. Villard.

RESOLUTION NO. 0116-2026

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE STRIPING AND SIGNAGE FOR PUBLIC STREETS AND OTHER PUBLIC PROPERTIES 2026-2028.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Fowler, Villard, Larvadain, Perry, Johnson, Felter, Green.

NAYS: None.

ABSENT: None.

This resolution was thereupon declared adopted on this the 6th day of October 2026.

ORDINANCES FOR FINAL ADOPTION
SUBJECT TO A PUBLIC HEARING

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Fowler.

ORDINANCE NO. 114-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR TURN OUT GEAR AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Perry, Johnson, Felter, Green, Fowler.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was

brought up for final adoption on a motion of Mr. Johnson and seconded by Mr. Villard.

ORDINANCE NO. 115-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID FOR HIGH MAST LIGHTING FOR THE ELECTRIC DISTRIBUTION DEPARTMENT AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Johnson, Felter, Green, Fowler, Villard, Larvadain, Perry.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Fowler and seconded by Mr. Villard.

ORDINANCE NO. 116-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR ANNUAL REQUIREMENTS CONTRACT WATER, WASTEWATER, NATURAL GAS AND GENERAL (SITE RELATED) SYSTEMS AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Fowler, Villard, Larvadain, Perry, Johnson, Felter, Green.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Larvadain and seconded by Mr. Johnson.

ORDINANCE NO. 117-2026

AN ORDINANCE TO AUTHORIZE AN ECONOMIC IMPACT STUDY FOR REIGNITE PLAN AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Larvadain, Perry, Johnson, Felter, Green, Fowler, Villard.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Ms. Felter and seconded by Mr. Villard.

ORDINANCE NO. 118-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE EXISTING CONTRACT WITH YANKEE HOLDINGS DBA YANKEE CLIPPER FOR LANDSCAPE MAINTENANCE SERVICES FOR JACKSON AT MACARTHUR AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Felter, Green, Fowler, Villard, Larvadain, Perry, Johnson.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Ms. Felter.

ORDINANCE NO. 119-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE EXISTING CONTRACT WITH YANKEE HOLDINGS DBA YANKEE CLIPPER FOR LANDSCAPE MAINTENANCE SERVICE FOR I-49 GREENBELT AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Perry, Johnson, Felter, Green, Fowler.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Fowler.

ORDINANCE NO. 120-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE EXISTING CONTRACT WITH TEDD FINN LLC FOR LANDSCAPE MAINTENANCE SERVICES FOR MARTIN PARK AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Perry, Johnson, Felter, Green, Fowler.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

The following ordinance, which was previously introduced and laid over for publication of notice and no objection having been filed thereto, was brought up for final adoption on a motion of Mr. Villard and seconded by Mr. Fowler.

ORDINANCE NO. 121-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW THE EXISTING CONTRACT WITH TAYLORSCAPES FOR LANDSCAPE MAINTENANCE SERVICES FOR THE COMMUNITY CENTERS AND OTHER MATTERS WITH RESPECT THERETO.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Villard, Larvadain, Perry, Johnson, Felter, Green, Fowler.

NAYS: None.

ABSENT: None.

This ordinance was thereupon declared adopted on this the 6th day of October 2026.

Upon a request from the administration and a motion of Mr. Villard and seconded by Mr. Fowler, the following item was delayed for two weeks:

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR CHLORINE HANDLING TRUCK WITH KNUCKLE BOOM CRANE AND OTHER MATTERS WITH RESPECT THERETO.

PUBLIC HEARING – COMMUNITY DEVELOPMENT

On a motion of Mr. Villard and seconded by Mr. Johnson, the public hearing was opened at 5:40 p.m.

Mr. Fowler moved for the adoption of the following resolution, which was seconded by Mr. Villard.

RESOLUTION NO. 0117-2026

RESOLUTION TAKING ACTION ON THE COST OF DEMOLITION OF 21 STRUCTURES AND OTHER COSTS.

The President called for any discussion; a vote was called for and resulted as follows:

YEAS: Fowler, Villard, Larvadain, Perry, Johnson, Felter, Green.

NAYS: None.

ABSENT: None.

This resolution was thereupon declared adopted on this the 6th day of October 2026.

On a motion of Mr. Villard and seconded by Mr. Fowler, the public hearing was closed at 5:45 p.m.

The president adjourned the meeting at 5:45 p.m.

/S/ Cynthia Perry
President

ATTEST:

/S/Donna P. Jones
City Clerk

F. CONSENT CALENDAR

- 1) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for wire and cable.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: **FINANCE/PURCHASING**

Date: **8/24/2026**

Title: **RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR WIRE & CABLE**

Explanation of Proposal:

Additional Information Attached ☒

Request a Resolution to advertise for Wire & Cable for use by the City of Alexandria Electric Distribution Department. Bids are to remain in effect for a period of twelve months from bid award date.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number: 401-141720-0

Expense Amount: N/A

Account Line Item: N/A

Remaining Amount: N/A

Authorization:

4. Finance Director

1. Mayor

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

SEP 01 2026

CITY COUNCIL

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2580 WIRE & CABLE

Separate sealed bids for, WIRE & CABLE, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST CDT, TUESDAY, OCTOBER 20, 2026, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, www.cityofalexandria.com under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at www.centralbidding.com . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Andre Garsaud, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-441-6185; email to andre.garsaud@cityofalex.com and must be received by close of business, Thursday, October 1, 2026.

Address for Postal Delivery:

City of Alexandria
Donna Jones, City Clerk
PO Box 71
Alexandria, LA 71309-0071

Address for Courier or Overnight Delivery:

City of Alexandria
Donna Jones, City Clerk
915 Third Street, 1st Floor
Alexandria, LA 71301
Phone: 318-449-5090

Address for Electronic Bid Submission:

www.centralbidding.com
Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, September 11, 2026
Friday, September 18, 2026
Friday, September 25, 2026

RESOLUTION NO. 0110-2026

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR WIRE AND CABLE.

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for wire and cable.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceed with the advertisement according to law, with bids to be opened on October 20 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 8th day of September, 2026.

/s/ Donna P. Jones, MMC
City Clerk

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR WIRE AND CABLE 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 accept the low bid submitted for wire and cable.

SECTION II: BE IT FURTHER ORDAINED, etc. that the Mayor of the City of Alexandria be authorized to pay said low bid from the 2026/2027 budget and to each and every other act or deed needed or necessary to consummate said transaction.

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 20th day of October, 2026.

NOTICE PUBLISHED on the 23rd day of October, 2026

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the ____ day of October, 2026 and final publication was made in the Alexandria Daily Town Talk on the ____ day of October, 2026.

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

- 2) Introduction of an ordinance authorizing the renewal of the construction contract for the 2025-2028 Water Well Maintenance and Rehabilitation.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: **Utility**

Date:

Title: An ordinance authorizing a 365 day renewal of the construction contract for the 2025 - 2028 Water Well Maintenance and Rehabilitation contract.

Explanation of Proposal:

Additional Information Attached ☐

This ordinance authorizes the renewal of an annual water well maintenance contract with Layne Christensen, A Granite Company for necessary repairs and maintenance of the City owned water wells. This renewal is for the 2nd year of the 3 year contract term. If authorized by the Council, the 2nd term would be effective for the period through October 28, 2027.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number: **401-237502-605121-0 and
411-751001-707000-0**

Expense Amount: Pursuant to Funds Available

Account Line Item:

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form ☐

Review:

Content ☐

Information:

Sufficient ☐

Insufficient ☐

Remarks:

RECEIVED

OCT 08 2025

SECTION

CONTRACT
for
2025-2028 WATER WELL MAINTENANCE AND REHABILITATION

THIS CONTRACT AND AGREEMENT made and entered into by and between the CITY OF ALEXANDRIA, LOUISIANA, a municipal corporation herein represented by **JACQUES M. ROY**, its **MAYOR**, who is duly authorized by Ordinance No. _____, adopted by the City Council, on ____ day of _____, 2026, hereinafter referred to as the OWNER; and Layne Christensen, A Granite Company of the Parish of Acadia, State of Louisiana, hereinafter referred to as the CONTRACTOR.

WITNESSETH:

That the CONTRACTOR hereby agrees to 2025-2028 Water Well Maintenance and Rehabilitation and to furnish all labor and materials therefore and perform all other WORK incidental to or connected therewith, as provided for in the DRAWINGS, SPECIFICATIONS, BID PROPOSAL, CONTRACT DOCUMENTS, and according to the instructions of the ENGINEER, and the laws applicable thereto.

Said CONTRACTOR further agrees to commence said WORK concurrent with the completion of the current contract term and to complete the same within 365 working days after the date of the commencement.

Said WORK shall be done in accordance with unit or lump sum prices as represented on the current proposal form.

Payment will be made for the amount of WORK actually done at the unit or lump sum prices above fixed and all of the above-mentioned prices shall be considered as one entire consideration for the performance of one entire CONTRACT. The OWNER may order extra WORK or make changes by altering, adding or deducting from the WORK, the CONTRACT sum being adjusted accordingly, provided that no extra WORK shall be authorized in excess of ten (10%) percent of the original BID without the written consent of the SURETY being first obtained. All of the WORK shall be paid for at the prices stipulated in the CONTRACT but no claims for any extra WORK or materials shall be allowed unless said extra WORK is ordered in writing by the ENGINEER, acting officially for the OWNER and the cost is stated in such order.

The DRAWINGS, SPECIFICATIONS and all documents listed in the BID covering said WORK are by reference made a part of this CONTRACT.

Any damage caused by the CONTRACTOR, his SUBCONTRACTOR, agent, or employees, to the OWNER'S property in connection with the WORK done under this CONTRACT shall be repaired

at the expense of the CONTRACTOR, or proper adjustment made, before final payment to the CONTRACTOR of the amount due him hereunder.

THUS, DONE AND SIGNED AT ALEXANDRIA, LOUISIANA, this _____ day of _____, 2026, in the presence of the undersigned competent witnesses.

WITNESSES:

CITY OF ALEXANDRIA, LOUISIANA

BY: _____
JACQUES M. ROY, MAYOR

LAYNE CHRISTENSEN, A GRANITE COMPANY

BY: _____
CONTRACTOR

CONTRACT

THIS CONTRACT AND AGREEMENT made and entered into by and between the CITY OF ALEXANDRIA, LOUISIANA, a municipal corporation herein represented by **JACQUES ROY, its MAYOR**, who is duly authorized by Ordinance No. 95-2025, adopted by the City Council, on 9th day of September, 2025, hereinafter referred to as the OWNER; and Layne Christensen, A Granite Company of the Parish of Acadia, State of Louisiana, hereinafter referred to as the CONTRACTOR.

WITNESSETH:

That the CONTRACTOR hereby agrees to 2025-2028 Water Well Maintenance and Rehabilitation project and to furnish all labor and materials therefore and perform all other WORK incidental to or connected therewith, as provided for in the DRAWINGS, SPECIFICATIONS, BID PROPOSAL, CONTRACT DOCUMENTS, and according to the instructions of the ENGINEER, and the laws applicable thereto.

Said CONTRACTOR further agrees to commence said WORK upon receipt of the NOTICE TO PROCEED issued by the ENGINEER and to complete the same within 365 working days after date of the NOTICE TO PROCEED.

Said WORK shall be done for and in consideration for the Sum of One Million, Four Hundred Eighty-Six Thousand, Six Hundred Thirty Dollars and Zero Cents (\$1,486,630.00) in accordance with unit or lump sum prices as represented on the proposal form.

Payment will be made for the amount of WORK actually done at the unit or lump sum prices above fixed and all of the above-mentioned prices shall be considered as one entire consideration for the performance of one entire CONTRACT. The OWNER may order extra WORK or make changes by altering, adding or deducting from the WORK, the CONTRACT sum being adjusted accordingly, provided that no extra WORK shall be authorized in excess of ten (10%) percent of the original BID without the written consent of the SURETY being first obtained. All of the WORK shall be paid for at the prices stipulated in the CONTRACT but no claims for any extra WORK or materials shall be allowed unless said extra WORK is ordered in writing by the ENGINEER, acting officially for the OWNER and the cost is stated in such order.

The OWNER agrees that upon the final and satisfactory completion of the WORK called for by this CONTRACT, and any authorized additions or alterations thereto, shall accept the same by City Council action, and shall cause a copy of said acceptance to be filed for record in the office of the Recorder of Mortgages for the Parish of Rapides, State of Louisiana. Within thirty (30) days from acceptance by the City Council, the OWNER will pay to the CONTRACTOR the final cost of the WORK, less retainage as set forth in LA Revised Statutes 38:2248. Not less than forty-five (45) days after filing the formal acceptance of WORK with the Recorder of Mortgages, provided that all WORK done under the CONTRACT is at that time found to be in good condition

insofar as the CONTRACTOR is responsible for it, the OWNER will pay the CONTRACTOR the retained portion of the CONTRACT PRICE, after deducting therefrom such sums as may be lawfully withheld under any of the provisions of this CONTRACT, the said payment being conditional on the CONTRACTOR furnishing to the OWNER a certificate from the Recorder of Mortgages for the Parish of Rapides that the CONTRACT is clear of any liens or privileges.

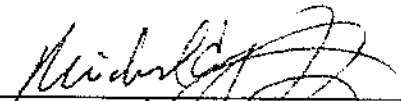
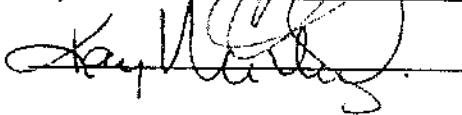
The DRAWINGS, SPECIFICATIONS and all documents listed in the BID covering said WORK are by reference made a part of this CONTRACT.

Any damage caused by the CONTRACTOR, his SUBCONTRACTOR, agent, or employees, to the OWNER'S property in connection with the WORK done under this CONTRACT shall be repaired at the expense of the CONTRACTOR, or proper adjustment made, before final payment to the CONTRACTOR of the amount due him hereunder.

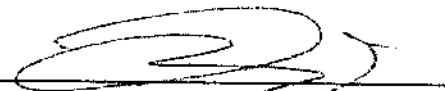
THUS, DONE AND SIGNED AT ALEXANDRIA, LOUISIANA, this 20 day of October, 2025, in the presence of the undersigned competent witnesses.

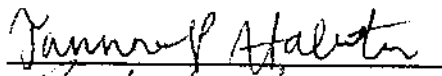
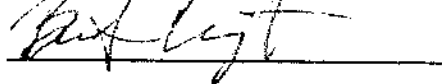
WITNESSES:

CITY OF ALEXANDRIA, LOUISIANA

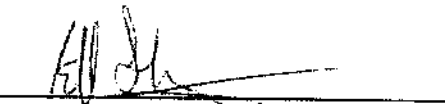



BY:


JACQUES M. ROY, MAYOR

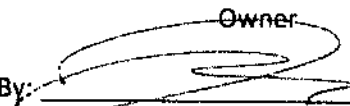
BY:


BILL STUCKEY, GENERAL MANAGER

NOTICE TO PROCEED

TO: Layne Christensen Company DATE: _____
202 W Louisiana Avenue PROJECT: City of Alexandria
Rayne, Louisiana 70578 2025-2028 Water Well Maintenance
and Rehabilitation

You are hereby notified to commence WORK in accordance with the Agreement dated October 28, 2025, on or before October 30, 2025, and you are to complete the WORK within 365 working days thereafter.

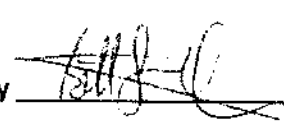
City of Alexandria, Louisiana
Owner
By: 
Title: Jacques M. Roy, Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED

is hereby acknowledged by Layne Christensen Company,

this the _____, 2025.

By:  _____

Title Bill Stuckey, General Manager

Employer Identification Number 10071

ORDINANCE NO. 05-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE PROPOSAL RECEIVED FROM MEYER, MEYER, LACROIX AND HIXSON FOR WATER WELL RECLAMATION PROJECT PROFESSIONAL SERVICES 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 accept the proposal received from Meyer, Meyer, LaCroix and Hixson for Water Well Reclamation Project Professional Services.

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 16th day of December, 2025.

NOTICE PUBLISHED on the 19th day of December, 2025.

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: Villard, Larvadain, Perry, Johnson, Fetter, Green, Fowler.

NAYS: None

ABSENT: None

AND THE ORDINANCE was declared adopted on this the 13th day of January, 2026 and final publication was made in the Alexandria Daily Town Talk on the 16th day of January, 2026.


CITY CLERK

PRESIDENT


MAYOR'S APPROVAL ~~1870~~

DELIVERED JAN 14 2026

RECEIVED JAN 14 2026

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE RENEWAL OF THE CONSTRUCTION CONTRACT FOR THE 2025-2028 WATER WELL MAINTENANCE AND REHABILITATION 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 renewal of the construction contract for the 2025-2028 Water Well Maintenance and Rehabilitation.

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 20th day of October, 2026.

NOTICE PUBLISHED on the 23rd day of October, 2026

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the _____ day of October, 2026 and final publication was made in the Alexandria Daily Town Talk on the _____ day of October, 2026.

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

- 3) Introduction of an ordinance authorizing the mayor to enter into agreements with Red River Delta Law Enforcement Planning Council, Inc., with respect to law enforcement grant funding contracts, agreements and other documents and matters with respect thereto.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: PUBLIC SAFETY - APD

Date: OCTOBER 9, 2026

Title: AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AGREEMENTS WITH RED RIVER DELTA LAW ENFORCEMENT PLANNING COUNCIL, INC. WITH RESPECT TO LAW ENFORCEMENT GRANT FUNDING CONTRACTS, AGREEMENTS AND OTHER DOCUMENTS AND MATTERS WITH RESPECT THERETO.

Explanation of Proposal:

Additional Information Attached ☐

Red River Delta Law Enforcement Planning Council, Inc. operates under the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice managing and channeling state and federal grant funds, such as Byrne JAG, juvenile justice, and victim assistance programs, to local police, sheriffs and crime labs. The Alexandria Police Department is a participating agency of Red River Delta and receives important grant funding for law enforcement training, programming, equipment and victim assistance.

Budget:



Neutral



Within
Existing



Requires
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

ORDINANCE _____ 2026

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO AGREEMENTS WITH RED RIVER DELTA LAW ENFORCEMENT PLANNING COUNCIL, INC. WITH RESPECT TO LAW ENFORCEMENT GRANT FUNDING CONTRACTS, AGREEMENTS AND OTHER DOCUMENTS AND 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 enter into agreements with Red River Delta Law Enforcement Planning Council, Inc. with respect to law enforcement grant funding contracts, amendments and other documents; and, further authorizing the Mayor, or the Mayor's designee, to sign and execute contracts, documents and agreements related thereto when in the Mayor's discretion it is reasonable and necessary.

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.

THIS ORDINANCE was introduced on the 20th day of October, 2026.

NOTICE PUBLISHED on the 23rd day of October, 2026.

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the 3rd day of November, 2026 and final publication was made in the Alexandria Town Talk on the 6th day of November, 2026.

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

DELIVERED: DATE: _____ TIME: _____

RECEIVED: DATE: _____ TIME: _____

MEMORANDUM OF UNDERSTANDING

Red River Delta Law Enforcement Equipment Modernization Project

This Memorandum of Understanding (MOU) is entered into by and between Red River Delta Law Enforcement Planning Council, Inc. ("Red River Delta") and _____ ("Participating Agency").

I. Purpose

The purpose of this Memorandum of Understanding is to establish the responsibilities and expectations of Red River Delta and the Participating Agency for implementation of the Red River Delta Law Enforcement Equipment Modernization Project, funded through the BJA FY 2026 Invited to Apply - Byrne Discretionary Community Project Grants/ Byrne Discretionary Grants Program.

This agreement supports the acquisition of law enforcement equipment intended to improve officer safety, enhance criminal justice operations, combat illegal narcotics distribution, reduce violent crime, strengthen interdiction efforts, and prevent the introduction of contraband into correctional facilities throughout the Red River Delta region.

II. Term of Agreement

This MOU shall become effective upon execution by both parties and shall remain in effect for the duration of the grant period, August 1, 2026, through July 31, 2030, unless terminated earlier in accordance with this agreement or the duration of the grant period is changed.

III. Responsibilities of Red River Delta

Red River Delta agrees to:

1. Administer the grant in accordance with all applicable federal and state laws, regulations, and grant conditions.
2. Provide overall project management and fiscal oversight.
3. Review reimbursement requests and supporting documentation submitted by participating agencies.
4. Submit reimbursement requests to the appropriate funding agency following verification of eligible expenditures.
5. Maintain all grant records and financial documentation as required by federal and state record retention requirements.
6. Monitor participating agencies for compliance with grant requirements.
7. Provide technical assistance regarding grant administration and reporting requirements.

IV. Responsibilities of the Participating Agency

The Participating Agency agrees to:

1. Purchase only equipment and supplies approved within the grant award and budget.

2. Ensure all procurements comply with applicable federal procurement standards, state purchasing requirements, and local procurement policies.
3. Maintain documentation supporting each purchase, including but not limited to:
 - a. Vendor invoices
 - b. Purchase orders
 - c. Proof of payment
 - d. Receiving documentation
 - e. Equipment inventory records, when applicable
4. Submit reimbursement requests and all required supporting documentation to Red River Delta in a timely manner.
5. Maintain inventory records for all equipment purchased with grant funds in accordance with federal requirements.
6. Use all grant-funded equipment solely for authorized law enforcement purposes.
7. Maintain the equipment in good working order throughout its useful life.
8. Cooperate with monitoring visits, audits, and requests for documentation by Red River Delta or authorized state and federal representatives.
9. Immediately notify Red River Delta of any loss, theft, damage, or disposition of grant-funded equipment.
10. Comply with all applicable terms, conditions, requirements, and special conditions of the federal award that are imposed upon the Subrecipient by Red River Delta as the pass-through entity. Red River Delta shall identify and communicate to the Subrecipient all applicable federal award information and requirements, including, as applicable, federal statutes, regulations, executive orders, federal agency requirements, program-specific requirements, and any special conditions applicable to the Subaward. The Subrecipient shall comply with all such requirements to the extent applicable to its activities under this MOU and the Subaward.

V. Financial Responsibilities

1. Red River Delta shall reimburse the Participating Agency only after:
 - a. Eligible expenditures have been incurred;
 - b. Required documentation has been reviewed and approved; and
 - c. Grant funds have been received from the awarding agency.
2. Nothing in this agreement guarantees reimbursement for expenditures determined to be unallowable under applicable federal regulations or grant conditions.
3. The Participating Agency shall be responsible for any costs incurred that are outside the approved project budget or determined to be ineligible.
4. Allocation of Funds. The amount identified for the Participating Agency represents the maximum allocation available under this project and does not constitute a guaranteed award. The Participating Agency acknowledges that Red River Delta reserves the right, at its sole discretion and consistent with grant requirements, to reduce, rescind, or reallocate any portion of the agency's allocation if:
 - d. the Participating Agency fails to procure approved equipment within the established project timelines;

- e. the Participating Agency notifies Red River Delta that it will not utilize all, or a portion, of its allocation;
 - f. the Participating Agency fails to submit required reimbursement documentation within deadlines established by Red River Delta; or
 - g. Red River Delta determines that reallocation of funds is necessary to ensure full expenditure of grant funds and successful completion of the project.
5. Any funds rescinded or voluntarily relinquished by a Participating Agency may be redistributed by Red River Delta among other participating agencies with eligible unmet equipment needs, subject compliance with all applicable federal and state grant requirements.

VI. Equipment & Supply Ownership

Equipment and supplies purchased under this project shall become the property of the Participating Agency upon reimbursement, subject to all applicable federal property management and disposition requirements.

The Participating Agency agrees that grant-funded equipment will remain in service for authorized law enforcement purposes for its useful life unless otherwise approved by Red River Delta and the awarding agency.

VII. Reporting

The Participating Agency shall provide any information requested by Red River Delta necessary for:

- performance reporting;
- financial reporting;
- grant monitoring;
- equipment inventories;
- audits; and
- program evaluation.

VIII. Amendment

This MOU may be amended only by written agreement signed by authorized representatives of both parties.

IX. Termination

Either party may terminate this agreement by providing thirty (30) days written notice to the other party. Termination shall not relieve either party of responsibilities incurred prior to the effective date of termination.

X. Non-Binding Partnership

Nothing contained in this MOU shall be construed as creating a partnership, joint venture, employer-employee relationship, or agency relationship between the parties beyond the purposes described herein.

XI. Authorized Representatives

The individuals signing below certify that they are authorized to execute this Memorandum of Understanding on behalf of their respective organizations.

Red River Delta Law Enforcement Planning Council, Inc.

Executive Director: _____

Signature: _____

Date: _____

Participating Agency

Agency Name: _____

Chief/Mayor: _____

Signature: _____

Date: _____

- 4) Introduction of an ordinance to amend Ordinance #132-2020 related to Community Development Program Policy Guidelines for Homebuyer's Assistance Program (HAP) for owner-occupied structures for HUD funded programs; to authorize amendments to said program guidelines and otherwise providing with respect thereto.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Planning Div - Community Development

Date: October 8, 2026

Title: A Ordinance to amend Ordinance #132-2020 related to Community Development Program Policy Guidelines for Homebuyer Assistance Program (HAP) for owner-occupied structure for HUD funded programs; to authorize amendments to said Program Guidelines otherwise providing with respect thereto.

Explanation of Proposal:

Additional Information Attached ☒

HUD requires the City of Alexandria's Community Development Department to submit program policy guidelines for each activity executed and funded by HUD's CDBG and HOME funds. The Homebuyer Assistance Program was last updated in 2020 via Ordinance #132-2020. This amendment is to adopt updated Program Guidelines that can be funded with CDBG and/or HOME funds.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number: 160-022605 & 163-042605

Expense Amount: \$500,000 HOME

Account Line Item: 707165

Remaining Amount:

Authorization:

4. Finance Director

1. Mayor

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Information:

Sufficient

☐

Review:

Content

☐

Insufficient

☐

Remarks:

Exhibit A - updated Homebuyer Assistance Program Guidelines
Exhibit B - proposed Ordinance for adoption

10/12/2026

OCT 1 2026

10/12/2026

ORDINANCE NO. -2026

AN ORDINANCE TO AMEND ORDINANCE #132-2020 RELATED TO COMMUNITY DEVELOPMENT PROGRAM POLICY GUIDELINES FOR HOMEBUYER'S ASSISTANCE PROGRAM (HAP) FOR OWNER-OCCUPIED STRUCTURES FOR HUD FUNDED PROGRAMS; TO AUTHORIZE AMENDMENTS TO SAID PROGRAM GUIDELINES AND OTHERWISE PROVIDING 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 amends Ordinance #132-2020 related to Community Development program policy guidelines for Homebuyer's Assistance Program (HAP) for owner-occupied structures for HUD funded programs to authorize amendments thereto in the discretion of the Mayor reasonable and necessary for the intended purposes of the Program; and, the Mayor, or the Mayor's designee, is authorized to sign and execute contracts, documents and agreements related thereto when in the Mayor's discretion it is reasonable and necessary for Program guidelines and purposes.

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.

THIS ORDINANCE was introduced on the 20th day of October, 2026.

NOTICE PUBLISHED on the 23rd day of October, 2026.

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the 3rd day of November, 2026 and final publication was made in the Alexandria Town Talk on the 6th day of November, 2026.

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

DELIVERED: DATE: _____ TIME: _____

RECEIVED: DATE: _____ TIME: _____

ORDINANCE NO. 132-2020

AN ORDINANCE ADOPTING COMMUNITY DEVELOPMENT PROGRAM POLICY GUIDELINES FOR HOMEBUYER'S ASSISTANCE PROGRAM (HAP) FOR OWNER-OCCUPIED STRUCTURES FOR HUD FUNDED PROGRAM 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 adoption of Community Development Program Policy Guidelines for Homebuyer's Assistance program (HAP) for owner-occupied structures for HUD Funded Program.

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 18th day of August, 2020.

NOTICE PUBLISHED on the 21st of August, 2020.

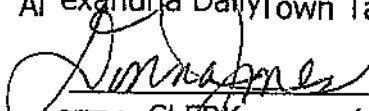
THIS ORDINANCE having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

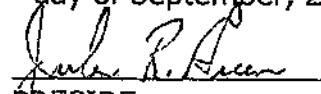
YEAS: Fuller, Green, Larvadain, Villard, Fowler, Porter, Silver.

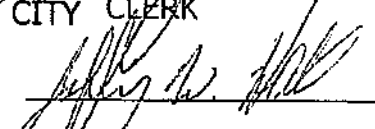
NAYS: None

ABSENT: None

AND THE ORDINANCE was declared adopted on this the 1st day of September, 2020 and final publication was made in the Alexandria Daily Town Talk on the 4th day of September, 2020.


CITY CLERK

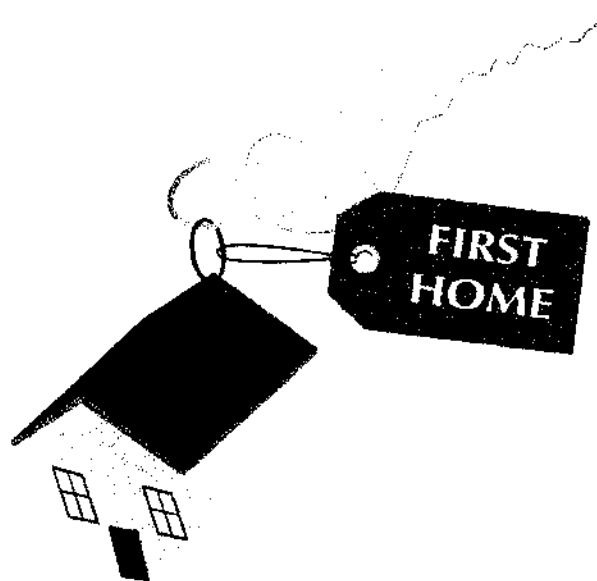

PRESIDENT


MAYOR
APP ROVAL/VETO

RECEIVED SEP 02 2020

SEP 06 2020

HOMEBUYER'S ASSISTANCE PROGRAM (HAP) for OWNER-OCCUPIED STRUCTURES Program Guidelines (DRAFT)



Adopted by Ordinance #5252-1992, #6211-1997, #7155-2002 and #132-2020
Updated October 8, 2026

City of Alexandria, Louisiana
Community Development Department
318-449-5074
cda@cityofalex.com

Preface

The City of Alexandria's (City) *Homebuyer's Assistance Program* (HAP) is a function of the Community Development Department (CmDv), authorized by the Department of Housing and Urban Development (HUD). This program may be funded through the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) funds, and/or other available funds that may be allowed as an eligible source. Other outside private lenders may also provide financial assistance, as available, and work with CmDv for qualifying applicants.

The City must adopt policies and procedures, to the degree practical, for adequate and consistent implementation guidelines and administration of programs that conform to local, state and federal law. CmDv executes the program and maintains compliance in accordance with HUD's standard regulations and Uniform Administrative Requirements. HAP may be offered as program activities are defined and implemented by CmDv annually. For the purpose of this document, the guidelines and qualifications for both programs will follow the HOME regulations since they are the more stringent requirements of the two funding (CDBG and HOME) sources.

- This Homebuyer Assistance Program was originally created in 1992 with City Council Ordinance #5152-1992, with the last amendments made in 2020 via Ordinance #132-2020.
 - Amendments are proposed again in October 2026.
 - Minor changes to these Program Guidelines may be made without additional City Council approval, provided the original intent and purpose of the program remains consistent. Significant changes in program funding, defined as an increase or decrease of more than twenty percent (20%) of the prior authorized funding, may require City Council approval.
- By adoption of these Program Guidelines by Ordinance, the Mayor, or his designee, shall have the authority to enter into agreements, contracts, mortgages, and other documents and matters related to the implementation and administration of the program.

The intent of this activity is designed to provide financial assistance to first time homebuyers whose income thresholds are 80% or below the median income level as determined by HUD for the City. HAP's goal is to assist qualified Homebuyers with a direct subsidy to be used as down payments, mortgage principal reduction assistance, closing costs, and/or education training to purchase an existing home or newly constructed home within the Alexandria City limits. The focus of the program is to encourage the purchase of safe, decent, affordable housing for residents, thereby stabilizing and preserving neighborhoods.

Article I: Potential Homebuyer to Select a Certified Lender

The first step in the process for considering HAP is for a potential buyer to schedule an appointment to meet with a Certified Lending Institution's Loan Officer to apply for a home loan. The Certified Lender will gather information from the applicant to determine if they are eligible and how much financing they would be eligible to secure for a home loan. See Article II and III for more information.

Every Certified Lender who agrees to work with CmDv to participate in HAP, shall fully execute the Memorandum of Understanding (MOU) (*Attachment #19*) with the City, which can be completed at the time the pre-screening authorization is sent to CmDv. See Article V for more information. The approved, Certified Lender will be responsible for submitting the HAP gap funding request, with itemized sources and uses, to CmDv for qualification and approval, after qualifying a potential buyer, using an industry standard eligible loan product.

Applicants should be advised that most lending institutions sell their loans to other banks within one (1) year of the loan origination date. This generally has no impact on the Homebuyer except that they will have to make loan payments to a different lending institution after that transfer.

Minimum loan amount that the Homebuyer can request from the Certified Lending institution for the purpose of this program is \$60,000.

1. The applicant will need to bring the following documentation to the scheduled appointment with the Certified Lender's Loan Officer:
 - a. Photo id
 - b. The last two (2) most recent paycheck stubs
 - c. Most recent past two (2) years of Federal Income Tax Returns complete with all schedules and W-2's
 - d. Information Release Form signed by all persons over the age of 18 who will live in the home to be purchased
 - e. Last three (3) months bank statements and calculation of value of assets, if applicable
 - f. Copies of legal, filed divorce papers, if applicable
 - g. Copies of partial ownership in heir property, if applicable
 - h. Copies of child support court order, letters of entitlement, etc.
 - i. Verification of all forms of income, including Veteran Administration benefits, Social Security benefits, Pensions and Annuities, Retirement Income and Child Support Payments, etc.
2. The Certified Lender shall maintain a list of Annual Income Inclusions and Exclusions, (*Attachment #1*) to qualify the applicant and shall provide the same to CmDv, if the applicant is eligible.

Article II: Securing the Primary Loan

The potential Homebuyer is required to obtain a high-quality mortgage or senior loan from a primary Certified Lender that is sustainable over time for the Homebuyer, and that shall comply with all applicable federal and state lending laws and regulations. The Lender's Loan Officer shall perform a credit qualification pre-screening to determine if the applicant can qualify for a loan, the amount of money they are eligible to borrow to purchase a home, and/or identify the amount of gap assistance needed for the applicant to be eligible for a loan. The loan shall meet the following criteria:

1. The loan must be a "Qualified Mortgage" under the requirements of the Consumer Protection Financial Bureau (CFPB) outlined at 12 CFR 1026.43(e). Qualified Mortgages, among other features, limit total points and lender fees to reasonable levels. Qualified Mortgages also strictly limit pre-payment penalties and contain many other features intended to protect consumers.
 - a. Federal regulations exempt state housing financing agencies from the Qualified Mortgage standard. Louisiana Housing Corporation (LHC) Mortgage Revenue Bond loans are not, per se, "Qualified Mortgages" as defined by CFPB. However, LHC loans are otherwise subject to strong consumer protections, including limitations on excessive fees and clear underwriting standards that ensure consumers have a reasonable ability to repay the loans. Consequently, LHC loans are acceptable first mortgage products despite not meeting the Qualified Mortgage definition.
2. Mortgage loan terms and interest rate must be reasonable, customary, and consistent with prevailing market conditions at the time of loan origination.
3. The Certified Lender shall utilize available financing options to maximize the amounts of primary mortgage financing that the applicant qualifies for while ensuring affordability and compliance with prudent underwriting standards.

4. The Homebuyer(s) must qualify on their own merit without a co-signer, unless both are married and shall be legal parties to the ownership and title of the property purchased.
5. Lending products should be fully amortizing 30-year fixed rate loans.
6. Certified Lender shall consider debt-to-income ratios, repayment ability, and overall creditworthiness shall be determined by the Certified Lender in accordance with the requirements of the applicable loan product and prudent underwriting standards.
 - a. Typically, provided as a general guide and subject to change, the primary loan monthly payment (principal, interest, taxes, and insurance) **should not exceed 31%** of gross annual income. Additionally, the primary mortgage, combined with other consumer debt, does not result in a total debt service ratio (aka "back-end ratio") greater than 45%.
7. If the applicant is not eligible to apply for a home loan at that time, they may continue to work with the bank to establish credit, repair credit scores, and other exercises to become eligible in the future.

Article III – Potential Homebuyer’s Eligibility Criteria for HAP

The Certified Lender must pre-screen the applicant to determine that a potential homebuyer is qualified for HAP from the City and meets the following requirements:

1. Household income for qualified applicants must be at or below 80% median income as determined by HUD. Low to Moderate Income Eligibility limits are updated by HUD annually. If the applicant is applying for any year after 2026, please call the Program Manager at 318-449-5074 for the most current limits or visit the HUD Exchange webpage. The chart below lists the 2026 HUD Adjusted HOME Income Limits for Alexandria, Louisiana, effective June 1, 2026:

# of people per household:	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30 % Income Limits:	\$17,400	\$19,900	\$22,400	\$24,850	\$26,850	\$28,850	\$30,850	\$32,850
50% Very Low Income:	\$28,950	\$33,100	\$37,250	\$41,400	\$44,750	\$48,050	\$51,350	\$54,650
60% Income Limits:	\$34,740	\$39,720	\$44,700	\$49,680	\$53,700	\$57,660	\$61,620	\$65,580
80 % Median Income:	\$46,400	\$53,000	\$59,650	\$66,250	\$71,550	\$76,850	\$82,150	\$87,450

- a. The Homebuyer must meet the current income requirements at both the time of application for HAP and at closing.
- b. Per HUD Income Determinations in 92.203(b) regulation, CmDv uses the Section 8 definition to calculate Annual Income as defined in 24 CFR Part 5. The Part 5 definition of gross income, (projected for the next 12 months) includes the combined household income of all household

members who are 18 years of age or older, other than dependent full-time students. Income includes, but is not limited to: job earnings, wages, salaries, tips, commissions, self-employment income, Social Security, Social Services income, Temporary Assistance for Needy Families (TANF), AFBC or other public assistance, Public Welfare programs, Veterans benefits, unemployment income, military pay, worker's compensation payments, child support, alimony/maintenance payments, income or cash value from pensions, retirement plans, Railroad retirement, from securities, stocks, bonds, interest, dividends, new rental income, and any other sources of income regularly received, etc.

- i. For example: The Loan Officer must calculate the annual household income by taking the prevailing rate of income of everyone living in the household at the time of application and PROJECTING forward to establish an annual household income for income eligibility determination. (Example: current hourly rate (\$12.00) times number of hours worked per week (40) times number of weeks in a year (52) equals projected annual income (\$24,960.00).
 - c. Failure to report household income constitutes fraud. As provided in 18 U.S.C. 1001, whoever knowingly and willfully makes any materially false, fictitious or fraudulent statement or representation in an application for federal assistance is subject to a fine and imprisonment for not more than five (5) years.
2. The amount of assistance requested will be determined by the Homebuyer's need for gap financing. CDBG and/or HOME HAP funds are intended to be used in conjunction with other funds to ensure that no more than the necessary amount of funds is invested in one project.
3. Applicant(s) must be a first time Homebuyer, as defined by HUD, which is a person who has not had any ownership interest in a home within the past three (3) years. The only exception is for single parents who have become divorced within the past three (3) years and displaced homemakers, as defined by HUD.
 - a. If the applicant is separated from their spouse, they are not eligible for the program until they are legally divorced. The separated spouse cannot waive their right to property ownership. Proof of legal divorce papers will be required.
 - b. If the applicant is partial owner of heir property that has not had a formal succession, they will need to provide tax records to show their percentage of interest in the property and that they do not occupy the property. Proof of utility bills or other records with their name on the bill to show primary residence at a different address will be required.
4. The property must be the principal residence of the purchaser(s), not a second home or an investment property.
 - a. Other properties and/or finances may be counted as assets and may affect eligibility in the program.
 - b. For the purposes of this document, liquid assets will include any assets, of the adults who will hold title to the home, that are convertible to cash (including but limited to savings or checking accounts, certificates of deposit, stocks and bonds, etc.). Liquid assets, however, will not include any assets held in a tax-preferred retirement or health savings account recognized by the Internal Revenue Service.

5. Applicant must meet the minimum credit requirements of the Certified Lender and the applicable loan product, which is generally around a 580 credit score and subject to change. Creditworthiness shall be determined by the Lender in accordance with its underwriting standards.
6. Applicant shall contribute any minimum investment required by the Certified Lender and applicable mortgage product. The Lender shall document the source of funds in accordance with its underwriting requirements.
7. Applicants may be required to open and/or maintain an active checking and/or savings account established with a FDIC insured lending institution at the time of application. Documentation may be provided through lender verification or account statements.
8. All homebuyers receiving assistance and acquiring an ownership interest in the assisted property must be United States citizens, United States nationals, or noncitizens eligible to receive federal public benefits under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), as amended.

Article IV – Maximum HAP Subsidy from the City

CmDv shall establish the maximum amount of HAP available to eligible applicants based on annual HUD funding allocations, program income, budget availability, program demand, commitment and spending deadlines, and other program considerations. Assistance amounts are subject to change as funding availability and program needs dictate.

1. **For PY2026-2027, the CDBG and/or HOME activity and Homebuyer Assistance cap is \$50,000, with an opportunity for an additional \$5,000, for a maximum investment potential of \$55,000 in total.** Please call CmDv Program Manager (318-449-5074) annually to confirm subsidy available. See Article VII for more information on additional subsidies.
2. For assistance provided by CDBG and/or HOME funds, the City shall utilize the current HOME Homeownership Value Limits and HOME Maximum Per-Unit Subsidy Limits established by HUD and in effect at the time assistance is committed via a fully executed loan approval from a Certified Lender. All HOME-assisted activities shall comply with applicable HUD regulations and funding limitations. Limits for 2026 HOME Homeownership value limits are defined by HUD in Section 92.254.a.2.iii of the Final Rule, effective August 23, 2013. If the applicant is applying for any year after 2026, please call the CmDv Program Manager at 318-449-5074 for the most current limits or visit HUD's webpage.

Construction Type:	Single Family Stand-Alone Unit (1 home)
New Construction:	\$284,000
Existing Construction	\$219,000

3. HUD requires that all HOME funded activities require and follow an Affordability Period, established under 24 CFR 92.254(a)(4), amended effective April 20, 2025, based on the amount of HOME assistance received. Affordability Period is the required length of time that assisted housing must continue to meet the program's affordability requirements after the assistance is provided to ensure the public investment benefits eligible households for a lasting period. The buyer must occupy the home as their principal residence. If they sell during the affordability period, the City's approved resale or recapture requirements

apply—either restricting the resale or requiring repayment under the applicable terms. The Affordability Period breaks down as follows:

- a. Less than \$25,000: Five (5) years
 - b. \$25,000 to \$50,000: Ten (10) years
 - c. More than \$50,000: Fifteen (15) years
 - d. The Affordability Period shall begin on the date of closing of the HOME assisted purchase.
4. This City has elected to impose a "Retention Period" that matches HUD's Affordability Period chart for amount invested and timeline to remain affordable. This Retention Period is intended to be applied to assistance provided through CDBG funding for HAP. It is established to promote the equitable distribution of limited housing assistance resources among eligible households. It is separate from, and does not replace, the HOME program affordability and recapture requirements to applicable to the assisted property.
 - a. A Forgivable Subordinate Mortgage and Promissory Note to the City shall also be required for the same number of years as the Affordability Period / Retention Period, based on the amount of funding received in total from either or both funding sources.
 - b. A household that receives assistance through the City's HAP shall be ineligible to receive additional housing assistance through any City CmDv program during the applicable Retention Period.
5. The Forgivable Subordinate Mortgage to the City is a zero percent (0%) interest second mortgage that will be forgiven at an equal pro-rated percentage amount for each month the applicant has lived in the house and as determined by the amount of assistance used. This deferred loan will be secured by a promissory note and subordinate mortgage to be signed at closing. After the Certified Lender identifies a potential Homebuyer and prior to closing, the Lender will submit all required application, income, underwriting, and eligibility documentation to CmDv. The City will review the complete file to determine program eligibility. Once CmDv confirms that the applicant is eligible to participate in HAP, the Homebuyer and the City shall execute a HAP Written Agreement (*Attachment #21*). The Written Agreement may be executed electronically and shall have the same force and effect as an original handwritten signature, to the extent permitted by applicable law and City policy. The Written Agreement shall set forth the terms and conditions of the HAP assistance, including the amount and form of assistance, the applicable affordability period, principal residence requirement, recapture requirements, and other applicable program requirements.
 - a. Essentially, the applicant repays the forgivable assistance by occupying the house as their primary residence for the entire term of the Affordability / Retention Period.
 - b. If the applicant moves out of the house within the Affordability / Retention Period, they are required to pay back an equal, pro-rated percentage amount of the outstanding balance of assistance they were given to CmDv.
 - c. Failure to occupy the house as a primary residence during the entire Affordability / Retention Period will also result in the buyer repaying the HAP to CmDv.
 - d. If repayment of HAP assistance is required, the Homebuyer must make the payment, due in full, within thirty (30) days of demand notice from CmDv.
6. There may be several other HAP funds available through federal, state or local avenues. The buyer is allowed to "stack" funds from multiple funding programs, however, funds from CmDv must be the last / final source applied as assistance. An underwriting review of Sources and Uses is required by CmDv prior to committing to awarding funds on the Homebuyer's behalf.

7. CmDv will not over subsidize assistance provided to a buyer. If qualified, the program shall only provide what is necessary to close the loan, up to the maximum amount specified in this document. CmDv can only provide the *gap* funding required by the buyer after all other requirements and sources have been met.
8. HAP funds cannot be used for "cash at closing", to make repairs to a property or to buy furniture. The buyer cannot receive any cash at the closing transaction.

Article V – Application for HAP from the City

The Certified Lender's Loan Officer shall complete the applicant pre-screening, then contact the City's CmDv Program Manager for confirmation. The potential Homebuyer must call ahead to schedule an appointment with the CmDv Program Manager at 318-449-5074 to determine if they are qualified to participate in the program to receive Homebuyer Assistance based on income verification, subsidy limits, and sources and uses calculations and HUD regulations.

1. The Certified Lender shall send the following completed documentation to CmDv:
 - a. fully executed Memorandum of Understanding (MOU) between the Certified Lender and the City (*Attachment #19*)
 - b. Annual Income Inclusions and Exclusions to qualify the applicant (*Attachment #1*)
 - c. Homebuyer's Income Eligibility Pre-Screen Application (*Attachment #2*)
 - d. Mortgage Income Eligibility and Dependent Statement (*Attachment #3*)
 - e. Eligibility status (Eligible or Denied), letter of maximum credit / borrowing limit (*Attachment #4*)
 - f. Sources and Uses Underwriting Calculations Form (*Attachment #5*)
 - g. Release of Information Disclosure (*Attachment #6*)
2. Applications are processed on a "first come, first serve basis" of the complete, final qualification pre-screening packet provided to CmDv by a Certified Lender. Funds will only be reserved, as available, for eligible and qualified applicants meeting all criteria listed. No substitutions of applicants shall be permitted under any circumstances.
3. Homebuyer must verify an affidavit of U.S. Citizenship or proof that applicant(s) is a legal permanent resident. See Article II.8 for more information.
4. The City reserves the right to review loan terms and deny assistance for loan products determined to be predatory, abusive, or otherwise not in the best interest of the applicant.
5. The City reserves the right to review the financing structure and terms to ensure that the amount of HAP is reasonable, necessary, and does not result in over-subsidization.
6. The applicant will only be allowed a maximum of five (5) business days from the date of original appointment with CmDv Program Manager to bring any additional information required to complete the pre-screening process, with the exception of the First Time Homebuyer's Certificate of Completion and a fully executed Buy / Sell Agreement. See Article VI for more information.
7. Within five (5) business days from pre-screening appointment and qualification determination, the CmDv Program Manager will send the Program Participation Qualification Status Notice (*Attachment #10*) Commitment Letter to the potential Homebuyer, Certified Lender, and potential State Licensed Real Estate

Agent, noting the amount of assistance to be provided and the funding source. The assistance must be committed for a maximum of six (6) months from the date of pre-screening with CmDv. The loan must also close within the same allotted six (6) month timeframe.

8. Once the homebuyer is deemed eligible by the lender and the City, they will enter into a written agreement, Attachment #21, with the City. This will confirm the source of funds, the amount, terms and conditions applicable to the assistance.

Article VI – Next Steps for Qualification for HAP from the City

In addition to all the information above, additional requirements and documents will need to be provided within six (6) months of prescreening approval from CmDv.

1. Applicant(s) will be instructed that they must complete at least eight (8) hours of participation in a HUD approved First Time Home Buyers Education Course. To view a list of HUD approved Housing Counselors, visit the HUD Exchange webpage or call our office at 318-449-5074 and confirm contact information to inquire on seminar schedule.
 - a. The HUD approved Counselor must complete the participating *First Time Homebuyer Counselor Form* and submit to the CmDv Program Manager in order for the applicant to be given credit. (Attachment #20).
 - b. Upon completion of the training, the participant shall receive a Certificate of Completion. The Certificate of Completion is valid for twelve (12) consecutive months from the date of issuance.
 - c. The training is at no cost to the Homebuyer. CmDv will pay for training attendance as part of its soft costs for *Homebuyer Assistance Program* and/or *Housing Counseling* activity and budget. The class will provide the tools and information necessary for potential Homebuyers to determine if it is in their best interest to proceed with the process.
2. Applicant will be advised to begin their search for a home to purchase. Any home selected for purchase in this program shall be required to meet the current International Residential Code (IRC) and the International Property Maintenance Code (IPMC), and will be subject to inspection by the City and/or the Certified Lending institution. See Article VII for more information.
 - a. Applicant will be advised to work with a State Licensed Real Estate Agent. See Article VIII for more information.

Article VII: Finding the Right Property

Any property selected by the potential Homebuyer must be located within the City limits of Alexandria and will be the principal, full-time, permanent residence of the Homebuyer, to be eligible for participation in this program. The property for sale must be new construction, owner-occupied, purchaser-occupied (if leased), and/or vacant with a clear ownership title. The Seller will be required to certify the occupancy status of the home.

CmDv encourages purchases and revitalization of the 5 Target Neighborhoods identified in the City's 2009 J-Quad Revitalization Map and 2020 TDA Updated Map. These areas already have existing infrastructure, vacant houses, and vacant lots in need of redevelopment and investment. HUD also refers to this as low to moderate income areas (LMA). Additional assistance may be available if the property is within the boundary of one of the Target Neighborhoods. See Article IV.1 for the amount of assistance that may be available. Call CmDv's Program Manager

to verify if an address is located within one of the Target Neighborhoods or visit: www.cityofalexandria.com/community-development.

Neighborhood A-B	Neighborhood C	Neighborhood D	Neighborhood E	Neighborhood F
North Alexandria	Business District	Lower Third	South Alexandria	Samtown/Woodside

1. In order to be eligible for HAP assistance, properties must meet HUD's Minimum Property Standards as defined in 24 CFR 982.401, the current version of the International Residential and Property Maintenance Codes, as well as the City's Municipal Code of Ordinances.
 - a. The City Inspector will inspect the property prior to commitment of assistance to determine the structural feasibility, overall condition, health, and safety of the property. The City Inspector will be checking for specific building code violations that would prohibit occupancy.
 - b. Any repairs recommended by the City Inspector shall be considered "required repairs" and must be completed and pass re-inspection a minimum of one (1) week prior to closing.
 - c. If the property was built prior to January 1, 1978, the City Inspector will conduct a visual lead assessment to identify any deteriorated lead-based paint, dust, debris, and residue issues. If lead hazards are identified, an Environmental Hazard Testing Consultant may be required to evaluate levels and specify abatement methods. Any costs associated with this Consultant, may be included as soft costs to the program and itemized in the closing costs.
 - d. Copies of the City Inspectors report will be provided to all parties upon request.
 - e. If available at the time of participation, applicants are encouraged to consider the purchase a recently substantially renovated house and/or newly constructed homes built under the Affordable Housing Development Program. Call the CmDv Program Manager at 318-449-5074 for more information.
2. Generally, the Certified Lender and/or Real Estate Agent will recommend that the Homebuyer also obtain an independent home inspection for existing conditions in the structure that may need repair, however, may not be defined as a code violation. The cost of the inspection may be included as program soft costs and included in the closing costs. However, the cost of inspection may not be reimbursed, if for any reason, the Homebuyer does not receive CDBG and/or HOME assistance for that specific property.
3. In the event of any violations, repairs related to deferred maintenance, defects, and/or lead-based paint issues are discovered during the initial City Inspector and/or independent home inspections, those items shall be required to be corrected, repaired, and/or replaced prior to closing.
 - a. Any interested party can be responsible to make the repairs; however, this is typically done by the Seller, and at the Seller's expense.
 - b. If the house was built prior to 1978, Environmental Policy Act (EPA) regulations specify that at least one EPA certified renovator must be at the job site or available when the work is being performed to correct any lead-based paint issues using lead safe work practices. Lead clearance testing may also be required once all work is complete.
 - c. Neither the Lender nor the City shall have any liability for costs incurred by any party for repairs. The City will not issue a contingent loan approval subject to satisfactory completion of repairs prior to settlement.
 - d. HAP funds cannot be used to pay for any repairs.

- e. Depending on the type of repairs, a CDA Rehab Permit may be required prior to the start of work. In some cases, a State Registered Home Improvement Contractor, and/or other licensed Contractors may also be required. Call the CmDv Program Manager at 318-449-5074 for confirmation.
 - f. The City Inspectors' report will supersede any other independent home inspection report because the City Inspector and the independent Home Inspector are looking for different deficiencies.
 - g. Once all the identified corrective work is performed, the property will be re-inspected to confirm that the code violations, repairs, and lead-based paint issues have been satisfactorily completed.
4. The property types generally allowed are new or existing construction, housing units such as condominiums, town houses, stick built, and/or modular homes (built to current International Residential Code), are eligible. The following property types listed below will **NOT** be eligible to receive assistance:
- a. Manufactured homes / mobile homes / trailers (structures that are not built to the International Residential Code standards);
 - b. A duplex or tri-plex structure;
 - i. a separately owned unit within a duplex or tri-plex may be eligible when the assisted homebuyer purchases the dwelling unit, which shall include a proportional amount of land that identifies the property boundary for that unit defined in the deed and legal description.
 - ii. However, for example, the purchase cannot be for both units within a duplex for one unit to be occupied by the homebuyer and for them to rent the other unit as a source of revenue.
 - c. Lease or lease to own properties;
 - d. A single-family dwelling unit located on a private road;
 - e. A foreclosed property subject to a right of redemption;
 - f. A single-family dwelling unit that is a "short sale"; and
 - g. In keeping with the City's policy to minimize displacement of tenants, no property that would result in the displacement of tenants is eligible for this program.
5. The Homebuyer shall be required to carry Homeowners (hazard) insurance, covering fire, windstorm, and hail, for the term of the subordinate mortgage and promissory note, in an amount sufficient to pay all outstanding liens and naming the City as an additional loss payee in primary coverage. Evidence of insurance must be provided at closing and annually thereafter.
- a. Houses in any flood plain, 100 years or more, are required to carry flood insurance for the entire Affordability Period. Since this is an additional yearly expense to the homebuyer, houses in the flood plain are generally discouraged. Call 318-441-6363 to see if a potential house is in the floodplain. Any potential claims for flood damage by the Homebuyer may be denied if coverage is not adequate.
6. CmDv's Program Manager is required to perform a site-specific environmental review of the property prior to providing any financial assistance. The property must pass the site-specific environmental review to qualify for participation in the program. If the property fails to pass the environmental review, the request for assistance will be denied and shall be grounds for termination of any executed Buy / Sell Agreement signed. The environmental review is at no cost to the Buyer or the Seller.
- a. Submitting an application for HOME and/or CDBG funds triggers environmental review requirements under 24 CFR 58, including the National Environmental Policy Act (NEPA). Once an application for federal funds is submitted, funding is now subject to the environmental review requirements and may require environmental clearance and issuance of a Release of Funds (RROF).

- b. Applicants are prohibited from undertaking, committing, and/or expending any funds to (including non-federal funds) any physical or choice-limiting actions on the site prior to an environmental clearance as required by Part 58. Physical and choice limiting actions include, but are not limited to, property acquisition, demolition, movement, rehabilitation, conversion, repair or construction. The prohibition applies regardless of whether federal or non-federal funds are used, and taking a choice limiting action prior to completion of the required environmental clearance process may result in the denial of any HOME and/or CDBG funds from CmDv.
- c. An environmental review takes an average of five (5) business days to complete, if it is an existing residential structure. New construction requires an Environmental Assessment review, which takes up to six (6) months, so all parties shall allocate adequate time for these reviews. **This step must be completed prior to the act of sale.** Call 318-449-5074 for more information.
- d. Applicants proposing to construct a new home should anticipate that the application, environmental review, construction, inspection, and closing process may require approximately six (6) months or longer to complete. The actual timeframe may vary depending on project readiness, contractor performance, weather conditions, inspections, funding availability, and compliance with applicable federal requirements.

Article VIII: Finding your new home with a Real Estate Agent

It is recommended that eligible, qualified Homebuyers work with a State Licensed Real Estate Agent to begin to search for their new home. Please work with only one Agent for all of the houses you wish to consider.

1. The Seller is generally responsible for paying Real Estate Agent commissions.
2. Homebuyer will need to provide the Agent with a copy of the Eligibility status letter, specifying the maximum credit / borrowing limit (*Attachment #4*) from the Certified Lender.
3. Provide the Agent with a copy of the *HAP* Guidelines with special attention to Article VII.
4. Once a house is selected for potential purchase, the Agent shall make provisions in the Agreement to allow a minimum of five (5) business days for CmDv Housing Standards inspection (*Attachment #12*) and access for the inspection (*Attachment #13*). See Article VII.1-3 for more information. The Agent shall send a copy of the signed Buy / Sell Agreement to the CmDv Program Manager (318-449-5074) upon execution.
5. Once a house is selected for potential purchase, the Agent shall also make provisions in the Agreement to allow adequate time for CmDv Program Manager to execute the Environmental Review process. See Article VII.6 for more information.

Article IX: Purchasing your new home – Closing Documents / Mortgage

The Homebuyer must call ahead to schedule an appointment with a Loan Officer for final review of required financing and to schedule the closing date for the purchase of the new home. It is important to stay with the same Certified Lender and Loan Officer since they have processed your pre-screening requirements. The Homebuyer and/or Real Estate Agent will need to provide a copy of the fully executed Buy / Sell Agreement to the Loan Officer.

1. The Certified Lender shall then submit to the City's CmDv Program Manager, the final, formal package for approval, consisting of the below listed information:

- a. Formal Request for Approval (*Attachment #14*);
 - b. Request for gap amount of HAP needed a minimum of fifteen (15) calendar days before closing so that the City can secure the final HAP check (*Attachment #15*);
 - c. Current Verification(s) of Employment and/or other income verification documents (i.e. Social Security Award Letters, etc...) for household;
 - d. Uniform Residential Loan Application-Form 1003;
 - e. Current Verification(s) of Deposit or the last three (3) months bank statements verifying down-payment funds;
 - f. Estimated, itemized Good Faith Estimate;
 - g. Estimated, itemized Federal Truth-in-Lending Disclosure Statement;
 - h. Complete FHA, VA, or Special Mortgage Insurance Program certified appraisal;
 - i. Completed and approved CmDv inspections (Compliance Inspection Report) with all Minimum Property Standards being satisfied (*Attachment #13*); and
 - j. HAP Program Subsidy Requirement Checklist (*Attachment #16*)
2. Upon submission of the approval package, CmDv's Program Manager will review for income eligibility, fund usage, and property standards.
 - a. If the package is incomplete, the CmDv will notify the lender by emailing a Pending Status to identify the missing information.
 - b. Once all required information is received and upon approval, the HAP Request for HAP Check (*Attachment #15*) will be submitted to the City's Accounting Department for processing within fifteen (15) business days from the appropriate funding sources. The CmDv's Program Manager will attend the closing and will present the HAP funds check to the Closing Agent.
 3. The CmDv Program Manager will provide the Recapture Restrictions (*Attachment #11*), Forgivable Subordinate Mortgage document, Promissory Note to the City, and the Buy/Sell Agreement Addendum requiring completion to approved Closing Agents. The Closing Agent is responsible for the preparation and completion of the documents with appropriate signatures, recording of the documents, and providing CmDv with a complete package of all documents signed at closing, which includes the original HAP Note and a recorded copy of the HAP Mortgage. Recapture Restrictions, as defined below, shall be incorporated into the closing documents and filed with the property deed for assistance from either CDBG and/or HOME funds.
 - a. The City uses the provisions of 24 CFR 92.254 (a)(5)(ii)(2) and (4), recapture net of proceeds; Owner investment returned first.
 - b. If the Homebuyer transfers title of the property either voluntarily (including by sale) or involuntarily (including by foreclosure) during the period of affordability, the Homebuyer will be required to pay the City the remaining balance of the total direct CDBG and/or HOME-assistance provided. However, the Homebuyer will not be required to repay the City more than the net proceeds of the sale. If there are no net proceeds, repayment is not required and the CDBG and/or HOME Program requirements are considered to be satisfied. This remedy is called "recapture net proceeds". The term net proceeds is defined as the sale price less the balance due on the first mortgage and special liens due there under; reasonable and customary expenses of sale; and the value of the homebuyer's initial investment in the home. The City reserves the right to determine whether the sales price is comparable to the sales price in an arms-length transaction for a similar unit.
 - c. If the Homebuyer ceases to occupy the home, leases the home, converts the home to non-residential use, income producing property, and/or should the home be destroyed by fire or other

cause, the entire CDBG and/or HOME investment in the activity, including any direct Homebuyer assistance and any City soft costs are subject to repayment.

4. The Homebuyer must provide proof of a recent (within sixty (60) days of the Buy / Sell Agreement) termite inspection certificate no less than one (1) week prior to the closing on the Agreement. Any interested party can be responsible for the termite certificate; however, this is typically done by the Homebuyer prior to the sale.
5. The Lender is responsible for canceling a HAP reservation as soon as they become aware that the loan cannot be closed. Unused HAP funds will be returned to CmDv's HAP activity pool for further distribution to eligible buyers.
6. The Homebuyer shall cooperate with the City's efforts to verify continued owner-occupancy during the affordability period. The City may request documentation, including but not limited to homestead exemption records, utility bills, property tax records, insurance records, driver's license information, voter registration records, or other documentation reasonably demonstrating that the property remains the Homebuyer's principal residence.
 - a. Homebuyers shall respond to requests for occupancy verification within fifteen (15) calendar days of notification. If the Homebuyer fails to provide requested occupancy verification documentation or if the City determines that the property is no longer the Homebuyer's principal residence, the City may initiate enforcement of the Recapture Agreement and any other applicable program requirements.
 - b. The City may conduct periodic occupancy verification reviews during the affordability period.
7. CmDv requests permission of the Homebuyer to use them as a reference in marketing material for a successful experience in participating in HAP. Authorization is not a qualification of eligibility. (Attachment #17)
8. During the affordability period, the Homebuyer may refinance the first mortgage with the prior written approval of the City. Approval may be granted for purposes including, but not limited to:
 - a. Reducing the interest rate;
 - b. Reducing the loan term;
 - c. Lowering the monthly mortgage payment;
 - d. Removing private mortgage insurance (PMI) or mortgage insurance premiums (MIP);
 - e. Refinancing from one loan product to another with more favorable terms;
 - f. Removing a co-borrower due to death, divorce, or other change in household circumstances;
 - g. Converting a construction loan to permanent financing; or
 - h. Other circumstances determined by the City to be in the best interest of the Homebuyer and consistent with program requirements.
9. Cash-out refinancing is prohibited during the affordability period unless specifically approved by the City. Any approved refinance must maintain the property as the Homebuyer's principal residence and shall not impair the City's security interest.

Article X: Underwriting Criteria

1. HUD Regulations: All terms of HUD regulations shall be complied with as a minimum standard per document HUD 4000.1 for the underwriting process. Per this document, CmDv may have elected to impose more stringent program guidelines to ensure the success of the program and the applicant's long term commitment.
2. Income: Gross Debt Service Income is the amount of income used to determine a Homebuyer's ability to service a debt. See Article II.6 for more information. Types of income (*Attachment #2*) to consider are wages, salaries, interest, dividends, and net profit (from businesses) etc. (See HUD Income Determinations 24 CFR 92.203(b)) Applicant's income can be up to 80% of the area median income. Income shall be verified by paycheck stubs, Social Security Award Letters, Verification(s) of Employment, or other valid supporting documentation with back-up documentation coming from the last three (3) years Federal Income Tax Returns (including dependent information and schedules), W-2's, etc. Debt Service Ratios should not exceed 31% of gross income for housing expense and 45% for total debt service (*Attachment #7*). Should the Debt Service Ratios exceed the aforementioned maximums; the lender will be required to provide evidence of compensating factors.
3. Dependents: Proof of eligible dependents will be determined by Federal Income Tax Records, school records, medical records, and/or any other valid documentation approved by CmDv. Lenders must complete the Dependent Attachment form (*Attachment #8*) for each dependent in the household and submit the proper documentation. Applicants will also be required to sign the Mortgagor Income Eligibility and Dependent Statement (*Attachment #3*) to certify the name, age, relationship, and annual income of all household members.
4. Minimum Property Standards: Properties eligible for HUD mortgage insurance must meet HUD's Minimum Property Standards (MPS), as applicable, in accordance with HUD regulations and the requirements set forth in the FHA Single Family Housing Policy Handbook 4000.1
5. Forgivable Subordinate Mortgage: A soft subordinate mortgage will be required to incorporate the HAP Funds Re-Capture Agreement (*Attachment #11*) for fund usage of the assisted portion, forgivable within a specified affordability period depending on the amount funded and which program provides funding, CDBG or HOME. See Article IX.3 for more information.

Article XI: Federal, State and Local Regulations Apply

- A. **Access.** The Certified Lender and Homebuyer agrees that he/she will allow access to the City, State of Louisiana, HUD, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Homebuyer which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions, including right to inspect records and property.
- B. **AFEAT.** During the performance of this Contract, the Certified Lender and State Licensed Real Estate Agent will agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged working enterprise firms is encouraged. For more information on AFEAT and to explore a local and statewide directory of minority workers, please visit www.diversityinaction.org. Inquiries concerning the City's Diversity in Action

Initiative and AFEAT Program should be directed to the City's Legal Division (318-449-5015). Nothing in these program guidelines or contract shall be interpreted to require any race-based or sex-based preferences or quotas per 2025 federal executive order #14151.

C. Affirmative Marketing Plan. Methods used to affirmatively market the properties developed under this program include, but are not limited to:

1. An advertisement will be placed in the local newspaper describing the available housing units including a statement regarding equal housing opportunity
2. The Equal Housing Opportunity logo will be used on all correspondence that provides notice of housing availability and any press release or media advertisement.
3. Equal Housing Opportunity posters with the logo will be displayed at the location where applications are taken.
4. At the time the application is taken, all applicants will be provided with an Equal Housing Opportunity brochure.
5. Written selection policies and procedures will be available to all applicants, with a non-discrimination policy statement included at the beginning of the written document.
6. Written communication (flyers) with non-discrimination statement will be sent to Alexandria Housing Authority with request that information be distributed to tenants.
7. Transitional housing providers will be given flyers with a request that they be distributed to persons living in transitional housing shelters.
8. Key churches and other communities of faith serving the population being sought will be informed in writing of the housing available.
9. Neighborhood organizations will be provided with flyers describing the available housing unit.

D. Anti-Kickback Clause. Certified Lender, State Licensed Real Estate Agent, and Homebuyer agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

E. Applicable Law. This Agreement shall be construed and interpreted in accordance with Louisiana law. In the event of legal action resulting from a dispute hereunder, the Parties agree that the state and federal courts of the State of Louisiana shall have jurisdiction and that the proper forum for such action shall be Rapides Parish, Louisiana.

F. Assignment. This Agreement is binding on the Lender, Real Estate Agent, and Homebuyer, and their respective successors and assigns. The Lender, the Agent, nor the Homebuyer shall not assign or transfer its interest in this Agreement without the written consent of the City.

G. City of Alexandria's Trademark Property. The City of Alexandria names, logos, and seals are trademarked property of the City, and may not be used in any film, video, photograph or other product created under this Agreement without the express prior written permission of the City's Public Information Officer or authorized designee. The Public Information Officer's office is at City Hall, 915 Third Street, 2nd Floor, Alexandria, Louisiana 71301. Consultant agrees to comply with this restriction.

H. Code of Conduct / Conflict of Interest. The Certified Lender, State Licensed Real Estate Agent, and Homebuyer must disclose any potential conflict of interest, including if any owner, manager, employee or agent of the Homebuyer is an employee, agent, consultant, officer or elected official or appointed official of the City, an immediate family member to any such person or has business ties with any such person. In such a case, CmDv

will review the potential conflict to determine if it involves any person who presently or in the past year exercises any functions or responsibilities in connection with CmDv's HOME and/or CDBG programs. If so, the City may seek an exception from HUD under the requirements of 92.356.

The Certified Lender, State Licensed Real Estate Agent, and Homebuyer acknowledges that under the HUD Conflict of Interest regulations at 24 CFR 570.611(b) for CDBG and 24 CFR 92.356 for HOME, in general, any person who is an employee of the City is a covered person under the rules and serving that person (or an immediate family member) shall require HUD to issue a waiver in order to be qualified to obtain financial interest of benefit from these activities either for themselves or for those with whom they have immediate family ties. CmDv will be responsible to collect and process the necessary information to apply to HUD for the approval waiver. The HUD waiver process could take as long as one year or more, therefore, a Homebuyer may not receive funding that particular year, however, the waiver would still be valid for re-submittal the subsequent year.

- I. **Code of Ethics.** It is a violation of the Louisiana Code of Governmental Ethics for a public servant, specifically CmDv staff personnel, to do work with an immediate family member. The Code defines "immediate family" relating to public servant as children, spouses of children, brothers, sisters, spouses of public servants' brothers and sisters, parents, spouse and the parents of public servants' spouse. For more definitions and a review of the Code of Ethics, please visit the Louisiana Ethics Administration Program website at www.ethics.la.gov.
- J. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be considered an original, and shall be binding when fully executed by both parties.
- K. **Energy Policy and Conservation Act.** Homebuyer recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
- L. **Entire Agreement.** This Agreement, together with the exhibits hereto and the related Program Policy Guidelines, the fully executed Mortgage and Promissory Note, and any Homeowner application for participation in the program, which are specifically incorporated herein, represent the entire agreement between the parties and supersede all prior representations, negotiations or agreements whether written or oral.
- M. **Excluded Parties.** The Certified Lender, State Licensed Real Estate Agent, and Homebuyer hereby certifies that he is not suspended, debarred, or otherwise prohibited from participating in federally-assisted contracts and further certifies that no such parties will be employed as Contractor, Subcontractors and/or vendors on the project. All parties must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at www.sam.gov/portal/sam. Placement on the SAMS federal excluded parties list and/or use of an excluded party shall be automatically be rejected from submittal privileges, and/or award, by Category and/or in its entirety and immediate termination of this Contract. All parties shall be required to determine that Subcontractors are also not so precluded.

No proposal or loan application will be processed for any borrower or related entity which is not in good standing with the, City, the Louisiana Housing Commission, Louisiana Secretary of State, or any other state housing finance authority, HUD and/or the Federal SAMS ELPS list. A proposal can be denied consideration for funding if the Applicant or its related parties have a history of default or non-performance under any agreement, payment delinquencies, bankruptcy, foreclosure, or activities determined to be unsound or unlawful. CmDv will not fund projects owned, developed, or otherwise sponsored by any individual, corporation, or other entity that is suspended, debarred, or otherwise precluded from receiving federal awards.

N. Fair Housing. HUD provides funding to state and local government agencies to enforce local fair housing laws that are substantially equivalent to the Fair Housing Act. The State of Louisiana has a fair housing law that meets substantial equivalency requirements of the federal government. The state law contains all the protected classes found in the federal law and meets the enforcement and penalty standards set forth in the federal Fair Housing Act. The City is committed to following compliance and enforcement of the Fair Housing Act, and all Federal, State and local mandated assurances.

O. Federal Crimes. Homebuyer is acknowledging that they have not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below.

1. No individual partner, incorporator, director, manager, officer, organizer or member, who has a minimum of ten (10%) ownership in the Bidding Entity, has been convicted of, or nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by CmDv, who is funded by Federal and/or local funds: Public bribery (RS 14:118); Corrupt influencing (RS 14:120); Extortion (RS 14:66); Money laundering (RS 14:230).
2. A conviction of or plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes shall bar any person or the bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by CmDv for a period five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere: Theft (RS 14:67); Identity Theft (RS 14:67, 16); Theft of a working record (RS 14:67.20); False accounting (RS 14:70); Issuing worthless checks (RS 14:71); Bank fraud (RS 14:71.1); Forgery (RS 14:72); Contractors - misapplication of payments (RS 14:202); Malfeasance in office (RS 14:134).
3. The five (5) year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be re-advertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

P. Federally Funded. Work performed under this contract may be Federally Funded, therefore, all parties, under the awarded contract must comply with HUD contract provisions 24 CFR Part 200, Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Documents. This municipality is an Equal Opportunity Employer, businesses owned by women or minorities are encouraged to bid. Nothing in this contract shall be interpreted to require any race-based or sex-based preferences or quotas per 2025 federal executive order #14151.

Q. Fiscal Funding. If the Alexandria City Council fails to appropriate sufficient monies to provide for the continuation of the funding and/or Program, or if such appropriation is reduced by the veto of the Mayor or by any means provided in the Budget Ordinance, or amendments thereto, to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the funding and/or Program, the funding, Program, and/or executed Agreement's shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated, or as stated in the Ordinance.

- R. Headings and Pronouns.** The headings of the paragraphs in this Agreement are for convenience only and do not affect the meanings or interpretation of the contents. Any pronouns used within this Agreement shall be applicable without regard to gender. Additionally, any construction of terms, parties, or pronouns shall be construed in either the singular or plural as may be appropriate regardless of the actual term used herein.
- S. Lead Based Paint Hazards.** Contractor agrees to adhere to all EPA and HUD regulations for the use of Lead Safe Work Practices during the course of construction in structures built prior to 1978. Contractor also acknowledges that Lead Clearance testing may also be required by an approved State Licensed Hazard Testing Contractor.
- T. Limited English Proficiency (LEP).** The City, Certified Lender, State Licensed Real Estate Agent, and all parties participating in this program shall comply with the requirements of Title VI of the Civil Rights Act of 1964, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," and applicable HUD guidance regarding language access. No person shall be denied meaningful access to any program, service, or benefit on the basis of limited ability to read, write, speak, or understand English. Reasonable steps shall be taken to ensure meaningful access for persons with Limited English Proficiency (LEP), including the provision of language assistance services, translated materials, interpreter services, and other appropriate accommodations when necessary to afford equal access to program information, applications, eligibility determinations, and benefits. All language assistance shall be provided free of charge to the applicant or participant. Participation in this program shall not be denied, delayed, reduced, or terminated based on an individual's limited English proficiency.
- U. Non-Discrimination.** During the performance of this contract, Certified Lender and State Licensed Real Estate Agent agrees that he/she will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Article 60). Compliance shall also be required with Title VI of the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans with Disabilities Act of 1990 as amended; the Public Act of 1976 as amended, and all other applicable Federal, State and Local laws and regulations. Specifically, Certified Lender and State Licensed Real Estate Agent agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, age, sex (including sexual orientation and gender identity), national origin, ancestry, veteran status, political affiliation, familial status or disabilities as defined by law. Any act of discrimination committed by Lender or failure to comply with these obligations when applicable shall be grounds for termination of this contract. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under this Contract on the basis of race, color, national origin, sex, religion, age, or disability. This shall comply with 2025 federal executive order #14151.

Certified Lender and State Licensed Real Estate Agent also agrees to comply with these non-discrimination regulations as it relates to the occupancy of the property receiving funding through the Affordable Single-Family Housing Development Program or the Homebuyer Assistance Program (HAP) from the City. Additionally, pursuant to the requirements of 24 CFR 5.105(a)(2), participation in this program is open to all Lenders without regard to actual or perceived sexual orientation, gender identity, or marital status.

The Lender, under the PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C., Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement of entry, shall be fined no more than \$10,000 or imprisoned not more than five (5) years, or both."

The following federal non-discrimination and equal opportunity guidelines apply to all projects and affect both development and sales of assisted housing:

1. The Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR part 100 et seq.;
2. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107;
3. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1;
4. The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations at 24 CFR Part 146;
5. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title;
6. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq.; 24 CFR part 8; Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135;
7. Executive Order 11246, as amended by Executive Orders 11375, [[Page 41]] 11478, 12086, and 12107 (3 CFR, 1964-1965 Comp., p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR Article 60;
8. Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971-1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development).
9. Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise). The nondiscrimination provisions of Section 282 of the National Affordable Housing Act of 1982.

Certified Lender and State Licensed Real Estate Agent shall agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. The Non-Discrimination Program should be inquired about through the City's Legal Division (318-449-5015). In order to be eligible to participate in work under the direction of City Community Development Department, the Contractor certifies that:

1. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against based on race, color, national origin, religion or gender in connection with any bid submitted to the City or the performance of any contract resulting from this project or any other City project;
2. That it is and shall be the policy of Contractor to provide equal opportunity to all working persons seeking to contract or otherwise interested in contracting with Contractor, including those companies owned or controlled by racial minorities, cultural minorities, and women;
3. In connection therewith, we acknowledge and warrant that we have been made aware of and understand and agree to take affirmative action to provide such companies/subcontractors with the maximum opportunities to do work with us;
4. That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in effect continuously;
5. That the promises of non-discrimination as made and set forth herein, shall be deemed to be made part of, and incorporated by reference, into any contract or portion thereof which Contractor may hereafter obtain from the City;
6. That the failure of Contractor to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to

termination of the contract, suspension, debarment from future contracting opportunities, or the withholding or forfeiture of compensation due and owing on a contract.

V. Non-Waiver by the Owner. No waiver of any breach or default hereunder shall constitute or be construed as a waiver by the Owner of any subsequent breach or default or of any breach or default of any other provision.

W. Notice. Notices to the Lender, Realtor, and/or Applicant anticipated or required under this Program shall be in writing and deemed delivered via email read receipt. Notices to the City shall be in writing and can be via email. Notices to the City shall be addressed to:

City of Alexandria, Office of Community Development
Attn: Housing Program Manager
625 Murray Street, Suite 7, Alexandria, LA 71301

Phone: 318-449-5074
Email: cda@cityofalex.com
Location: Third Floor, Planning Division

X. Publicity. In order to promote the City's Demolition Program, the City has requested permission to:

- a. Display a yard/construction sign at the Property during and for up to 30 days following loan closing identifying the project as having been funded in part by the City and its CmDv's Programs. Such consent shall survive the expiration of the written Agreement.
- b. Publish project photos, including before and after pictures and/or pictures of the Homebuyer and/or members of their family, the Lender, Closing Attorney, and/or the Realtor, in advertisements, public service announcements, or other similar means of promoting including but limited to publication in paid newspaper advertisements, program flyers or promotional materials, and/or on the City's website. Such consent shall survive the expiration of the written Agreement.

Y. Records. Certified Lender, State Licensed Real Estate Agent, and Homebuyer shall maintain books of accounts, the Contract, and other such records as shall properly and completely reflect this transaction for a period of three (3) calendar years after execution of the Mortgage.

Z. Severability. If any provision of this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

AA. Uniform Relocation Act (URA). All projects fall under requirements of the URA. Any project in permanent relocation/displacement of households will not be funded by CmDv. Certified Lender and State Licensed Real Estate Agent must further document that any purchase of property meets the requirements of URA, including provisions of notices to the seller identifying the transaction as a voluntary sale not under the threat of eminent domain. To ensure compliance with URA, Certified Lender and State Licensed Real Estate Agent should consult CmDv to understand the requirements of URA and reference the URA forms included in the proposal prior to submission related to an occupied property.

AB. Violence Against Women Act (VAWA). The City, Certified Lender, State Licensed Real Estate Agent and all parties shall comply with the Violence Against Women Act (VAWA), as amended, and all applicable HUD regulations and guidance. No applicant or participant shall be denied admission, denied assistance, terminated from participation, or otherwise discriminated against on the basis of being a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, as provided by federal law.

Article XII: Attachments

Attachment #1	Annual Income Inclusions and Exclusions (to lender)
Attachment #2	Income Eligibility Pre-Screen Application (from lender)
Attachment #3	Mortgagor Income Eligibility and Dependent Statement (from lender)
Attachment #4	Applicant's Eligibility Status (Eligible or Denied) from Certified Lender (to CmDv)
Attachment #5	CmDv Sources and Uses Underwriting Calculations Form (from lender)
Attachment #6	Release of Information Disclosure
Attachment #7	Income Eligibility Certification (changes annually, be sure you have the current year's form)
Attachment #8	Dependent Information (from CmDv)
Attachment #9	Statement of First Time Home Buyer Acknowledgement (from CmDv)
Attachment #10	Buyer's Program Participation Qualification (Qualified or Disqualified) (from CmDv)
Attachment #11	HAP Recapture Restrictions & Forgivable Mortgage Buy/Sell Agreement Addendum (to lender)
Attachment #12	City Inspection Requirement for Buy/Sell Agreement Addendum (to Real Estate Agent)
Attachment #13	Housing Quality Standards Check Sheet (from CmDv)
Attachment #14	Formal Request for Approval (from lender)
Attachment #15	Request for HAP Assistance Check (from lender)
Attachment #16	HAP Program Subsidy Requirement Checklist (from lender)
Attachment #17	Buyer Affidavit for success story publication (from CmDv)
Attachment #18	Certified Lender Application for Participation
Attachment #19	Memorandum of Understanding (MOU) between the City and Partner Financial Institutions
Attachment #20	Participating First Time Homebuyer Counselor / Instructor
Attachment #21	City of Alexandria Homebuyer Assistance Program (HAP) Written Agreement

Annual Income Inclusions and Exclusions (Attachment #1 – page 1 of 4)
Homebuyer Assistance Program (HAP)

Exhibit 3.1 – 24 CFR Part 5 Annual Income Inclusions

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in #2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except for certain exclusions, listed in Exhibit 3.2, #14).
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except for certain exclusions, as listed in Exhibit 3.2, #3).
6. Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:
 - a. Qualify as assistance under the TANF program definition at 45 CFR 260.31; and
 - b. Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c).If the Welfare assistance payment includes an amount specifically designed for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities; plus
 - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
9. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

Annual Income Inclusions and Exclusions (continued, Attachment #1 – page 2 of 4)
Homebuyer Assistance Program (HAP)

10. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in #2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
11. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as specifically exclude under Exhibit 3.2 – Annual Income Exclusions)
12. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except as specifically excluded under Exhibit 3.2 – Annual Income Exclusions)
13. Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:
 - a. Qualify as assistance under the TANF program definition at 45 CFR 260.31; and
 - b. Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c).If the Welfare assistance payment includes an amount specifically designed for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - c. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - d. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage
 - i. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from person not residing in the dwelling.
 - ii. All regular pay, special pay, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

Exhibit 3.2 – 24 CFR Part 5 Annual Income Exclusions

1. Income from employment of children (including foster children) under the age of 18 years.
2. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except as provided in Exhibit 3.1, number 5 of Income Inclusions).
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of a live-in aide (as defined in 24 CFR 5.4030).
6. Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).
7. The full amount of student financial assistance paid directly to the student or to the educational institution.
8. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Amounts

Annual Income Inclusions and Exclusions (*continued*, Attachment #1 – page 3 of 4)
Homebuyer Assistance Program (HAP)

- a. Amounts received under training programs funded by HUD.
 - b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
 - c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.
 - d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.
 - e. Amount of incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
- 10. Temporary, nonrecurring, or sporadic income (including gifts).
 - 11. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
 - 12. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
 - 13. Adoption assistance payments in excess of \$480 per adopted child.
 - 14. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
 - 15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
 - 16. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
 - 17. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of Income sources that qualify for that exclusion:
 - a. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977.
 - b. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, Vista, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions).
 - c. Payments received under the Alaskan Native Claims Settlement Act.
 - d. Income derived from the disposition of funds to the Grand River Band of Ottawa Indian.
 - e. Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes.

Annual Income Inclusions and Exclusions (continued, Attachment #1 – page 4 of 4)
Homebuyer Assistance Program (HAP)

- f. Payments or allowances made under the Department of Health and Human Services' Low-income Home Energy Assistance Program.
- g. Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721).
- h. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interest of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands.
- i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs.
- j. Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program)
- k. Payments received on or after January 1, 1989, from the agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.)
- l. Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments.
- m. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990.
- n. Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps).
- o. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation.
- p. Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990.
- q. Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran.
- r. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act.
- s. Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

Income Eligibility Pre-Screen Application (Attachment #2 – page 1 of 3)
Homebuyer Assistance Program (HAP)

Any gainfully employed full time, part time or full time and part time applicant, applicant with fixed income that are over the age of 18 years old who will occupy the property must have application submitted:

Date

Applicant Project # (City of Alexandria)

Lending Institution

Phone number

Contact Person

Fax number

Email Address

.....
Applicant Name: _____

Date of Birth: _____ Age: _____

Sex: _____ Race: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____

Type of Employment (Full Time or Part Time) _____

Spouse Name: _____

Date of Birth: _____ Age: _____

Sex: _____ Race: _____

Type of Employment (Full Time or Part Time) _____

Number of Dependents that reside in the household: _____

(should match Attachment #8)

Income Eligibility Pre-Screen Application (continued, Attachment #2 - page 2 of 3)
Homebuyer Assistance Program (HAP)

Anticipated Annual Income Calculations: (provide gross amounts before any deductions)

Name of Persons Living in Household	Wages/ Salaries Pensions, etc.	Social Security/ Pensions, etc.	Public Assistance	Other Income (Child Support)
--	-----------------------------------	------------------------------------	----------------------	---------------------------------

Applicant:

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

Spouse:

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

Dependents:

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

_____	\$ _____	\$ _____	\$ _____	\$ _____
-------	----------	----------	----------	----------

TOTALS:	1. _____	2. _____	3. _____	4. _____
---------	----------	----------	----------	----------

A. Total Annual Household Income (Sum of Items 1 through 4 above) \$ _____

Assets – List All Sources (Checking Accounts, Savings Accounts, Retirement Accounts, etc...)

Description of all Assets

Cash Value

_____	\$ _____
-------	----------

_____	\$ _____
-------	----------

_____	\$ _____
-------	----------

Income Eligibility Pre-Screen Application (continued, Attachment #2 - page 3 of 3)
Homebuyer Assistance Program (HAP)

B. Total Asset Income to be Considered: \$ _____

Total Annual Household Income Eligibility \$ _____
(Sum of Items A & B above)

Documentation Required To Be Attached

1. Employment Income Verification
2. Verification of any other source of Income from all Residents.
3. Verification of Deposit or Other Assets
4. Copy of Applicant(s) Picture ID

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

APPLICANT CERTIFICATION: The Applicant(s) certifies that all of the information furnished in support of this application, is true and complete to the best of the applicant(s) knowledge and belief.

The applicant under the Penalty For False or Fraudulent Statement: U.S.C., Title 18, Sec. 1001, provides "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement of entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years, or both".

Applicant: _____ Date: _____

Spouse: _____ Date: _____

Witness: _____ Date: _____

Witness: _____ Date: _____

.....

CITY USE ONLY: Approved _____ Not Approved _____

Comments: _____

City of Alexandria Representative

Date

Mortgagor Income Eligibility and Dependent Statement (Attachment #3 – page 1 of 2)
Homebuyer Assistance Program (HAP)

The information requested below must be provided with respect to all individuals who are expected to live in the residence being financed. The information requested below must be provided in order to determine your eligibility for assistance under the income limit established by HUD for the City of Alexandria's Homebuyer's Assistance Program (HAP). This information will only be used to determine your eligibility under the income limits and will not be used for Mortgage Loan underwriting purposes. You must complete this form along with the Uniform Residential Loan Application (Form 1003) because certain sources of income may be included when determining income eligibility which you are not required to include when reporting your income for mortgage loan underwriting purposes.

General Information

Lender: _____

Mortgagor(s) Name(s): _____

Purchase Address: _____

Name(s) of any Co-Borrower(s) _____
(Who will live in the financed residence)

Name and Gross Income for Individuals who will live in the residence-Complete Household:

List on each line below the name, relationship, and total of all such annual income, if any, for **all members of the household**:

Name	Age	Relationship	Annual Income
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total Annual Income (must match Attachment #2)			\$ _____

Mortgagor Income Eligibility and Dependent Statement (Attachment #3 – page 2 of 2)
Homebuyer Assistance Program (HAP)

Homebuyer

Date

Homebuyer

Date

Witness

Date

Lender

Date

.....
Applicant's Ratios:

If applicant's ratios exceed 31% and 45% please provide list of compensating factors.

WARNING!!

APPLICANT CERTIFICATION: The Applicant(s) certifies that all of the information furnished in support of this application, is true and complete to the best of the applicant(s) knowledge and belief.

The applicant under the Penalty For False or Fraudulent Statement: U.S.C., Title 18, Sec. 1001, provides "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement of entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years, or both".

**Applicant's Eligibility Status Letter (Attachment #4)
Homebuyer Assistance Program (HAP)**

BANK LETTERHEAD

SAMPLE Pre-Qualification Letter

DATE:

RE: Customer Name

Community Development Rehab Program Manager:

Please accept this letter as confirmation that *[Bank Name]* has pre-qualified the above applicant for a FHA Loan and consideration as a HAP Assistance recipient. The maximum borrowing limit for the applicant cannot exceed \$_____.

This pre-qualification is subject to all customary verifications including but not limited to, a satisfactory appraisal, and clear title to the property. In addition, your office will confirm compliance with HUD regulations regarding the administering of HAP funds according to program guidelines.

If additional information is needed, please contact me.

Sincerely,

Loan Office
NMLS# _____
Mortgage Originator
Phone #
Email:

CmDv Sources and Uses Underwriting Calculations Form (Attachment #5 – page 1 of 3)
Homebuyer Assistance Program (HAP)

COMPLETED SAMPLE (Use this form but delete the information in Explanation and Amount Columns)

Maximum Affordable Mortgage			
Key	Required Description of Cost	Explanation of Description / Cost	Amount
1	Max Percent of Income for Affordable Housing	Based on Program Guidelines	30%
2	Annual Income	3 person HH at 60% AMI	\$28,313
3	Annual Real Estate Tax	Use % of purchase price	\$1,000
4	Annual Property Insurance	Estimate based on local market	\$800
5	Monthly Income		\$2,359
6	Monthly Affordable Housing		\$708
7	Monthly Tax		\$83
8	Max Property Insurance		\$66.67
9	Max Monthly Payment for Principal & Interest		\$558
10	Term of Mortgage (in years)	Based on pre-qual term sheet from lender	30
11	Interest Rate	Based on pre-qual term sheet from lender	3.50%
12	Maximum Affordable First Mortgage		\$124,222

Uses			
13	Purchase Price		\$125,000
	Closing Costs:		
14	Owner Title Insurance		\$332.50
15	Upfront Mortgage Insurance		\$1,648.50
16	Appraisal		\$475
17	Lender Title Insurance		\$425.20
18	Other Title Costs		\$925.00
19	Mortgage Recording Fee		\$250.00
20	Daily Interest		\$137.85
21	Parish Property Tax Reserve		\$225.00
22	Hazard Insurance		\$1,500.00
23	Loan Origination Fee		\$1,045.90
24	Other Charges		\$454.50
25	Total Closing Costs:		\$7,419.45
26	Total Uses		\$132,419.45

Sources			
27	First Mortgage	Should be no more than line 12	\$95,848.00
28	Owner Cash	1%	\$1,250.00
	Other:		
29	Lender Credit		\$350.00
30	Other 2		\$0.00
31	Total Non-HOME Sources		\$97,448

CmDv Sources and Uses Underwriting Calculations Form (continued, Attachment #5 – page 2 of 3)
Homebuyer Assistance Program (HAP)

Subsidy Calculation			
32	Gap	Total Uses less Total Non-HOME Sources	\$34,971
33	Maximum Amount of Assistance		\$30,000
34	Amount of Assistance	Amount to be provided by others	\$30,000
35	Additional Assistance Needed	If greater than \$0, buyer needs to find other funding sources or negotiate lower purchase price	\$4,971
	TOTAL AMOUNT NEEDED BY OWNER AT CLOSING		\$6,221

Balance Calculation for Sources and Uses			
Uses		Sources	
	125,000.00		95,848.00
	1,862.85		30,000.00
	3,908.10		350.00
	1,648.50		6,221.45
	\$132,419.45		\$132,419.45

Lender attest to completing the form above based on information collected on the Lender's Fees Worksheet. A completed Lenders Fees Worksheet shall also be attached when submitted to CmDv office.

Form prepared by:

Lender

Date

Calculations approved by:

Community Development Program Manager

Date

CmDv Sources and Uses Underwriting Calculations Form (continued, Attachment #5 – page 3 of 3)
Homebuyer Assistance Program (HAP)

COMPLETED SAMPLE of LENDER FEES WORKSHEET to prepare SOURCES & USES

Your actual rate, payment, and cost could be higher. Get an official Loan Estimate before choosing a loan.

FEES WORKSHEET
Fee Details and Summary

Applicants:
 Prepared By:

Application No:
 Date Prepared:
 Loan Program: **FHA 30 Yr Fixed Rapids**

This "Fees Worksheet" is provided for informational purposes ONLY, to assist you in determining an estimate of cash that may be required to close and an estimate of your proposed monthly mortgage payment. Actual charges may be more or less, and your transaction may not involve a fee for every item listed.

Total Loan Amount: \$ 95,848		Interest Rate: 3.500 %	Term/Due In: 360 / 360 mths	
Fee	Paid To	Paid By (Fee Split*)	Amount	PFC/F/PCC
ORIGINATION CHARGES				
Processing Fee	Borrower		\$ 350.00	✓ ✓
Underwriting Fee	Borrower		\$ 650.00	✓ ✓
Tax transcripts/Data Verify	Borrower		\$ 35.00	✓ ✓
Counter Fee	Borrower		\$ 50.00	✓ ✓
Loan Documentation Fee	Borrower		\$ 25.00	✓ ✓
Employment Verification (if required by employer)	Borrower		\$ 35.00	✓ ✓
OTHER CHARGES				
Appraisal Fee	Borrower		\$ 475.00	✓
Credit Report Fee	Borrower		\$ 50.00	✓
Tax Service Fee	Borrower		\$ 89.00	✓
Flood Certification Fee	Borrower		\$ 15.50	✓ ✓
Up-Front Mortgage Insurance	Borrower		\$ 1,648.50	✓
Re-inspection fee (if needed)	Borrower		\$ 125.00	✓
Notary Fee	Borrower		\$ 65.00	✓
Lender's Title Insurance	Borrower		\$ 425.20	✓
Title - Abstract/Title Search	Borrower		\$ 300.00	✓
Title - Endorsements/Closing Protection Letter	Borrower		\$ 25.00	✓ ✓
Title - Title Examination Fee	Borrower		\$ 550.00	✓
Title - Attorney Counter Fee/Wrap Fee	Borrower		\$ 50.00	✓ ✓
Post Inspection Fee	Borrower		\$ 110.00	✓
Mortgage Recording Charge	Borrower		\$ 250.00	✓
Daily Interest Charges	Borrower	\$ 9.15 x 15 day(s)	\$ 137.85	✓ ✓
Hazard Insurance Premium	Borrower	\$ 100.00 x 12 mth(s)	\$ 1,200.00	✓
Hazard Insurance Reserves	Borrower	\$ 100.00 x 3 mth(s)	\$ 300.00	✓
County Property Tax Reserves	Borrower	\$ 75.00 x 3 mth(s)	\$ 225.00	✓
Owner's Title Insurance	Borrower		\$ 332.50	✓

TOTAL ESTIMATED FUNDS NEEDED TO CLOSE			TOTAL ESTIMATED MONTHLY PAYMENT		
Purchase Price (+)	125,000.00	Broker Fee (L)	95,848.00	Principal & Interest	430.40
Origination (+)		Secondary Financing (L)	39,000.00	Other Financing (P & L)	
Land (L)		Lender Credit	350.00	Hazard Insurance	100.00
Ref (net debt to be paid off) (+)				Real Estate Taxes	75.00
Est. Prepaid Commissions (+)	1,882.85			Mortgage Insurance	62.25
Est. Closing Costs (+)	3,908.10			Homeowner Assn. Dues	
PMI MIP Funding Fee (+)	1,648.50			Other	

* PFC = Prepaid Finance Charge F = FHA Allowable Closing Cost POC = Paid Outside of Closing
 ** B = Borrower S = Seller Br = Broker L = Lender TP = Third Party C = Correspondent
 Case Form - FEE/WS, 6/10/16 (07/2016)

Release of Information Disclosure (Attachment #6)
Homebuyer Assistance Program (HAP)

BANK LETTERHEAD

As a potential homebuyer, I provide consent for the lending institution to share confidential information that I have provided to the City of Alexandria Community Development Department. I further acknowledge that the sharing of information between the lending institution and Community Development is required to determine eligibility to participate in the HAP program in order to receive a gap funding towards the purchase of a home.

Both the lending institution and Community Development will use the utmost discretion in the handling of my private information.

Homebuyer signature

Date

Homebuyer signature

Date

Witness

Date

Lender

Date

Community Development Program Manager

Date

**Income Eligibility Certification (Attachment #7)
Homebuyer Assistance Program (HAP)**

Homebuyer(s) Name _____

Address _____

To the best of my knowledge, the undersigned Housing Loan Officer certifies that the homebuyer(s) listed above has/have a household size and income as shown below:

The homebuyer(s) reported household size is: _____ person(s).

The homebuyer(s) gross annual household income equals: \$ _____.

This means that the homebuyer(s) income is: % Percentage of Area Median Income _____ %

Household income for qualified applicants must be below 80% median income as determined by HUD's annual publication. The 2026 HUD Adjusted HOME Income Limits for Alexandria, Louisiana, effective June 1, 2026. If the applicant is applying for any year after 2026, please call the CmDv at 318-449-5074 for the most current limits).

# of people per household:	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30 % Income Limits:	\$17,400	\$19,900	\$22,400	\$24,850	\$26,850	\$28,850	\$30,850	\$32,850
Very Low Income:	\$28,950	\$33,100	\$37,250	\$41,400	\$44,750	\$48,050	\$51,350	\$54,650
60% Income Limits:	\$34,740	\$39,720	\$44,700	\$49,680	\$53,700	\$57,660	\$61,620	\$65,580
80 % Median Income:	\$46,400	\$53,000	\$59,650	\$66,250	\$71,550	\$76,850	\$82,150	\$87,450

These determinations are supported by documents contained in the Homebuyer(s) file that ranges from items supplied by the Homebuyer(s) and items supplied by employers and / or benefit providers.

Loan Officer's Signature _____

Date _____

Dependent Information (Attachment #8 – page 1 of 3)
Homebuyer Assistance Program (HAP)

Lender: _____

Name of Purchaser: _____

Address: _____
.....

Dependent #1 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

.....

Dependent #2 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

.....

Dependent Information (continued, Attachment #8 – page 2 of 3)
Homebuyer Assistance Program (HAP)

Dependent #3 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

.....
Dependent #4 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

.....
Dependent #5 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

Dependent Information (continued, Attachment #8 – page 3 of 3)
Homebuyer Assistance Program (HAP)

Dependent #6 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

.....
Dependent #7 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

.....
Dependent #8 (Documentation included with Pre-qualification package)

Name of Dependent: _____

Relationship of Dependent: _____

Date of Birth of Dependent: _____ Age: _____

Proof of Dependent: _____
(3) Income Tax Returns _____ (Name showing on tax return)
School Records _____ (Address showing same as purchaser)
Birth Certificate _____ (only for a non-school age child)
Legal custody papers _____ (non legal dependent)
Social Security Letter _____ (Parent of purchaser or child with same address)
Other Source _____ (_____)

Statement of First Time Homebuyer Acknowledgment (Attachment #9)
Homebuyer Assistance Program (HAP)

I/We, _____

Who reside(s) at _____

Acknowledge that I/We have never owned a home or have not held title to a property within the last three years.

I/We, also acknowledge that I/We did not file income tax returns for the following listed years(s):

1. _____
2. _____
3. _____

Homebuyer signature

Date

Homebuyer signature

Date

Witness

Date

Lender

Date

WARNING!!

APPLICANT CERTIFICATION: The Applicant(s) certifies that all of the information furnished in support of this application, is true and complete to the best of the applicant(s) knowledge and belief.

The applicant under the Penalty For False or Fraudulent Statement: U.S.C., Title 18, Sec. 1001, provides "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement of entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years, or both".

The information requested below must be provided with respect to all individuals who are expected to live in the residence being financed. The information requested below must be provided in order to determine your eligibility for assistance under the income limits established by HUD for the City of Alexandria's Homebuyer's Assistance Program (HAP). This information will only be used to determine your eligibility under the income limits and will not be used for Mortgage Loan underwriting purposes. You must complete this form along with the Uniform Residential Loan Application (Form 1003) because certain sources of income may be included when determining income eligibility which you are not required to include when reporting your income for mortgage loan underwriting purposes.

Buyer's HAP Program Participation Qualification (Attachment #10)
Homebuyer Assistance Program (HAP)

COA LETTERHEAD

DATE: *Month Date, Year*

Certified Lender
Attn: Bank Contact
Address
City, State, Zip

RE: *Name of Applicant*
Address

Dear: *Bank Contact*

This is to confirm that the above referenced applicant has been approved for closing cost assistance under the City of Alexandria's Homeownership Assistance Program. The total amount approved is _____\$. The term of the deferred loan is _____ years at 0% interest with no monthly payments due.

This loan will be subject to the [Community Development Block Grant] or [HOME Investment Partnerships Program] program guidelines with recapture restrictions in the event the house is sold prior to the _____ year term. Any required payback amount will be prorated at a rate of \$_____ per year left on the term.

Sincerely,

Name
Community Development
Rehab Program Manager

Recapture Restrictions & Forgivable Mortgage Buy/Sell Agreement Addendum (Attachment #11)
Homebuyer Assistance Program (HAP)

The City of Alexandria will provide a subsidy in the form of a forgivable subordinate mortgage loan to assist first-time homebuyers in acquiring a home. The recipient of HAP funds must be an 80% AMI low-income household and occupy the property as his or her principal residence.

If the homebuyer retains ownership of the property for the full period of affordability / term of second mortgage, the full amount of the forgivable mortgage loan will be forgiven. Upon the sale of the property by the homebuyer during the affordability period / second mortgage, any proceeds from the payment of the HAP forgivable mortgage loan and any excess proceeds will be used to assist another eligible homebuyer to obtain a home.

The following provision and definitions will apply when a property is sold during the affordability period / term of second mortgage:

1. When the net proceeds are sufficient to repay both the HAP investment and a fair return to the seller, the full HAP investment will be recaptured and the seller provided a fair return on his or her investment. Net proceeds are defined as the sales price minus loan repayments and/or closing costs. The fair return to the seller is the seller's prorated share of the homeowner's equity in the property (the initial investment, the value of major improvements and payment toward principal) based on the amount of time the seller occupied the property, after the HAP investment is satisfied.
2. When the net proceeds are not sufficient to repay the HAP investment and a fair return to the seller, the City will recapture the full HAP investment and any remaining funds will be used to repay a part of the seller's investment in the property. If the proceeds do not allow for the full repayment of the HAP investment, the City will forgive a prorated share of the HAP forgivable mortgage loan based on the amount of time the seller occupied the property during the affordability period and recapture the remaining amount from the net proceeds.
3. When the net proceeds are in excess of what is sufficient to repay both the full HAP investment and the fair return to the seller, the HAP investment will be recaptured and the seller's investment will be paid. The excess will be shared with the seller on a prorated basis, based upon the amount of time the seller occupied the property.

**Buy/Sell Agreement Addendum (Attachment #12)
for City Inspection and Environmental Review Process
Homebuyer Assistance Program (HAP)**

Be it known that the Buyer identified in this Buy / Sell Agreement for this property has applied for the *Homebuyer Assistance Program (HAP)* from the City of Alexandria's Community Development Department. *HAP* may provide direct assistance may be in the form of up to 50% of down payments, mortgage principal reduction assistance, closing costs and/or education training to purchase an existing home or newly constructed home.

As a requirement of *HAP*, the City will provide a City certified Inspector to inspect the property prior to commitment of assistance to determine the structural feasibility, overall condition, health, and safety of the property. The City Inspector will be checking for specific code violations that would prohibit occupancy. The City will need access to the house for a minimum of five (5) business days to complete the inspection(s). Inspections will be coordinated with the Seller or the Seller's Agent between 9:am and 2:pm, Monday through Friday only.

In order to be eligible for *HAP* assistance, properties must meet HUD's Minimum Property Standards as defined in 24 CFR 982.401, the current version of the International Residential and Property Maintenance Codes, as well as the City of Alexandria's Municipal Code of Ordinances.

Additionally, if the property was built prior to January 1, 1978, the City certified Inspector will conduct a visual assessment to identify any deteriorated lead-based paint, dust, debris, and residue issues. Note that the City Inspectors report will supercede any other independent home inspection report.

In the event that the City inspection, the Minimum Property Standards and/or lead based paint hazards are identified, the Seller will be responsible to make all repairs and have the property re-inspected for compliance. Lead based paint clearance tests will be required. These repairs shall be of no additional cost to the Buyer.

It is recommended that the Homebuyer also obtain an independent home inspection. The cost of the inspection may be included as closing cost. However, the cost of inspection will not be reimbursed if for any reason the Homebuyer does not receive *HAP* assistance for that specific property.

Lastly, the City's Community Development Department must perform a site-specific environmental review of the property prior to providing or committing any financial assistance. This is in accordance with 24 CFR 58, including the National Environmental Policy Act (NEPA). If the property fails to pass the environmental review, the request for assistance will be denied. The environmental review is at no cost to the Buyer or the Seller. An environmental review takes an average of five (5) business days to complete. This step must be completed prior to the Buyer executing the Buy Sell Agreement. Call 318-449-5074 for more information.

The Seller must agree to all of the terms above in order for the Buyer to proceed with the execution of the Buy Sell Agreement.

Seller's Signature(s): _____

Accepted: ☐

Seller's Printed Name(s): _____

Rejected: ☐

Time & Date Approved: _____

Housing Quality Standards Inspection Check Sheet (Attachment #13 – page 1 of 3)
For FHA Loans and Conventional Insured Loans (Code of Federal Regulations Sec. 982.401)
Homebuyer Assistance Program (HAP)

Name of Contact: _____

Phone: _____ Fax: _____ Email: _____

Buyer's Name: _____

Property Address: _____

The inspection by the City of Alexandria, Department of Community Development helps to ensure that the property meets the minimum qualifications for funding provided through the HAP program. Please read the following statements carefully.

We do not make guarantees, warranties, representations, or insure the future performance or condition of any inspected items. We do not inspect any item we cannot see in a normal inspection. We do not move furniture, rugs, paintings, or other furnishings. We do not uncover buried pipes. We cannot see items covered by wallpaper, flooring, repairs or remodeling that may hide evidence of prior damage or defects. We do not dismantle equipment or inspect component parts, such as HVAC and kitchen appliances.

A = Approved X = Not Approved

1. _____ **Sanitary Facilities.** The dwelling unit must include sanitary facilities located in the unit. The sanitary facilities must be in proper operating condition, and adequate for personal cleanliness and the disposal of human waste. The sanitary facilities must be usable in privacy. The bathroom must be located in a separate private room and have a flush toilet in proper operating condition. The dwelling must have a fixed basin in proper operating condition, with a sink trap and hot and cold running water. The dwelling unit must have a shower or a tub in proper operating condition with hot and cold running water. The facilities must utilize an approvable public or private disposal system (including a locally approvable septic system).
2. _____ **Food Preparation and refusal disposal.** The dwelling unit must have a suitable space and equipment to store, prepare, and serve foods in a sanitary manner. There must be adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage where necessary (e.g., garbage cans). The dwelling unit must have an oven, and a stove or range, and a refrigerator of approximate size for the family. All of the equipment must be in proper operating condition. The equipment may be supplied by either the owner or the family. The dwelling unit must have a kitchen sink in proper operating condition, with a sink trap and hot and cold running water. The sink must drain into an approvable public or private system. The dwelling must have a space for the storage, preparation, and serving of food.
3. _____ **Space and Security.** The dwelling unit must provide adequate space and security for the family. At a minimum, the dwelling must have living room, kitchen area, and a bathroom. The dwelling must have at least one bedroom or living/sleeping room for each two persons. Dwelling unit windows that are

Housing Quality Standards Inspection Check Sheet
For FHA Loans and Conventional Insured Loans (continued, Attachment #13 – page 2 of 3)
(Code of Federal Regulations Sec. 982.401)
Homebuyer Assistance Program (HAP)

accessible from the outside must be lockable. Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire. The exterior doors of the dwelling unit must be lockable. Exterior doors are doors which someone can enter or exit the dwelling unit.

4. **Thermal Environment.** The dwelling unit must have and be capable of maintaining a thermal environment healthy for the human body. There must be a safe system for heating the dwelling unit (and a safe cooling system, where present). The system must be in proper operating condition. The system must be able to provide adequate heat (and cooling, if applicable), either directly or indirectly, to each room, in order to ensure a healthy living environment appropriate to the climate. The dwelling unit must not contain unvented rooms heaters that burn gas, oil, or kerosene. Electric heaters are acceptable.
5. **Illumination and Electricity.** Each room must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of occupants. The dwelling unit must have sufficient electrical sources so occupants can use essential electrical appliances. The electrical fixtures and wiring must ensure safety from fire. There must be at least one window in the living room and in each sleeping room. The kitchen area and the bathroom must have permanent ceiling or wall light fixture in proper operating condition. The kitchen area must also have at least one electrical outlet in proper operating condition. The living room and each bedroom must have at least two electrical outlets in proper operating condition. Permanent overhead or wall-mounted light fixtures may count as one of the required electrical outlets.
6. **Structure and Materials.** The dwelling unit must be structurally sound. The structure must not prevent any threat to the health and safety of the occupants and must protect the occupants from the environment. Ceiling, walls, and floors must not have any serious defects such as severe bulging or leaning, large holes, loose surface materials, severe buckling, missing parts, or other serious damage. The roof must be structurally sound and weather-tight. The exterior wall structure and surface must not have any serious defects such as serious leaning, buckling, sagging, large holes, or defects that may result air infiltration or vermin infestation. The condition and equipment of interior and exterior stairs, halls, porches, walkways, etc., must not present a danger of tripping and falling. For example, broken or missing steps or loose boards are unacceptable.
7. **Interior Air Quality.** The dwelling unit must be free of pollutants in the air levels that threaten the health of the occupants. The dwelling unit must be free from dangerous levels of air pollutants from carbon monoxide, sewer gas, fuel gas, dust, and other harmful pollutants. There must be adequate air circulation in the dwelling unit. Bathroom areas must have one operable window or another adequate exhaust ventilation.
8. **Water Supply.** The water supply must be free of contamination. The dwelling unit must be served by an approvable public or private water supply that is sanitary and free from contamination.
9. **Lead-Based Paint performance requirements.** The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act (42 U.S.C. 4851-4856), and

Housing Quality Standards Inspection Check Sheet
For FHA Loans and Conventional Insured Loans (continued, Attachment #13 – page 3 of 3)
(Code of Federal Regulations Sec. 982.401)
Homebuyer Assistance Program (HAP)

implementing regulations at part 35, subparts A, B, M, and R of this title apply to units assisted under this part. A Lead Paint pamphlet will be provided to the applicant by the CmDv Program Manager.

10. **Access Requirements.** The dwelling unit must be able to be used and maintained without unauthorized use of other private properties. The building must provide an alternate means of exit in case of fire (such as fire stairs or egress through windows).
11. **Site and Neighborhood.** The site and neighborhood must be reasonably free from disturbing noises and reverberations and other dangers to the health, safety, and general welfare of the occupants. The site and neighborhood must not be subject to serious adverse environmental conditions, natural or manmade, septic tank back-ups or sewage hazards, mudslides, abnormal air pollution, smoke or dust, excessive noise, vibrations or vehicular traffic, excessive accumulations or trash, vermin or rodent infestation, or fire hazards.
12. **Smoke Detectors.** Except as provided in paragraph (n) (2) or this Article, each dwelling unit must have at least one battery operated or hard-wired smoke detector, in proper working condition, on each level of the dwelling unit, including basements but excepting crawl spaces and unfinished attics. Smoke detectors must be installed in accordance with the meet the requirements of the National Fire Protection Association Standards (NFOA) 74 (or its successor standards). If the dwelling unit is occupied by any hearing-impaired person, smoke detectors must have an alarm system, designed for hearing-impaired person as specified in NFPA 74 (or successor standards). For units assisted prior to April 24, 1993, owners who installed battery operated or hard wired smoke detectors prior to April 24, 1993 in compliance with HUD's smoke detector requirements, including the regulations published on July 30, 1992, (57 FR 33846), will not be required subsequently comply with any additional requirements mandated by NFPA 74 (i.e., the owner would not be required to install a smoke detector in a basement not used for living purposes, nor would the owner be required to change the location of the smoke detectors that have already been installed on the other floors of the unit).

CITY INSPECTOR Printed Name: _____

Signature: _____

Phone #: _____ Cell #: _____

Date Approved: _____ Date Disapproved: _____

Comments: _____

**Formal Request for Approval (Attachment #14)
Homebuyer Assistance Program (HAP)**

Date: _____

Lender: _____

Name: _____

Purchase Address: _____

Documents Check Sheet for Funding:

_____ Formal Request for Approval (Attachment #14)

_____ Request for HAP Assistance Check (Attachment #15)

_____ Current Verification(s) of Employment

_____ Uniform Residential Loan Application (Form 1003)

_____ Current Verification(s) of Deposit verifying down payment funds

_____ Estimated Good Faith Estimate (disclosing breakdown of assistance requested)

_____ Estimated Federal Truth-in-Lending Disclosure Statement (disclosing breakdown of assistance requested)

_____ Complete Appraisal and certified, by appraiser, Minimum Property Standards complete for insured mortgage program

OR

_____ Complete Appraisal on an uninsured mortgage program that includes an approved Housing Quality Standards inspection (Attachment #13) by a CmDv Housing Inspector.

.....
CITY USE ONLY: Complete package _____ Yes _____ No Package Approved _____ Yes _____ No

Items not included:

Reviewed By _____

Date _____

**Request for HAP Assistance Check (Attachment #15)
Homebuyer Assistance Program (HAP)**

Date: _____

Lender: _____ Phone: _____

Purchaser Name: _____

Purchase Address: _____

Below is a Breakdown of assistance required: (To be completed by Lender)

% _____	Median Area Income	\$ _____	Closing Cost
% _____	Allowable Assistance	\$ _____	Buy Down
\$ _____	Sales Price of Property	\$ _____	Down Payment
\$ _____	Appraised Value	\$ _____	Total Assistance Requested

MAKE CHECK PAYABLE TO: (Vendor(s) set up for your Mortgage Company)

Name: _____

Address: _____

Phone: _____ Tax I.D. #: _____

Check Will Be DELIVERED at closing by Community Development Rehab Program Manager

CITY USE ONLY:

Approved by: _____

Title: _____ Date: _____

Processed by: _____

Title: _____ Date: _____

Amount Approved \$ _____ Closing Date: _____

Subsidy Participation Checklist (Attachment #16)
Homebuyer Assistance Program (HAP)

Key	Question:	Response:
1	Requesting Mortgage Consultant:	
2	Market (required geographic location):	Inside City limits of Alexandria
3	Agency Name:	City of Alexandria Community Development Department (CmDv)
4	Agency Contact / Program Manager (NOTE: personnel is subject to change. Call 318-449-5074 for verification)	Vanity Givens 318-449-5074 Vanity.givens@cityofalex.com
5	Subsidy Amount:	Max HOME \$55,000.00
6	Use of Funds (Down Payment, Closing Cost, Prepays)	
7	Target Market: (% of AMI or other target):	
8	Homebuyer Training Required:	Yes, by HUD approve Counselor
9	Landlord Training Required:	N/A
10	Required Family Contribution:	
11	Housing & DTI Ratio Requirement from Provider:	
12	Period of Affordability:	TBD
13	Subsidy Repayment (if loan is not forgivable):	Forgivable if meets criteria
14	Closing Funds Issued by:	City of Alexandria at the time of closing
15	Can Subsidy be Layered:	Yes, but all other sources must be known before approaching CmDv
16	Is City of Alexandria CmDv willing to take third position?	No, second position only
17	Available Funds:	Max HOME \$55,000 per qualified buyer
18	Source of Funding (HOME, CDBG, Private):	HOME
19	Intake Process:	See Program Guidelines
20	Disbursement of Funds at Closing (cashiers check, wire)	Check
21	Is annual Monitoring Requirements?	Yes, CmDv will perform
22	Is default monitoring required by Lender?	Yes, during entire affordability period. If in default, Lender to notify CmDv
23	Is MOU required between CmDv & Lender?	Yes, see attached
24	Is Lender required to submit specific documents to CmDv To review prior to closing?	Yes, see Program Guidelines
25	Are Post-Closing Audits required by CmDv? If yes, how many years should files be retained? What documents should be maintained in the file?	Yes During entire affordability period See Program Guidelines
26	Is Lender required to submit specific documents to CmDv To review post closing?	Yes, settlement statement
27	CmDv to provide sample copy of CmDv Approval Letter	Yes, see Program Guidelines
28	Can subsidy be utilized with Conventional (Fannie Mae)?	Yes
29	Can subsidy assistance be layered?	Yes, but CmDv HAP assistance must be last assistance considered

Buyer Affidavit for Success Story Publication (Attachment #17)
Homebuyer Assistance Program (HAP)

I/We, _____

Who reside(s) at _____

authorize both City of Alexandria Community Development Department and the participating lending institution to disclose photograph, my name and/or address for stories related to successful participation in the Homebuyer Assistance Program.

I also agree that both City of Alexandria Community Development Department and the participating lending institution may use me as a reference for future first time homebuyers that may have questions about my experience with any and all facets of the program and its participants.

Homebuyer signature

Date

Homebuyer signature

Date

Witness

Date

Lending Institution

Date

Loan Officer

Date

**Participating HUD Certified Lender Application (Attachment #18)
Homebuyer Assistance Program (HAP)**

Name of Lender

Authorized Contact Person

Address

Email Address

City, State, Zip Code

Alternate Authorized Contact Person

Phone Number

Email Address

Fax Number

1. How many assisted loans is your organization anticipating using with HAP? _____ (Approximate #).
2. Has your organization completed the City of Alexandria Vendors list application? _____ Yes _____ No
The City of Alexandria will be unable to issue a check unless this is marked YES and copy is received. (Vendors List Application Attached)
3. A fully executed Memorandum of Understanding, Attachment #19, has been signed between your organization and the City of Alexandria shall be attached. (Obtain copy of MOU from CmDv Program Manager).
_____ Yes _____ No
4. HUD MORTGAGEE CERTIFICATION NUMBER # _____
(this number will be verified through the HUD office) **Only HUD Certified Lenders are authorized to participate in HAP.**

My signature(s) acknowledge that I/We have read the Homebuyer's Assistance Program Manual (HAP) and understand the guidelines and assistance being offered.

Authorized Signature

Printed Name

Title

Printed Title

Witness

Date

Memorandum of Understanding (Attachment #19 – page 1 of 4)
Homebuyer Assistance Program (HAP)

Memorandum of Understanding
for HAP funded assistance program between

City of Alexandria

AND

Partner Financial Institutions

This document takes effect on this _____ day of _____ 20____ and describes the agreed-upon responsibilities and expectations between the City of Alexandria ("COA"), through the Community Development Department, and CERTIFIED PARTNER FINANCIAL INSTITUTIONS ("HAP Partner") for the use of funds received by the Financial Institution through its Community Reinvestment Act (CRA) services. The purpose of this Partnership is to facilitate the Homebuyer Assistance Program ("HAP").

RESPONSIBILITIES AND EXPECTATIONS

Under this Memorandum, COA and the Partner Financial Institution agree to adhere to the expressed requirements, obligations and restrictions found in the HAP Program Guidelines, which is attached herein and made part of this Memorandum of Understanding as *Exhibit A*.

The HAP Partner is the conduit to select applicants and define the amount of financial need as it relates to residential homebuyer assistance need for qualified persons to receive HAP funds.

COA is the funding source for the applicant's financial assistance. COA will follow Department of Housing and Urban Development (HUD) current year guidelines for the income qualification and the COA's Homebuyer's Assistance Program for Owner Occupied Structures Program Guidelines.

Participation in this program is set forth in *Exhibit A* and shall proceed generally as follows:

1. The COA and the HAP Partner enter into an MOU;
2. COA will advertise that Homebuyer Assistance Program is available for low to moderate income applicants in the local paper and social media;
3. COA will provide qualified Homebuyers with a direct subsidy for up to \$55,000 maximum for down payments, mortgage principal reduction assistance, and/or closing costs;
4. The HAP Partner shall serve as the primary point of contact for the applicant regarding loan qualification, underwriting, lending requirements and closing coordination. The City of Alexandria may communicate directly with the applicant regarding program eligibility, income verification, environmental review requirements, property inspections, rehabilitation requirements, grant compliance, and other matters necessary for administration of the program.
5. The HAP Partner notifies COA in writing of the full name, requisite documentation for qualified applicants, potential address of the property to be purchased, the amount of assistance requested and the timeline for the scheduled real estate closing;
6. The HAP Partner shall be responsible to define the amount of financial need for the applicant. The HAP Partner may also provide other financial assistance offered directly from the HAP Partner;
7. COA certified Inspector and staff will perform two levels of applicant qualification:
 - a. COA will verify low-moderate income limit qualifications per annual HUD standards and

Memorandum of Understanding (Attachment #19 – page 2 of 4)

- b. COA will inspect the potential home to be purchased to confirm the home meets the structural and habitable requirements of the current International Property Maintenance Code for the requisite investment funding, including any lead remediation if necessary. It shall be noted that this is not in lieu of a Home Inspection provided by a private party;
8. Once an applicant is deemed eligible, a COA certified Inspector determines any necessary repairs or lead remediation work to be performed in compliance with the current International Property Maintenance Code and City Ordinances;
9. COA will confirm to the HAP Partner the qualification status of the applicant and proposed house for purchase, along with a written scope of work to be remedied by the seller prior to closing;
10. COA shall provide the HAP Partner and the Seller's Real Estate Agent with list of State Licensed Contractors who are registered to do work in the City and a Rehab Permit Application, if applicable. The Seller's selected State Licensed Contractor shall be required to submit a CDA Rehab Permit Application to COA and shall pay the Rehab Permit fee of \$150.00. The Rehab Permit will be issued to the Contractor, listing the requisite inspections for the defined scope of work. The Rehab Permit is valid for thirty (30) calendar days. An extension for extenuating circumstances can be granted for a maximum of two 30 day extensions. COA will notify the HAP Partner of the issuance of the Rehab Permit;
11. After the Seller's Contractor completes the required repairs and/or lead remediation, COA certified Inspector will make another inspection to confirm compliance. If all work is satisfactory, COA will issue a Certificate of Completion / Occupancy to the State Licensed Contractor, the HAP Partner and the applicant via email;
12. COA does require a forgivable subordinate mortgage, based on the amount of assistance to be provided, that will be placed against the subject property in return for funding commitment. Under \$25,000 = 5 years, \$25,000-\$50,000 = 10 years, Over \$50,000 – 15 years, New Construction – 20 years.
13. The closing Attorney shall be responsible for recording the COA subordinate mortgage in addition to other requisite documents;
14. COA and the HAP Partner are individually responsible for its requisite reporting requirements for this Program.

ACKNOWLEDGED REFERENCES

COA and the HAP Partner acknowledge the entire HAP Program Guidelines, *Exhibit A*, document shall govern the implementation and execution of the Program, which specifically include:

1. Property to be purchased must be within the Alexandria City limits – Article VII.
2. Current year HUD Adjusted HOME Income Limits for up to 80% AMI – Article III.1.
3. Applicant must be a first time homebuyer as defined by HUD – Article III.3.
4. Property must be the applicant's principal residence – Article III.4.
5. Applicant must complete a minimum of 8 hours participation in a HUD approved First Time Homebuyers Education Course – Article VI.1.
6. Applicant's credit score must follow lender requirements – Article III.5.
7. Applicant is required meet minimum credit requirements of the certified lender – Article III.5.
8. Applicants must qualify for a first mortgage through a participating lender. Debt-to-income ratios shall be determined by the lender in accordance with applicable underwriting requirements – Article II.6.
9. Current year HOME maximum Per Unit Subsidy Limits – Article IV.2.
10. Maximum Homebuyer Assistance cap is \$55,000 – Article IV.1.
11. Timeframe for forgivable subordinate mortgage based on amount of assistance needed – Article IV.3.
12. Recapture provisions – Article IX.3-IX.6.

Memorandum of Understanding (Attachment #19 – page 3 of 4)

13. CmDv will not over subsidize assistance to any applicant – Article IV.6.
14. The first mortgage amount and property value must be sufficient to support the proposed financing and comply with lender underwriting requirements – VII.5.
15. Lending products should be fully amortizing 30-year fixed rate loans – Article II.5.
16. Recapture provisions – Article IV. Section 3.
17. HAP qualification process – Article I.1.
18. Property Type – Article VII.4.
19. Site specific Environmental Review must be completed prior to commitment of funds– Article VII.6.

TIME PERIOD

This Memorandum of Understanding shall remain in place from the date of signing as indicated above and shall remain in effect for one (1) calendar year. Additionally, this Memorandum of Understanding can be renewed for an additional year for two (2) consecutive terms upon written agreement of the parties. Such written renewal shall serve as an amendment to this MOU.

AMENDMENT

This Memorandum of Understanding may be amended, in writing, in the event that both parties agree and the reason for amendment does not significantly alter the intent of the initial MOU.

TERMINATION

This Memorandum may be terminated in whole or in part by either party without cause. Written notice of termination shall be given in writing to both City of Alexandria's Community Development Department Administrator and the Partner Financial Institution and shall be sent via certified or registered mail with return receipt requested. Failure to honor any of the obligations stated above may also result in the termination of this Memorandum.

[INTENTIONALLY LEFT BLANK]

Memorandum of Understanding (Attachment #19 – page 4 of 4)

We, the undersigned Parties, hereby accept all above terms, conditions and/or provisions.

The undersigned represents and warrants that he or she has all rights and authority to enter into this Memorandum on behalf of Certified Lender and to bind Lender to the terms set forth above.

THUS DONE AND SIGNED, before me, Notary, on the ____ day of _____, 20____, at Alexandria, Louisiana.

CERTIFIED LENDER

WITNESS & DATE

LENDER REPRESENTATIVE & DATE

WITNESS & DATE

LENDER NAME

NOTARY

NOTARY Printed Name

Notary/Bar No.: _____

My commission expires: _____

THUS DONE AND SIGNED, before me, Notary, on the ____ day of _____, _____ at Alexandria, Louisiana.

CITY OF ALEXANDRIA

WITNESS & DATE

By: _____
MAYOR JACQUES ROY

WITNESS & DATE

NOTARY

NOTARY Printed Name

Notary/Bar No.: _____

My commission expires: _____

Participating First Time Homebuyer Counselor / Instructor (Attachment #20)
Homebuyer Assistance Program (HAP)

Name of Lender

Authorized Contact Person

Address

Email Address

City, State, Zip Code

Alternate Authorized Contact Person

Phone Number

Email Address

Fax Number

1. How many years has your organization been a HUD Approved Housing Counseling Agency? _____
2. Has your organization completed the City of Alexandria Vendors list application? _____ Yes _____ No
The City of Alexandria will be unable to issue a check unless this is marked YES and copy is received. (Vendors List Application Attached)
3. HUD Approved Housing Counseling Agency ID NUMBER # _____
(This number will be verified through the HUD office) **Only HUD Certified Counselors are authorized to provide First Time Homebuyer Training.**

My signature(s) acknowledge that I/We have met the criteria as defined by HUD for the HOME Program regarding First Time Homebuyer training and counseling services.

Authorized Signature

Printed Name

Title

Printed Title

Witness

Date

Homebuyer Assistance Program Written Agreement (Attachment #21)
Homebuyer Assistance Program (HAP)

Homebuyer Assistance Program Agreement (HAP)

THIS AGREEMENT, made and entered into on the [ContractDay] day of [ContractMonth], [ContractYear], by and between:

THE CITY OF ALEXANDRIA, LOUISIANA (the "City"), through the MAYOR duly authorized by virtue of Resolution #xxx-XXX,

and

Private Applicant / Homebuyer, [OwnerContact First Last Name] ("Homebuyer"; if more than one Homebuyer, the word "Homebuyer" shall be read as if written in the plural), the Homebuyer(s) whose current primary residence is address: [ProjectFullAddress]. (The City and Homebuyer are hereinafter, collectively, the "Parties".)

WITNESSETH:

WHEREAS, the City is an Entitlement Participating Jurisdiction (PJ) under the Community Development Block Grant (CDBG) which is administered by the United States Department of Housing and Urban Development (HUD) under the Housing and Community Development Act of 1974, 42 USC 5301 et seq, the Community Development Block Grant ("CDBG") regulations at 24 CFR Part 570, including 24 CFR § 570.201 and 570.208; and/or the HOME Investment Partnerships Act, as amended, and the HOME Investment Partnerships Program ("HOME") regulations at 24 CFR Part 92, including 24 CFR § 92.203, 92.205, 92.251, 92.254, and 92.504, as applicable to the source of funds used to provide assistance; and

WHEREAS, the City's Community Development Department ("CmDv") shall manage the Homebuyer Assistance Program (the "Program"), and as part of its local implementation of the CDBG and/or HOME Program, has established the Homebuyers Assistance Program Policy Guidelines (the "Program Guidelines"), with minor subsequent program updates, and may fund the maximum amount of award through either and/or both funding sources depending on funding availability; and

WHEREAS, the City provides for financial homebuyer gap assistance to purchase a property and structure within the City limits of Alexandria, Louisiana, as authorized by City Council Resolution #xxx-XXXX, with a maximum of \$55,000 for properties that are located within a designated Low to Moderate Income Area ("LMA"), (as defined by HUD as an area in which at least fifty-one percent (51%) of the residents are deemed low to moderate income, consistent with 24 CFR 570.208(a)(1)), or a maximum of \$50,000 for properties outside of a defined LMA, for closing cost, buydown assistance, acquisition financing, mortgage-insurance premiums, reasonable closing costs and up to fifty percent (50%) of the downpayment required by the mortgagee; and

WHEREAS, it is the City's intent that this Agreement cover maximum funding and regulations defined in the Program Guidelines, as applicable, and the homebuyer must be a low-income family, income eligibility must be determined in accordance with HOME requirements, the HOME-assisted property must serve as the family's principal residence, the homebuyer must receive housing counseling, and the amount of HOME assistance must be

determined in accordance with the City's written underwriting standards for the eligible Homebuyer, all of which are incorporated herein by reference; and

NOW THEREFORE, the Parties to this Contract, in consideration of the mutual agreements contained herein, agree as follows:

SECTION 1. ENTIRE PROGRAM AGREEMENT AND INCORPORATED DOCUMENTS.

This Agreement is part of the complete set of Program documents. The Promissory Note and Mortgage may be executed at closing and, once executed, shall become part of the complete Program documents governing the assistance. The following documents, as applicable, are incorporated by reference and maintained as part of the Homebuyer's Program file:

1. HAP Program Guidelines
2. Program Participation Qualification/Commitment Letter
3. Approved Sources and Uses/Subsidy Determination
4. Income Eligibility Determination
5. Recapture Restrictions
6. Purchase and Sale Agreement
7. Promissory Note
8. Forgivable Subordinate Mortgage
9. Other certifications or documents required by the City for the HOME-assisted transaction.

SECTION 2. DEFINITIONS.

For purposes of this Agreement, the following terms shall have the meanings stated below.

"City" means the City of Alexandria, Louisiana, acting through its Community Development Department, and any authorized successor or assignee.

"Application" shall mean the City of Alexandria Homebuyer Assistance Program application and all supporting documentation, certifications, and updates submitted by or on behalf of the Homebuyer in connection with the HOME Assistance.

"HUD" shall mean the U.S. Department of Housing and Urban Development

"Low Income Household" shall mean a family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

"HOME" means the HOME Investment Partnerships Program administered by the U.S. Department of Housing and Urban Development under 24 CFR Part 92, as amended.

"HOME Assistance" means the HOME funds provided by the City for eligible down payment, principal reduction, closing costs, or other eligible homeownership costs approved by the City.

"Homebuyer" means the person or persons receiving HOME Assistance and acquiring the Property.

"Period of Affordability" means the period during which the HOME homeownership requirements apply to the Property. The applicable period is based upon the amount of HOME assistance invested in the Property: less than \$25,000 – five (5) years; \$25,000 through \$50,000 – ten (10) years; more than \$50,000 – fifteen (15) years, unless a different period is required by federal law or the City's Program Guidelines.

"Principal Residence" means the Homebuyer's primary place of residence.

"Program Guidelines" means the City of Alexandria Homebuyer Assistance Program Guidelines in effect for the assistance provided to the Homebuyer, including any approved amendments applicable to the transaction.

"Property" means the real property and improvements being acquired by the Homebuyer with HOME Assistance.

"Promissory Note" means the note executed by the Homebuyer in favor of the City evidencing the HOME Assistance and the Homebuyer's repayment, forgiveness, and compliance obligations.

"Mortgage" means the mortgage or other security instrument executed by the Homebuyer in favor of the City to secure the Homebuyer's obligations under the Promissory Note and this Agreement.

SECTION 3. CITY'S RIGHTS & DUTIES.

Subject to satisfaction of all Program requirements and closing conditions, the City agrees to provide HOME Assistance in the amount identified in the Program Participation Qualification/Commitment Letter and the approved Sources and Uses/Subsidy Determination incorporated into this Agreement. The HOME Assistance may be used only for costs approved by the City and permitted under the Program Guidelines and applicable HOME requirements.

The applicable Period of Affordability shall be determined by the amount of HOME Assistance provided in accordance with Section 1 of this Agreement and the Program Guidelines.

The Homebuyer acknowledges that the participating lender serves as the initial qualifier for mortgage financing and may provide preliminary determination of the Homebuyer's ability to obtain financing. Any lender prequalification, preapproval, or underwriting determination does not constitute approval of HOME assistance by the City. The City shall make its own determination of eligibility and compliance with the Program Guidelines and applicable HOME requirements. Execution of this Agreement does not guarantee or create an unconditional right to HOME assistance. HOME assistance is subject to final City approval, availability of funds, satisfaction of all Program requirements, completion of required reviews including environmental review and documentation, and successful closing of the transaction.

The HOME Assistance shall be provided as a subordinate loan secured by a Promissory Note and Mortgage in favor of the City. HOME funds shall be disbursed only for eligible costs approved by the City and shall not be disbursed directly to the Homebuyer as cash.

SECTION 4. HOMEBUYER RIGHTS & DUTIES.

In consideration of the HOME Assistance, the Homebuyer agrees to comply with the Program Guidelines, the Promissory Note, the Mortgage, this Agreement, and all applicable HOME requirements. The Homebuyer shall occupy the Property as the Homebuyer's Principal Residence throughout the applicable Period of Affordability, except as otherwise permitted in writing by the City and under applicable federal requirements.

The Homebuyer shall use the Property for eligible residential purposes and shall not use, lease, transfer, or otherwise dispose of the Property in a manner that violates the Program Guidelines, the Promissory Note, the Mortgage, this Agreement, or applicable HOME requirements.

The Homebuyer represents and certifies that all information and documentation provided to the City and participating lender is true, complete, and accurate. The Homebuyer shall promptly notify the City before closing of any material change in household composition, income, employment, assets, debts, financing, purchase price, or other information that may affect Program eligibility, underwriting or the amount of HOME Assistance.

The Homebuyer certifies that, to the best of the Homebuyer's knowledge, no prohibited conflict of interest exists in connection with the HOME Assistance. The Homebuyer agrees to promptly disclose to the City any relationship, interest, or circumstance that may create a potential conflict of interest involving a City officer, employee, agent, elected official, appointed official, consultant, or other covered person under applicable HOME requirements.

The Homebuyer shall complete the City-required eight (8) hour HUD-approved homebuyer education course prior to closing.

The Homebuyer agrees to provide updated income and eligibility documentation if required by the City prior to closing, including when the City's prior eligibility determination must be updated under applicable HOME requirements.

SECTION 5. TERM.

This Agreement becomes effective upon execution and delivery and shall remain in effect for the applicable Period of Affordability and for any additional period during which obligations remain outstanding under the Promissory Note or Mortgage, as provided in those documents and the Program Guidelines. The City may execute and record an appropriate release when all applicable obligations have been satisfied.

SECTION 6. SALE, TRANSFER, REFINANCE, OR OTHER DISPOSITION.

During the applicable restriction period, the Homebuyer shall not sell, transfer, convey, assign, lease with an option to purchase, enter into a bond for deed or similar arrangement, or otherwise dispose of all or any part of the Property without prior written review by the City. Any sale, transfer, refinance, subordination, or other transaction affecting the Property is subject to the Program Guidelines, the Promissory Note, the Mortgage, and applicable HOME requirements.

Subordination may be considered only when permitted by the Program Guidelines and approved in writing by the City. Cash-out refinancing is not permitted when prohibited by the Program Guidelines, Promissory Note, or Mortgage.

The Homebuyer shall not place or permit any additional lien, mortgage, security interest, or other encumbrance against the Property without prior written review by the City when such lien or encumbrance may affect the City's

security interest, the affordability requirements, or compliance with the Program Guidelines or applicable HOME requirements.

SECTION 7. RECAPTURE / REPAYMENT / FORGIVENESS.

The Homebuyer acknowledges that HOME homeownership assistance is subject to the City's approved recapture requirements and the terms of the Promissory Note and Mortgage. If the Property is sold, transferred, no longer used as the Homebuyer's Principal Residence, or another event occurs that triggers repayment under the Program Guidelines, Promissory Note, Mortgage, or applicable HOME requirements, the amount due to the City shall be determined under those controlling documents and applicable federal requirements.

Any forgiveness of the HOME Assistance shall occur only as stated in the Promissory Note, Mortgage, and Program Guidelines. Nothing in this Agreement shall be interpreted to provide forgiveness greater than that authorized by those documents or by applicable federal law.

SECTION 8. COVENANTS RUNNING WITH THE LAND.

The Homebuyer subjects the Property to the covenants, restrictions, and requirements contained in this Agreement for the applicable Period of Affordability. To the extent permitted by law, the parties intend that such covenants and restrictions run with the land and be binding upon the Homebuyer and any successor in interest during the applicable restriction period. Any conveyance or other instrument affecting the Property shall remain subject to the applicable HOME requirements and restrictions notwithstanding whether such restrictions are expressly restated in the instrument.

SECTION 9. COMPLIANCE WITH PROGRAM GUIDELINES.

The Homebuyer acknowledges receiving or being provided access to the City of Alexandria Homebuyer Assistance Program Guidelines and agrees that the Program Guidelines are incorporated into this Agreement by reference. If there is a conflict among this Agreement, the Program Guidelines, the Promissory Note, the Mortgage, and applicable federal requirements, the City shall administer the assistance in accordance with applicable federal requirements and the controlling legal documents for the transaction.

SECTION 10. PRINCIPAL RESIDENCE AND MONITORING.

The Homebuyer shall maintain the Property as the Homebuyer's Principal Residence during the applicable Period of Affordability. The Homebuyer agrees to provide certifications, documentation, access, or other information reasonably requested by the City to verify continued compliance with HOME and Program requirements.

SECTION 11. PROPERTY STANDARDS AND CONDITION.

The Homebuyer acknowledges that the Property must meet all applicable Program property requirements prior to or as a condition of assistance. The Homebuyer is responsible for maintaining the Property in a safe and sanitary condition after purchase and for complying with applicable local codes and ordinances.

Any inspection performed or required by the City is solely for HOME Program compliance purposes and is not a representation, warranty, or guarantee by the City regarding the condition of the Property. Such inspection is not a substitute for an independent home inspection obtained by the Homebuyer.

SECTION 12. INSURANCE, TAXES, AND LIENS.

The Homebuyer shall keep property taxes current, maintain hazard insurance and flood insurance when required, and avoid liens or encumbrances that would impair the City's security interest or violate the Program Guidelines, Promissory Note, or Mortgage. The City may require evidence of compliance upon request.

SECTION 13. DEFAULT AND ENFORCEMENT.

If the Homebuyer fails to perform or comply with any covenant, agreement, restriction, or obligation contained in this Agreement, the Program Guidelines, the Promissory Note, the Mortgage, or applicable HOME requirements, such failure may constitute a default.

Except where a different notice or cure period is required by applicable law or the controlling Program documents, the City shall provide the Homebuyer written notice of the default and thirty (30) days from the date of such notice to cure the default. If the default is not cured within the applicable cure period, the City may declare an Event of Default and exercise any remedy available under the Promissory Note, Mortgage, this Agreement, applicable federal requirements, or Louisiana law.

Remedies may include recovery of amounts due, enforcement of principal-residence, affordability, sale, transfer, or other restrictions, injunctive relief, or any other appropriate legal or equitable remedy available to the City. The rights and remedies of the City shall be cumulative and the exercise of one remedy shall not prevent the City from exercising any other remedy available under the applicable Program documents or law.

SECTION 14. RECORDING.

This Agreement shall be recorded in the official conveyance and mortgage records of Rapides Parish, Louisiana, together with the Mortgage and any other document required to evidence, secure, or enforce the City's HOME restrictions or security interest. The City may also record any amendment, release, satisfaction, or other instrument necessary to administer the Program or evidence the termination of the applicable restrictions.

SECTION 15. FAIR HOUSING AND NONDISCRIMINATION

The City and the Homebuyer shall comply with all applicable federal, state, and local fair housing and nondiscrimination requirements in connection with the HOME Assistance and the Property. Nothing in this Agreement shall be construed to authorize discrimination prohibited by applicable law.

SECTION 16. GOVERNING LAW.

This Agreement shall be governed by applicable federal law and the laws of the State of Louisiana.

SECTION 17. AMENDMENTS.

This Agreement may be amended only in writing and only when the amendment is consistent with applicable HOME requirements, the Program Guidelines, the Promissory Note, and the Mortgage. If recordation is necessary to protect or modify the City's interest, the amendment may be recorded in the official records of Rapides Parish.

SECTION 18. NOTICE.

Notices to the Lender, Realtor, and/or Applicant anticipated or required under this Program shall be in writing and deemed delivered via email read receipt. Notices to the City shall be in writing and can be via email. Notices to the City shall be addressed to:

City of Alexandria, Office of Community Development
Attn: Housing Program Manager
625 Murray Street, Suite 7, Alexandria, LA 71301

Phone: 318-449-5074
Email: cda@cityofalex.com
Location: Third Floor, Planning Division

SECTION 19. SEVERABILITY.

If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in effect to the fullest extent permitted by law.

SECTION 20. COUNTERPARTS AND ELECTRONIC SIGNATURES.

This Agreement may be executed in counterparts and by electronic signature. Each of which shall be considered an original. Copies or electronic reproductions may be used for administrative purposes, but the City may require original signatures for documents requiring recordation or closing.

SECTION 21. AGREEMENT EXECUTION

We, the undersigned Parties, hereby accept all above items, conditions and/or provisions. The undersigned represents and warrants that he or she has all rights and authority to enter into this Agreement on behalf of the Owner and to bind the Owner to the terms set forth above.

THUS DONE AND SIGNED, before me, Notary, on the _____ day of _____, 20____ at Alexandria, Louisiana.

HOMEBUYER(S)

WITNESS & DATE

HOMEBUYER & DATE

WITNESS & DATE

HOMEBUYER & DATE

NOTARY

NOTARY Printed Name

Notary/Bar No.: _____

My commission expires: _____

THUS DONE AND SIGNED, before me, Notary, on the _____ day of _____, 20____ at Alexandria, Louisiana.

CITY OF ALEXANDRIA

WITNESS & DATE

By: _____
MAYOR JACQUES ROY

WITNESS & DATE

NOTARY

NOTARY Printed Name

Notary/Bar No.: _____

My commission expires: _____

END.

- 5) Introduction of an ordinance authorizing the mayor to enter into agreements with the U.S. Department of Housing and Urban Development with respect to annual CDBG and HOME grant funding contracts, amendments, and other documents and matters with respect thereto.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Planning Div - Community Development

Date: October 8, 2026

Title: A Ordinance authorizing the Mayor to enter into agreements with US Dept of Housing & Urban Development with respect to annual FY2026-2027 CDBG & HOME grant funding contracts, amendments, and other documents and matters with respect thereto.

Explanation of Proposal:

Additional Information Attached ☒

The City of Alexandria's receives federal entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD) on an annual basis through the CDBG and HOME grant programs. These programs require the City to enter into various grant agreements with HUD and to submit other documentation to supporting the program.

Please see attached documentation for more information.

Budget:



Neutral



Within
Existing



Requires
Amendment

Account Number: 160-333000 & 163-333000

Expense Amount: \$508,887.00 CDBG
\$260,651.61 HOME

Account Line Item: 330220

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form



Review:

Content



Information: Sufficient



Insufficient



Remarks: Exhibit A: FY2026-2027 HUD Entitlement Formula Award
Exhibit B: FY2026-2027 HUD Entitlement Grant Agreement

OCT 13 2026

CITY COUNCIL

ORDINANCE NO. -2026

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AGREEMENTS WITH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT WITH RESPECT TO ANNUAL CDBG AND HOME GRANT FUNDING CONTRACTS, AMENDMENTS, AND OTHER DOCUMENTS AND 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 enter into agreements with the U.S. Department of Housing and Urban Development with respect to annual CDBG and HOME grant funding contracts, amendments, and other documents; and, further authorizing the Mayor, or the Mayor's designee, to sign and execute contracts, documents and agreements related thereto when in the Mayor's discretion it is reasonable and necessary.

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.

THIS ORDINANCE was introduced on the 20th day of October, 2026.

NOTICE PUBLISHED on the 23rd day of October, 2026.

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the 3rd day of November, 2026 and final publication was made in the Alexandria Town Talk on the 6th day of November, 2026.

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

DELIVERED: DATE: _____ TIME: _____

RECEIVED: DATE: _____ TIME: _____



ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

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

Exhibit A

April 10, 2026

The Honorable Jacques Roy
Mayor of Alexandria
P.O. Box 71
Alexandria, LA 71309

Dear Mayor Roy,

Secretary Scott Turner is committed to improving housing opportunities, reducing regulations to lower housing cost, and expanding housing supply for hardworking Americans. The nationwide shortage of rental and owner-occupied properties and the current rate of construction have not kept pace with the demand. This lack of adequate housing supply leads to higher prices for renters and homebuyers alike, forcing some into homelessness and preventing countless Americans from becoming homeowners. Across the country, partnerships between public and private sectors are providing millions of Americans an opportunity to get ahead. HUD is determined to continue its collaboration with you so programs are responsibly utilized and can spark additional leveraging and partnerships to address the nation's housing challenges.

As authorized by the Consolidated Appropriations Act (Public Law 119-75) on February 3, 2026, I am honored and excited to announce that the Alexandria jurisdiction is receiving the following Fiscal Year 2026 allocations for the identified programs:

Community Development Block Grant (CDBG) \$508,887.00

HOME Investment Partnerships Program (HOME) \$260,651.61

Emergency Solutions Grants (ESG) \$ 0.00

Housing Opportunities for Persons With AIDS (HOPWA) \$ 0.00

Recovery Housing Program (RHP) \$ 0.00

In addition, your jurisdiction's CDBG allocation for this year provides you with \$2,544,435.00 in available Section 108 loan guarantee borrowing authority. Section 108 permits you to borrow up to five times of your current CDBG allocation. This loan allows jurisdictions to maximize access to low-interest capital, and provide long-term financing to invest in Opportunity Zones, or further address gap financing for big projects that you envision for your community.

As you are finalizing your Annual Action Plans or Consolidated Plans that are due for submission to our office by August 16, 2026, please be reminded that it is important to align with

applicable laws and executive orders. If you or any member of your staff have questions, please do not hesitate to contact your local HUD Field Office or CPDGDAS@hud.gov.

Thank you for your interest in CPD programs and for ensuring that these dollars are responsibly achieving outcomes as intended by law. When people have a safe and stable place to call home, they can focus on contributing to the economy and be productive members of their respective communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald J. Kurtz". The signature is written in a cursive style with a horizontal line underneath the name.

Ronald J. Kurtz
Assistant Secretary
for Community Planning and Development



October 2, 2026

Honorable Jacques Roy, Mayor
City of Alexandria
915 3rd St
Alexandria, LA 71301-8342

SUBJECT: Fiscal Year 2026 Grant Agreement Transmittal

Dear Honorable Jacques Roy:

The New Orleans Field Office would like to thank you for your continued partnership in providing quality affordable housing, a suitable living environment, and expanding economic opportunities through the Department of Housing and Urban Development (HUD) programs.

Except as where otherwise noted, one Grant Agreement is attached for each program awarded as follows:

Community Development Block Grant Program (CDBG)	\$508,887.00
HOME Investment Partnerships (HOME)	\$260,651.61
Total FY 2026 Award	\$769,538.61

Federal Award Agreement

Transmittal of a grant agreement does not constitute approval of the activities described in your Consolidated Plan or Annual Action Plan. You are reminded that you, as grantee, are responsible for ensuring that all grant funds are used in accordance with all program requirements. By executing the Federal Award Agreement, you are entering into a legally binding agreement with HUD to use the awarded funds and carry out the funded activities in accordance with all Federal statutes, regulations, Federal Register notices, and award terms and conditions that apply to those funds and activities.

Please carefully note the addenda that are part of each agreement.

HUD recognizes that some federal courts have issued injunctions or orders which impact certain CPD Federal Award/Grant Agreements, to include an order vacating certain grant conditions issued by the U.S. District Court of Rhode Island in *Rhode Island Coalition Against Domestic Violence, et al. v. Kennedy, et al.*, 1:25-cv-00342 (D.R.I.) which impacts CPD Federal Award Agreements and grantees. To preserve all legal rights and defenses, the enclosed agreement contains the same conditions at issue in those orders. For grantees who are plaintiffs covered by those orders or for non-plaintiff grantees who are otherwise covered by those orders, be advised that HUD will comply with all applicable injunctions and orders and will not implement or enforce the challenged or vacated conditions consistent with those orders while

those orders are in effect. This will include HUD disregarding any required "certifications" or "compliance" statements as covered by those orders. Accordingly, kindly return an executed copy of the Federal Award/Grant Agreement, as discussed below, and HUD will make grant funds at issue in your agreement available. Please be further advised that should the injunction or order that currently prohibits HUD from enforcing the challenged conditions as to your grant or award be stayed, dissolved, or reversed, the agreement, with the challenged conditions, will become effective.

HOME Program Resale/Recapture Requirements

In accordance with the HOME regulations at 24 CFR 92.254(a)(5), a Participating Jurisdiction (PJ) must establish resale and/or recapture requirements that comply with the standards of the regulation. Furthermore, the resale and/or recapture requirements must be set forth in the PJ's Consolidated Plan. HUD must determine if the PJ's provisions comply with the requirements of the regulations and notify the PJ in writing of its determination.

- ☒ HUD has reviewed your resale and/or recapture provisions and determined that the provisions included in the Plan:
- ☒ comply with the requirements at 24 CFR 92.254(a)(5)
 - ☐ do not comply with the requirements at 24 CFR 92.254(a)(5). Your organization may not use HOME funds to undertake any activities related to homebuyer assistance until your organization has submitted and HUD has approved the corrected resale and/or recapture provisions.
- ☐ HUD has not yet reviewed your resale and/or recapture provisions and will provide its written determination under separate cover. Your organization may not commit HOME funds to undertake any new activities related to homebuyer assistance until HUD has approved the resale and/or recapture provisions.

Executing the Agreement

The authorized official **must** complete Addendum 3. Indirect Cost Rate Schedule for each agreement, even if no indirect costs will be charged under the grant. Please mark one (and only one) checkbox to reflect how indirect costs will be calculated and charged under the grant. Please note that the Office of Management and Budget (OMB) issued revised Guidance and the *de minimis* indirect cost rate increased from 10 percent to up to 15 percent of Modified Total Direct Costs.

After certifying Addendum 3, the authorized official must input their full name and title, and then execute the agreement, with a signature, and date. To ensure expeditious disbursement of grant funds, do not make any additional modifications or amendments to the grant agreement other than those specifically allowed by applicable injunctions or orders or with prior written approval from HUD. Please ensure the authorized official signs the agreement. Once signed, the Grant Package will be submitted to HUD for review and countersignature. No other additions other than those described here should be made to the grant agreement without prior written approval.

You must return the entire Federal Award Agreement, including all addenda, to this office via the Field Office General Email Inbox: NewOrleansCPD@hud.gov. HUD will be signing the grant agreement second and will return to your office a copy of each signed agreement for you to maintain in your local program files.

HUD congratulates the City of Alexandria on your grant award(s), and we look forward to assisting you in accomplishing your program goals. If you have any questions or need further information or assistance, please contact your assigned Field Office representative or email our Office at: NewOrleansCPD@hud.gov.

Sincerely,

Sonya M. Brister, Director
Office of Community Planning and Development

Enclosure(s)

G. RESOLUTIONS

- 6) **RESOLUTION** approving the Alexandria Transit public transportation agency safety plan in accordance with 49 CFR as a recipient of Federal Transit Administration funding.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Public Works/Transit

Date: September 28, 2026

Title: A resolution approving the Alexandria Transit (ATRANS) public transportation agency safety plan (PTASP) in accordance with 49 CFR 673 as a recipient of Federal Transit Administration (FTA) funding.

Explanation of Proposal:

Additional Information Attached ☒

ATRANS PTASP initially approved in 2020 by Resolution No. 65-2020. ATRANS PTASP Version 2.0 (2026) attached for approval.

Budget:

☐

Neutral

☐

Within
Existing

☐

Requires
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

SEP 29 2026

CITY OF ALEXANDRIA

RESOLUTION NO. 65-2020

**RESOLUTION APPROVING THE LOUISIANA DEPARTMENT OF
TRANSPORTATION AND DEVELOPMENT SPONSORED PUBLIC
TRANSPORTATION AGENCY SAFETY PLAN AND SAFETY
PERFORMANCE TARGETS FOR ATRANS.**

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the approval of the Louisiana Department of Transportation and Development sponsored Public Transportation Agency Safety Plan and Safety Performance Target for ATRANS.

THIS RESOLUTION having been submitted in writing, was then submitted to 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 RESOLUTION was declared adopted on this the 7th day July, 2020.

/s/ Donna Jones
City Clerk

CITY OF ALEXANDRIA, LOUISIANA

ALEXANDRIA TRANSIT (ATRANS)

AGENCY SAFETY PLAN (ASP)

Version 2.0 – 2026

Prepared in Accordance with
49 CFR Part 673
Public Transportation Agency Safety Plans

Modes of Service:
Fixed-Route Bus
ADA Complementary Paratransit

Prepared by:
Alexandria Transit (ATRANS)
City of Alexandria – Public Works Department
2021 Industrial Park Road, Suite A
Alexandria, Louisiana 71303

Accountable Executive:
David R. Gill
Public Works Director

Chief Safety Officer:
Kenna Lavalais
Transit Manager

Revision Date: August 18, 2026



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1. Executive Summary

The City of Alexandria, Louisiana, provides public transportation services through its Transit Department, titled Alexandria Transit (ATRANS). ATRANS has developed this Public Transportation Agency Safety Plan (PTASP) in accordance with the requirements of 49 CFR Part 673 and the Federal Transit Administration (FTA) Public Transportation Safety Program established under 49 U.S.C. § 5329. This plan establishes the framework for managing safety throughout ATRANS' fixed-route and ADA complementary paratransit operations and demonstrates the City's commitment to protecting passengers, employees, contractors, and the public through implementation of a comprehensive Safety Management System (SMS).

As a recipient of Federal Transit Administration Section 5307 Urbanized Area Formula Program funding, the City of Alexandria, through ATRANS, is required to develop, implement, certify, and annually update a Public Transportation Agency Safety Plan. This PTASP establishes the policies, responsibilities, and processes used by ATRANS to satisfy applicable federal safety requirements and support continuous improvement throughout transit operations.

ATRANS has adopted Safety Management Systems (SMS) as the foundation of its safety program. SMS provides a systematic, data-driven approach to identifying hazards, assessing safety risks, implementing appropriate risk mitigations, monitoring safety performance, and continuously improving operational safety. ATRANS integrates safety risk management into operational and management decision-making to identify and address safety concerns proactively.

This Public Transportation Agency Safety Plan is organized around the four required components of SMS:

- Safety Management Policy (SMP) – Establishes leadership commitment, organizational responsibilities, employee accountability, and safety objectives.
- Safety Risk Management (SRM) – Establishes processes for identifying hazards, evaluating safety risks, and developing appropriate risk mitigations.
- Safety Assurance (SA) – Establishes processes for monitoring safety performance, evaluating the effectiveness of safety risk mitigations, and identifying opportunities for improvement.
- Safety Promotion (SP) – Supports employee training, safety communication, employee participation, and the development of a positive organizational safety culture.

Safety is a core responsibility throughout ATRANS. Executive leadership, managers, supervisors, maintenance personnel, dispatchers, operators, contractors, administrative staff, and other employees share responsibility for maintaining a safe public transportation system. Employees are encouraged to identify hazards, report safety concerns, provide operational feedback, and participate in activities that support the agency's Safety Management System.

ATRANS recognizes the importance of frontline transit worker participation in the development and implementation of the PTASP. ATRANS provides opportunities for frontline employees and their representatives to contribute safety information, identify hazards, and provide input regarding safety risks and appropriate mitigation strategies.

ATRANS operates fixed-route public transportation and ADA complementary paratransit services. The agency's safety responsibilities include:

- Fixed-route bus operations.

- ADA complementary paratransit operations.
- Passenger boarding, securement, and transportation.
- Revenue vehicle maintenance and reliability.
- Transit facilities, passenger amenities, and support equipment.
- Employee and workplace safety.
- Contractor activities that may affect public transportation safety.
- Emergency preparedness and response.
- Public interaction throughout the transit system.

The Public Works Director, serving as the Accountable Executive, has ultimate responsibility for ensuring implementation of this Public Transportation Agency Safety Plan and the agency's Safety Management System. The Accountable Executive is responsible for ensuring adequate resources are available to support safety activities, addressing identified safety risks, supporting implementation of safety risk mitigations, and ensuring compliance with applicable Federal Transit Administration safety requirements.

ATRANS establishes Safety Performance Targets (SPTs) consistent with applicable Federal Transit Administration requirements. Safety performance information, including National Transit Database (NTD) Safety and Security data and other available agency safety and operational information, is used to evaluate performance, identify safety concerns, and support continuous improvement.

ATRANS utilizes available safety and operational information to support implementation and continuous improvement of its Safety Management System, including:

- National Transit Database (NTD) Safety and Security reporting.
- Accident and incident reports and investigations.
- Employee hazard and safety reporting.
- Preventive maintenance and vehicle reliability information.
- Maintenance defect and repair records.
- Corrective actions and follow-up activities.
- Operational observations and supervisory input.
- Employee safety information and feedback.

Information obtained through these activities supports Safety Risk Management, Safety Assurance, Safety Promotion, and continuous improvement of the agency's safety performance.

This Public Transportation Agency Safety Plan reflects the City of Alexandria's commitment, through ATRANS, to providing safe, reliable, and accessible public transportation services while maintaining an organizational environment that encourages employee participation, proactive identification of safety risks, effective communication, and continuous improvement.

This PTASP shall be reviewed at least annually and updated as necessary to reflect changes in agency operations, organizational responsibilities, safety performance, Safety Management System processes, or applicable federal requirements. Following each annual review and update, the PTASP shall be reviewed and signed by the Accountable Executive and presented to the City of Alexandria governing authority, serving as the equivalent entity for ATRANS, for approval in accordance with 49 CFR Part 673. The updated plan shall become effective upon approval by the governing authority through resolution and shall be maintained in accordance with applicable Federal Transit Administration requirements.

2. Transit Agency Information (49 CFR § 673.23(d))

ATRANS (Alexandria Transit) is the public transportation system operated by the City of Alexandria, Louisiana, through the Department of Public Works. ATRANS provides safe, reliable, and accessible public transportation services for residents and visitors within the City of Alexandria and designated service areas, including service connecting portions of the City of Pineville.

The administrative offices, operations center, and vehicle maintenance facility are located at:

ATRANS

2021 Industrial Park Road, Suite A
Alexandria, Louisiana 71303

ATRANS also operates the City's downtown passenger transfer terminal, which serves as the primary transfer location for fixed-route bus service.

Transit Services

ATRANS provides two modes of public transportation service:

- **Fixed-Route Bus Service** – Operating Monday through Saturday on regularly scheduled routes.
- **ADA Complementary Paratransit Service** – Provided in accordance with the Americans with Disabilities Act (ADA) for eligible individuals during the days and hours that ATRANS fixed-route service operates.

Fixed-route service consists of eight (8) daytime routes operating approximately 6:10 a.m. to 6:00 p.m., followed by four (4) evening routes operating approximately 6:00 p.m. to 10:00 p.m.

Reduced fares are available to eligible senior citizens, individuals with disabilities, and Medicare cardholders in accordance with established ATRANS fare policies.

ATRANS directly operates its fixed-route bus and ADA complementary paratransit services. ATRANS does not operate public transportation service on behalf of another transit agency or entity. Contracted services that support ATRANS operations do not transfer responsibility for the safe operation or oversight of the public transportation system from the City of Alexandria.

Safety Leadership and Responsibility

ATRANS operates under the direction of the Public Works Director, who serves as the agency's **Accountable Executive** in accordance with 49 CFR Part 673. The Accountable Executive has ultimate responsibility for carrying out the Agency Safety Plan and the agency's Transit Asset Management Plan and for ensuring that necessary resources are available to support the agency's Safety Management System.

Day-to-day transit operations are administered by the Transit Manager, who serves as the agency's **Chief Safety Officer (CSO)**. The Chief Safety Officer has responsibility and authority for implementation and operation of the Safety Management System (SMS), coordination of agency safety activities, monitoring of safety performance, and administration of this Agency Safety Plan (ASP).

Transit operations are supported by administrative personnel, operations supervision, dispatch functions, vehicle maintenance personnel, contracted service providers, and frontline transit employees. These personnel collectively support the safe delivery of ATRANS public transportation services and participate, as applicable to their responsibilities, in the agency's Safety Management System.

The information contained in Table 1 identifies the transit agency, organizational leadership, funding, modes of service, and operational characteristics covered by this Agency Safety Plan.

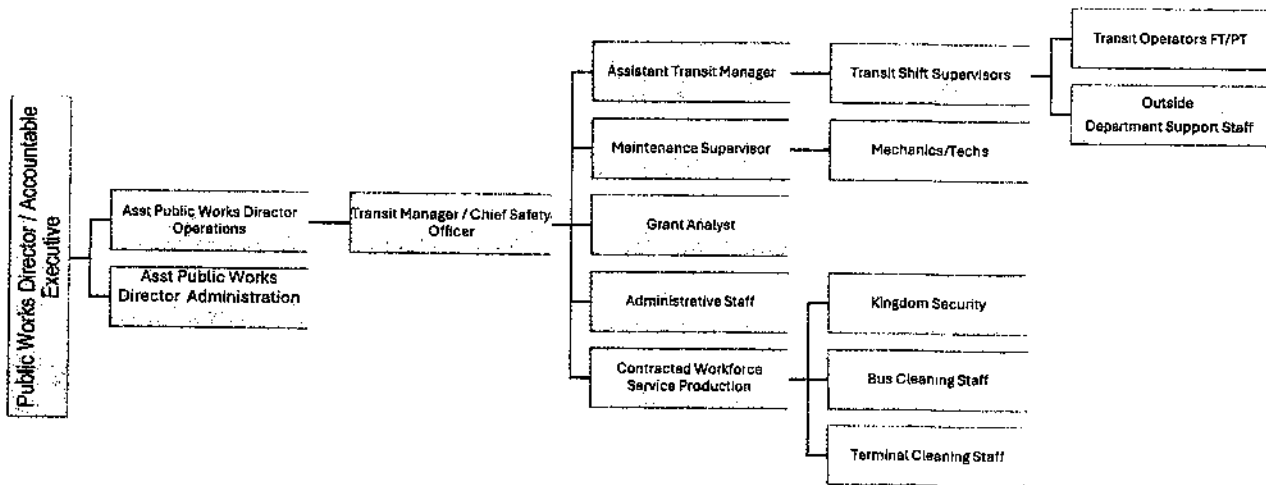
Table 1 – Transit Agency Information

Information Type	Information
Full Transit Agency Name	ATRANS – City of Alexandria
Transit Agency Address	2021 Industrial Park Road, Suite A, Alexandria, LA 71303
Operating Department	City of Alexandria Department of Public Works
Governing Authority	City of Alexandria
Accountable Executive – 49 CFR § 673.23(d)(1)	David R. Gill, Public Works Director
Chief Safety Officer – 49 CFR § 673.23(d)(2)	Kenna Lavalais, Transit Manager
FTA Funding Type(s)	Section 5307 – Urbanized Area Formula Program
Mode(s) of Service Covered by This ASP	Fixed-Route Bus and ADA Complementary Paratransit
Mode(s) of Service Provided	Fixed-Route Bus and ADA Complementary Paratransit
Service Operation	Directly operated by ATRANS
Service Provided on Behalf of Another Transit Agency or Entity	None
Fixed-Route Service	Eight (8) daytime routes and four (4) evening routes, Monday through Saturday
ADA Complementary Paratransit Service	Provided to eligible individuals during the days and hours that ATRANS fixed-route service operates
Number of Revenue Vehicles Operated	16
Urbanized Area Served	Alexandria, Louisiana Small Urbanized Area. ATRANS does not provide public transportation service within a large urbanized area.



3. Figure 1 – ATRANS Organizational Structure

The organizational structure illustrated above establishes ATRANS' lines of authority, responsibility, and communication for implementation of the Agency Safety Plan (ASP) and Safety Management System (SMS).



A. Authorities, Accountabilities, and Responsibilities

49 CFR § 673.23(d)

ATRANS establishes the authorities, accountabilities, and responsibilities necessary to implement, operate, maintain, and continuously improve its Safety Management System (SMS). Safety responsibilities extend throughout the organization, with specific safety authority and accountability assigned according to each employee's position and function.

Accountable Executive

The Public Works Director serves as the ATRANS Accountable Executive (AE) and has ultimate accountability for the agency's safety performance and effective implementation of the SMS throughout the public transportation system.

The Accountable Executive is responsible for:

- Ensuring the SMS is effectively implemented throughout ATRANS and that appropriate action is taken to address substandard safety performance.
- Maintaining ultimate responsibility for carrying out the Agency Safety Plan (ASP) and Transit Asset Management (TAM) Plan.
- Exercising control or direction over the human and capital resources necessary to develop, implement, and maintain the ASP and TAM Plan.
- Ensuring adequate financial, personnel, equipment, and other resources are available to support the SMS.
- Approving and signing the ASP and required updates.
- Establishing and approving safety performance targets.
- Ensuring identified safety risks requiring mitigation are appropriately addressed.
- Supporting implementation of Safety Risk Management (SRM), Safety Assurance (SA), and necessary safety risk mitigations.
- Promoting a positive safety culture throughout the organization.

The Accountable Executive may delegate specific safety-related duties and responsibilities to qualified personnel; however, ultimate accountability for ATRANS' safety performance, implementation of the SMS, and carrying out the Agency Safety Plan cannot be delegated and remains with the Accountable Executive and the Assistant Public Works Directors

The Assistant Public Works Directors for Operations and Administration provide executive-management support for implementation and operation of the SMS within their respective areas of responsibility.

Their responsibilities include:

- Supporting implementation of agency safety policies and objectives.
- Supporting departmental compliance with established safety policies and procedures.
- Assisting with implementation of safety risk mitigations and corrective actions.
- Coordinating personnel, administrative, operational, and other resources necessary to support safe transit operations.
- Communicating significant safety matters to the Accountable Executive and Chief Safety Officer.
- Supporting continuous improvement of the SMS.

Chief Safety Officer

The Transit Manager serves as the ATRANS Chief Safety Officer (CSO) and is designated by the Accountable Executive to have the authority and responsibility for the day-to-day implementation and operation of the SMS.

The Transit Manager serving as Chief Safety Officer is an adequately trained individual with responsibility for safety and possesses the authority and organizational access necessary to oversee the day-to-day implementation and operation of the ATRANS Safety Management System.

The Chief Safety Officer maintains a direct line of reporting and communication to the Accountable Executive for safety matters and may communicate directly with the Accountable Executive regarding hazards, safety risks, safety performance, safety risk mitigations, corrective actions, and resource needs.

The Chief Safety Officer is responsible for:

- Administering and maintaining the ASP.
- Managing the day-to-day implementation and operation of the SMS.
- Coordinating Safety Risk Management and Safety Assurance activities.
- Identifying hazards and facilitating the assessment of associated safety risks.
- Recommending, implementing, and monitoring safety risk mitigations and corrective actions.
- Monitoring safety performance indicators and safety performance targets.
- Coordinating accident, incident, and safety-event investigations.
- Coordinating safety inspections, audits, reviews, and operational observations.
- Coordinating employee safety training and safety communications.
- Maintaining required SMS and safety documentation.
- Communicating safety performance and significant safety concerns to the Accountable Executive.
- Coordinating applicable safety compliance activities with FTA, LADOTD, and other regulatory agencies.

Assistant Transit Manager

The **Assistant Transit Manager** supports the day-to-day implementation of the SMS through operational oversight and coordination.

Responsibilities include:

- Monitoring daily transit operations.
- Supervising transit personnel and operational activities.
- Identifying and communicating operational hazards and safety concerns.
- Assisting with safety-event investigations.
- Supporting implementation and monitoring of safety risk mitigations and corrective actions.
- Supporting employee safety training and safety communications.

Transit Shift Supervisors

Transit Shift Supervisors provide frontline operational supervision and support safe delivery of transit service during their assigned shifts.

Responsibilities include:

- Supervising fixed-route and ADA complementary paratransit operations.
- Monitoring operator performance and compliance with established operating and safety procedures.
- Responding to accidents, incidents, emergencies, and service disruptions.
- Conducting field observations and operational checks.
- Identifying and reporting hazards and unsafe conditions.
- Taking immediate action within their authority when necessary to protect employees, passengers, and the public.
- Communicating safety information to employees and management.

Maintenance Supervisor

The **Maintenance Supervisor** is responsible for oversight of activities affecting the safe condition and reliability of ATRANS vehicles and maintenance equipment.

Responsibilities include:

- Supervising preventive maintenance and vehicle inspection activities.
- Monitoring maintenance schedules and required inspections.
- Ensuring identified safety defects are appropriately addressed before vehicles return to service.
- Removing or recommending removal of unsafe vehicles from service.
- Monitoring fleet reliability and applicable maintenance performance measures.
- Identifying recurring vehicle defects and coordinating corrective action.
- Coordinating applicable manufacturer recalls, warranty repairs, and safety campaigns.
- Supporting safety-event investigations when vehicle condition or maintenance may be a contributing factor.

Maintenance Personnel

Mechanics and maintenance technicians support the SMS through safe inspection, maintenance, and repair of ATRANS vehicles and equipment.

Responsibilities include:

- Performing required preventive maintenance and inspections.
- Inspecting and repairing revenue vehicles and support equipment.
- Identifying and documenting safety-related defects.
- Reporting hazards and unsafe conditions.
- Following established maintenance and workplace safety procedures.
- Ensuring repairs are completed in accordance with applicable agency requirements and manufacturer specifications.

Grant Analyst

The **Grant Analyst** supports SMS documentation and applicable regulatory compliance activities.

Responsibilities include:

- Supporting maintenance of ASP and related compliance documentation.
- Supporting applicable National Transit Database (NTD) reporting.
- Assisting with FTA and LADOTD compliance documentation.
- Maintaining documentation associated with safety corrective actions and regulatory reviews.
- Supporting records required for audits, reviews, and federal reporting.

Administrative Staff

Administrative personnel support implementation of the SMS through records management, coordination, and communication.

Responsibilities include:

- Maintaining applicable safety records and documentation.
- Maintaining and coordinating employee training records.
- Processing safety-related correspondence and communications.
- Supporting ADA administration and customer complaint tracking.
- Supporting safety meetings, employee communications, and other SMS administrative activities.

Frontline Employees

Transit operators, maintenance employees, dispatch personnel, and other frontline employees have an essential role in the ATRANS SMS.

Frontline employees are responsible for:

- Performing assigned duties safely and in accordance with established procedures.
- Conducting required vehicle and equipment inspections applicable to their duties.
- Operating vehicles in accordance with agency policies and safe operating practices.
- Properly assisting passengers and securing mobility devices when applicable.
- Promptly reporting safety events, hazards, vehicle defects, and unsafe conditions.
- Participating in required safety training.
- Following established safety policies and procedures.
- Participating in safety reporting and other employee safety activities.

ATRANS encourages employees to identify and report safety concerns through the agency's established Employee Safety Reporting Program without fear of retaliation when reports are made in accordance with the protections established by that program.

Contracted Service Providers and Outside Support Personnel

Contracted service providers and outside City departmental personnel performing work in support of ATRANS operations are required to comply with applicable federal, state, local, City, and ATRANS safety requirements associated with the work being performed.

Responsibilities include:

- Following applicable ATRANS safety requirements and procedures.
- Reporting hazards, safety events, and unsafe conditions identified while performing work.

- Cooperating with applicable safety investigations and corrective actions.
- Maintaining required qualifications or certifications associated with contracted work.
- Implementing applicable corrective actions or safety risk mitigations affecting their work.

ATRANS retains responsibility for safety oversight of activities affecting its public transportation operations.

Safety Communication and Employee Engagement

ATRANS promotes communication and employee participation in safety throughout the organization. Employees may communicate safety concerns through supervisory channels, dispatch, management, safety meetings, the Employee Safety Reporting Program, and other established safety communication processes.

Safety information obtained through these processes is evaluated, as appropriate, through Safety Risk Management, Safety Assurance, safety performance monitoring, and continuous improvement activities.

Table 2 – Safety Roles and Responsibilities

Position/Group	Primary Safety Responsibility
Accountable Executive	Ultimate accountability for safety performance, effective SMS implementation, the ASP and TAM Plan, and allocation of necessary resources
Assistant Public Works Directors	Executive-management support, coordination, resource support, and oversight within assigned areas
Chief Safety Officer – Transit Manager	Day-to-day implementation and operation of the SMS and administration of the ASP
Assistant Transit Manager	Operational oversight and support of SMS activities
Transit Shift Supervisors	Frontline operational supervision, field monitoring, hazard reporting, and safety-event response
Maintenance Supervisor	Fleet safety, preventive maintenance oversight, inspections, defect management, and vehicle reliability
Maintenance Personnel	Vehicle inspection, maintenance, repair, defect identification, and hazard reporting
Grant Analyst	Safety compliance documentation and applicable federal reporting support
Administrative Staff	Safety records, training documentation, communications, ADA administration, and administrative support
Frontline Employees	Safe performance of duties, required inspections, hazard and safety-event reporting, and compliance with safety procedures
Contracted Service Providers / Outside Support Personnel	Compliance with applicable ATRANS safety requirements and reporting of safety concerns associated with their work

B. Plan Adoption

49 CFR § 673.11

The City of Alexandria, Louisiana, provides public transportation services through the Transit Department, titled Alexandria Transit (ATRANS), and has developed this Agency Safety Plan (ASP) in accordance with the applicable requirements of 49 CFR Part 673. The ASP establishes the framework for the ATRANS Safety Management System (SMS) and applies to the agency's fixed-route bus and ADA complementary paratransit operations.

The original ATRANS Agency Safety Plan was adopted by the Alexandria City Council on July 7, 2020, through Resolution No. 65-2020, and subsequently approved by the Accountable Executive on July 10, 2020.

ATRANS reviews its ASP at least annually and updates the plan as necessary in accordance with 49 CFR Part 673. The annual review considers applicable regulatory requirements, changes in agency operations and organizational responsibilities, safety performance, safety performance targets, identified hazards and safety risks, safety risk mitigations, and the effectiveness of the agency's SMS processes. The detailed annual review and update process is established in the Annual ASP Review and Update section of this plan.

Safety performance targets are reviewed and established as part of the agency's safety performance management process. The 2026 ATRANS Safety Performance Targets were approved by the Accountable Executive on April 23, 2026. The approved targets were subsequently communicated to ATRANS employees, with employee participation documented through the agency's training and sign-in records. Supporting documentation is maintained with the agency's ASP and SMS records.

Following completion of the annual ASP review and revision process, the revised ASP is presented to the Accountable Executive for review and signature. After signature by the Accountable Executive, the ASP is submitted to the Alexandria City Council for approval by resolution.

The revised ASP becomes effective upon approval by the **Alexandria City Council**. *The date of the approving City Council resolution is the effective date of the ASP.* The resolution number, approval date, Accountable Executive signature, and other applicable approval documentation are maintained as part of the official ASP record.

Following final approval, applicable changes to the ASP and relevant safety information are communicated to employees and other personnel whose responsibilities affect the safety of ATRANS public transportation operations.

This ASP supersedes previous versions of the ATRANS Agency Safety Plan as of its effective date and remains in effect until amended or replaced by a subsequently approved ASP.

Accountable Executive Approval

David R. Gill

Public Works Director / Accountable Executive

Signature: _____

Date: _____

C. Certification of Compliance

49 CFR § 673.13

The City of Alexandria, Louisiana, through Alexandria Transit (ATRANS), annually certifies compliance with the applicable requirements of 49 CFR Part 673 in accordance with Federal Transit Administration requirements. ATRANS certifies that its Agency Safety Plan:

- Meets the applicable requirements of 49 CFR Part 673.
- Has been reviewed and signed by the designated Accountable Executive.
- Has been approved by the Alexandria City Council as the agency's governing authority.
- Establishes and documents the ATRANS Safety Management System.
- Includes safety performance targets based on the safety performance measures established in the National Public Transportation Safety Plan.
- Is reviewed and updated at least annually in accordance with the process and timeline established in this ASP.
- Establishes the authorities, accountabilities, and responsibilities necessary for implementation and operation of the SMS.
- Provides processes for Safety Risk Management, Safety Assurance, Safety Promotion, employee safety reporting, safety communication, and employee training.
- Is implemented throughout the ATRANS public transportation system.

ATRANS maintains documentation supporting the development, annual review, update, approval, implementation, and certification of its ASP in accordance with applicable FTA requirements.

Supporting documentation includes, as applicable, Accountable Executive approvals, City Council resolutions, safety performance target documentation, employee safety communications and training records, SMS documentation, corrective action records, and other records demonstrating implementation of the ASP.

ATRANS annually certifies compliance with applicable Federal Transit Administration requirements through the City of Alexandria's annual FTA Certifications and Assurances in the Transit Award Management System (TrAMS). Documentation identifying the certifying official and certification date is maintained with the applicable annual Certifications and Assurances and ATRANS ASP compliance records.

Annual Certification Record

Certification Year: FY 2026

Certifying Official: Mayor, City of Alexandria, Louisiana

Certification Date: May 14, 2026

Certification Record: FTA Annual Certifications and Assurances maintained through TRAMS

3. SAFETY POLICIES AND PROCEDURES

A. Safety Management Policy Statement

49 CFR § 673.23(a)

The City of Alexandria, Louisiana, providing public transportation through Alexandria Transit (ATRANS), is committed to providing safe, reliable, and accessible public transportation through the implementation and continual improvement of a comprehensive Safety Management System (SMS). Safety is a fundamental organizational value and shall be integrated into decisions and activities affecting employees, passengers, contractors, and the public.

ATRANS recognizes that effective safety management requires leadership commitment, employee involvement, proactive management of safety risk, continuous monitoring of safety performance, and open communication throughout the organization. Safety shall be incorporated into agency planning, operations, maintenance, administration, procurement, training, and decision-making.

The Public Works Director, serving as the Accountable Executive, has ultimate accountability for the effective implementation of the SMS and ATRANS safety performance. The Accountable Executive provides the leadership and ensures that appropriate personnel, financial, capital, and other resources are available to implement and maintain the SMS and achieve the agency's safety objectives.

The Transit Manager, serving as the Chief Safety Officer (CSO), is responsible for the day-to-day implementation and operation of the SMS, administration of this Agency Safety Plan (ASP), monitoring of agency safety performance, coordination of Safety Risk Management (SRM) and Safety Assurance (SA) activities, safety communication, and continuous improvement of agency safety processes.

Safety is a shared responsibility throughout ATRANS. Employees at all levels are responsible for performing their assigned duties safely, complying with established safety policies and procedures, identifying and reporting hazards and unsafe conditions, participating in applicable safety activities and training, and supporting continuous improvement of the SMS.

Safety Objectives

ATRANS establishes the following safety objectives:

- Provide safe public transportation for passengers, employees, contractors, and the public.
- Identify hazards and assess associated safety risks through established Safety Risk Management processes.
- Implement appropriate safety risk mitigations and monitor their effectiveness.
- Monitor operations, maintenance activities, safety events, safety performance indicators, and other safety information through Safety Assurance processes.
- Provide employees with the training, equipment, information, and resources necessary to perform their duties safely.
- Maintain an Employee Safety Reporting Program that encourages employees to report hazards, unsafe conditions, close calls, and other safety concerns without fear of retaliation when reports are made within the protections established by the program.
- Communicate safety policies, responsibilities, hazards, safety risks, mitigations, lessons learned, and other relevant safety information throughout the organization.

- Establish and monitor required Safety Performance Targets and use safety performance information to support agency decision-making.
- Promote employee participation and a positive organizational safety culture.
- Maintain compliance with applicable federal, state, and local safety requirements.
- Continually evaluate and improve the effectiveness of the ATRANS Safety Management System.

Cooperation with Frontline Transit Workers

ATRANS recognizes frontline transit workers as essential participants in the development, implementation, and continuous improvement of the Safety Management System (SMS). ATRANS cooperates with frontline transit workers and their representatives, as applicable, in the development and annual update of the Agency Safety Plan (ASP) and in other safety activities affecting public transportation operations.

Cooperation and participation are supported through safety meetings, employee safety surveys, training activities, the Employee Safety Reporting Program (ESRP), hazard and incident reporting, operational discussions and feedback, and direct communication with supervisors and management. Frontline transit workers are provided opportunities to identify hazards and safety concerns, provide input regarding safety practices and proposed changes, and recommend opportunities for safety improvement.

Frontline transit worker observations, experience, safety reports, and recommendations are considered, as appropriate, during hazard identification, safety risk assessment, development and evaluation of safety risk mitigations, Safety Assurance activities, safety performance monitoring, employee training, and the annual review and update of the ASP.

I. Employee Safety Reporting Program (ESRP)

49 CFR § 673.23(b)

ATRANS recognizes that frontline transit workers are an essential source of safety information and play a critical role in identifying hazards before they result in injuries, safety events, service disruptions, or other adverse consequences. Transit operators, maintenance personnel, dispatch personnel, supervisors, and other frontline employees are often the first to identify unsafe conditions affecting employees, passengers, vehicles, facilities, or transit operations.

ATRANS has established and maintains an Employee Safety Reporting Program as part of its Safety Management System (SMS). The program provides a process through which transit workers may report safety concerns to management and encourages timely identification and reporting of hazards and other safety concerns.

Employees are encouraged to report:

- Hazards and unsafe conditions.
- Unsafe acts or practices.
- Near-misses and close calls.
- Assaults, threats, harassment, or other security concerns affecting transit workers.
- Passenger conduct that may present a safety or security risk.
- Vehicle or equipment defects.
- Facility-related safety concerns.
- Operational safety concerns.

- Accidents, incidents, and other safety events.
- Other conditions that could adversely affect employees, passengers, or the public.
- Recommendations for improving safety.

Reporting Methods

Employees may report safety concerns through one or more of the following methods:

- Immediate verbal notification to a supervisor.
- Notification to dispatch during transit service.
- Direct communication with the Transit Manager/Chief Safety Officer (CSO).
- Written hazard or safety reports.
- Vehicle inspection and maintenance defect reports.
- Accident and incident reports.
- Security incident reports.
- Safety meetings and toolbox talks.
- Employee safety surveys.
- Email, telephone, or other management-approved communication methods.

Employees are encouraged to report safety concerns as soon as practical after becoming aware of a hazard, unsafe act or condition, near-miss, assault, threat, safety event, or other safety concern. A report may be submitted regardless of whether an injury, accident, or property damage has occurred.

Safety concerns requiring additional review are communicated to the Chief Safety Officer for evaluation and appropriate action.

Transit Worker Assaults and Security Incidents

ATRANS recognizes assaults, threats, and other acts of violence against transit workers as significant safety and security concerns.

Transit workers are instructed to promptly report assaults, threats, threatening passenger behavior, and other security incidents through dispatch, supervisory personnel, management, or other established reporting channels. Emergency law-enforcement assistance may be requested when circumstances require an immediate response.

ATRANS utilizes Kingdom Security as a contracted security provider to support security activities associated with transit operations and facilities. Security personnel may assist with incident response, facility and passenger security, documentation of security-related events, enforcement of applicable facility and safety requirements, and other security functions within the scope of the contracted services.

Security incidents and assaults involving transit workers are reviewed by ATRANS to determine whether additional investigation, Safety Risk Management analysis, safety risk mitigation, employee support, security measures, or other corrective action is necessary.

Do Not Board Program

ATRANS utilizes a Do Not Board Program as one safety and security measure for addressing passenger conduct that presents an unacceptable or recurring safety or security concern.

When supported by the circumstances and applicable ATRANS procedures, passenger conduct involving violence, threats, assaults, repeated serious safety violations, or other conduct that jeopardizes the safety of transit workers, passengers, or transit operations may be reviewed for restriction from ATRANS vehicles or facilities.

The Do Not Board Program may be used as a safety risk mitigation when appropriate following review of the circumstances. ATRANS maintains applicable documentation associated with restrictions and communicates necessary information to appropriate operational, supervisory, dispatch, and security personnel.

Use of the Do Not Board Program does not replace emergency response, law-enforcement involvement, incident investigation, or other corrective actions when those actions are warranted.

NTD Safety and Security Reporting

ATRANS reviews assaults on transit workers and other safety and security events to determine applicable National Transit Database (NTD) Safety and Security reporting requirements.

Reportable events are submitted to the NTD in accordance with applicable FTA reporting requirements. Information obtained from reported events is also considered, as appropriate, during safety performance monitoring, trend analysis, Safety Risk Management, and Safety Assurance activities.

ATRANS uses information concerning transit worker assaults and other security events to identify recurring conditions, evaluate existing mitigations, and determine whether additional safety or security measures are necessary.

Employee Protection and Non-Punitive Reporting

ATRANS is committed to maintaining a reporting environment that encourages open communication and employee participation in safety. An employee who reports a safety concern in good faith will not be subject to retaliation, intimidation, discrimination, or disciplinary action solely because the employee reported the safety concern.

These protections do not prevent ATRANS from taking appropriate action when employee conduct involves:

- Illegal or criminal activity.
- Drug or alcohol violations.
- Gross negligence.
- Intentional misconduct.
- Willful disregard of established safety rules or operating procedures.

Nothing in the Employee Safety Reporting Program (ESRP) prevents ATRANS from investigating employee conduct or administering appropriate corrective or disciplinary action in accordance with applicable City policies, ATRANS policies, collective bargaining requirements, or other applicable requirements when the conduct falls outside the protections of the reporting program.

Safety Report Review and Investigation

Safety reports requiring further review shall be evaluated by the Chief Safety Officer or appropriate designee to determine:

- The nature and circumstances of the reported concern.
- Potential consequences associated with the identified hazard.
- Whether immediate action is necessary.
- Whether additional investigation or information is required.
- Whether security or law-enforcement involvement is appropriate.
- Whether the condition requires evaluation through the Safety Risk Management process.

As appropriate, review and investigation may include employee or witness information, dispatch records, security reports, vehicle or facility camera footage, accident and incident reports, maintenance records, operational observations, and other relevant safety information.

Hazards requiring further assessment shall be evaluated through the ATRANS Safety Risk Management process established in this ASP.

Safety Risk Mitigation and Corrective Action

When evaluation identifies a need for action, ATRANS shall implement appropriate safety risk mitigations or corrective actions based on the nature and level of the identified safety risk.

Actions may include:

- Revision of operating procedures.
- Employee coaching or additional training.
- Changes to operating practices.
- Vehicle repairs or equipment replacement.
- Facility or security improvements.
- Increased security presence or monitoring.
- Coordination with law enforcement.
- Application of the Do Not Board Program when appropriate.
- Engineering or administrative controls.
- Additional inspections, observations, or monitoring.
- Other actions determined necessary to address the identified safety concern.

Applicable mitigations and corrective actions shall be documented and monitored through Safety Assurance to determine whether they have been implemented and are effective.

Employee Feedback

ATrans recognizes the importance of providing employees with appropriate feedback regarding reported safety concerns.

Safety information, identified improvements, and corrective actions may be communicated through safety meetings, toolbox talks, supervisor briefings, safety bulletins, operational notices, training, individual follow-up, and agency-wide safety communications.

Information may be limited when confidentiality, personnel matters, security considerations, legal requirements, or active investigations restrict disclosure.

Documentation and Trend Analysis

The Chief Safety Officer shall ensure applicable documentation associated with safety reports, investigations, security incidents, transit worker assaults, safety risk mitigations, corrective actions, and follow-up activities is maintained in accordance with agency recordkeeping requirements.

Safety and security information shall be periodically reviewed to identify recurring hazards, transit worker assault trends, emerging safety or security concerns, high-risk activities, maintenance concerns, training needs, and opportunities for safety improvement.

Information obtained through the Employee Safety Reporting Program (ESRP) shall be incorporated, as appropriate, into Safety Risk Management, Safety Assurance, safety performance monitoring, employee training and communication, NTD reporting, and the annual review and update of the ASP.

Continuous Improvement

ATRANS periodically evaluates the effectiveness of its Employee Safety Reporting Program (ESRP) and related safety and security measures. Employee participation, safety reports, security reports, transit worker assault information, management review, safety performance information, corrective-action results, and lessons learned from safety events are used to identify opportunities to strengthen the reporting program and the ATRANS Safety Management System.

II. Communicating the Safety Management Policy Throughout the Agency

49 CFR § 673.23(c)

ATRANS is committed to ensuring that its Safety Management Policy (SMP) is communicated, understood, and consistently applied throughout the organization. Effective communication of the agency's safety policy, objectives, responsibilities, and expectations is essential to maintaining a positive safety culture and ensuring that employees understand their roles in supporting the Safety Management System (SMS).

The Safety Management Policy is communicated to employees during initial orientation and reinforced through ongoing training, daily operations, supervisory interactions, safety meetings, and other safety communications. Employees are informed of ATRANS' commitment to safety, their individual safety responsibilities, the Employee Safety Reporting Program (ESRP), and the importance of participating in hazard identification, safety reporting, and risk reduction activities.

ATRANS communicates and reinforces its Safety Management Policy through methods including:

- New employee orientation and onboarding.
- Initial, refresher, and remedial training, as applicable.
- Operator, maintenance, supervisory, and other job-specific training.
- Regularly scheduled safety meetings.
- Daily dispatch and operational briefings.
- Supervisor coaching, field observations, and operational discussions.

- Safety bulletins, memoranda, notices, and safety alerts.
- Employee safety surveys and other feedback opportunities.
- Communication following safety events or identification of significant hazards.
- Posting or distribution of applicable safety policies and information in employee work areas, administrative offices, dispatch, operations, and maintenance facilities.

The Accountable Executive demonstrates leadership commitment by supporting implementation of the Safety Management Policy and Safety Management System and ensuring that appropriate resources are available to support the agency's safety objectives. Management and supervisory personnel reinforce this commitment through participation in safety meetings, training, investigations, operational observations, safety risk mitigation, and corrective action activities.

The Chief Safety Officer (Transit Manager) coordinates communication of safety information throughout ATRANS and ensures, as appropriate, that employees receive information concerning:

- New or revised safety policies and procedures.
- Identified hazards and associated safety risks.
- Safety risk mitigations and corrective actions.
- Safety performance measures, targets, and trends.
- Regulatory or operational changes affecting safety.
- Lessons learned from accidents, incidents, assaults, near-misses, and other safety events.
- Emergency procedures and preparedness activities.
- Other safety information relevant to employees' duties.

Communication within ATRANS is both top-down and bottom-up. Management communicates safety expectations, policies, procedures, performance information, and identified safety concerns to employees. Employees communicate hazards, unsafe conditions, near-misses, security concerns, operational issues, recommendations, and other safety information through the ESRP, supervisors, dispatch, safety meetings, employee surveys, and direct communication with management.

Safety performance information is also communicated to employees as part of the agency's SMS. The 2026 ATRANS Safety Performance Targets, approved by the Accountable Executive on April 23, 2026, were communicated to employees through a documented employee training and review process. Employee participation is documented through the applicable training sign-in record maintained with ATRANS safety documentation.

ATrans documents safety communication activities, as applicable, through:

- Safety meeting agendas and attendance records.
- Training records, sign-in sheets, and course materials.
- Safety bulletins, memoranda, operational notices, and safety alerts.
- Employee safety surveys.
- Hazard reports and ESRP documentation.
- Safety performance target communications.
- Corrective action and safety risk mitigation records.
- Management meeting documentation related to safety, when applicable.

ATrans periodically evaluates the effectiveness of safety communication through employee participation, safety-reporting activity, training activities, operational observations, employee feedback, safety performance information, and the annual review of the Agency Safety Plan (ASP). Communication

methods are updated as necessary to ensure that employees remain informed and actively involved in supporting the ATRANS Safety Management System.

B. ASP Development

49 CFR § 673.11(d) and § 673.17(b)

The Agency Safety Plan (ASP) for the City of Alexandria, Louisiana, providing public transportation through the Transit Department titled Alexandria Transit (ATRANS), was originally developed in coordination with the Louisiana Department of Transportation and Development (LADOTD) in accordance with the requirements of 49 CFR Part 673 applicable to small public transportation providers.

ATRANS is responsible for implementing, maintaining, reviewing, and updating its ASP to ensure that it accurately reflects the agency's operations, organizational structure, Safety Management System (SMS), safety performance, and applicable Federal Transit Administration (FTA) safety requirements.

Development and revision of the ASP are informed by applicable federal requirements and guidance, agency operating practices, safety data, operational experience, and employee participation. Information considered during development and revision includes, as applicable:

- Federal Transit Administration regulations, guidance, and the National Public Transportation Safety Plan.
- National Transit Database (NTD) Safety and Security data and reporting.
- Safety event and investigation findings.
- Hazard and safety reports submitted through the Employee Safety Reporting Program (ESRP).
- Transit worker assault and security information.
- Maintenance records, vehicle inspection reports, and reliability data.
- Safety Risk Management (SRM) assessments.
- Safety Assurance activities and corrective action information.
- Operational observations and supervisory input.
- Employee safety surveys, safety meetings, and training activities.
- Changes in agency operations, equipment, facilities, or organizational structure.
- Safety performance measures and Safety Performance Targets.

Frontline Transit Worker Cooperation

ATRANS develops and updates its ASP in cooperation with frontline transit workers and their representatives, as applicable. Frontline transit workers contribute operational knowledge and experience that assist ATRANS in identifying hazards, evaluating safety concerns, developing appropriate safety risk mitigations, and identifying opportunities for improvement.

Frontline transit worker participation in ASP development and updates may occur through:

- Employee safety meetings and discussions.
- Employee safety surveys.
- The Employee Safety Reporting Program (ESRP).
- Hazard, near-miss, incident, assault, and other safety reporting.
- Training activities and employee feedback.
- Operational discussions with supervisors and management.
- Review and communication of safety performance information and Safety Performance Targets.

- Participation in other safety activities conducted as part of the ATRANS SMS.

Information and recommendations obtained through these processes are considered during the annual ASP review and update process and incorporated into the ASP or related SMS activities when appropriate.

For the 2026 ASP update, employee participation included safety surveys, safety meetings and operational input, safety reporting activities, and employee review and communication of the 2026 Safety Performance Targets. Employee participation in the review of the Safety Performance Targets is documented through the applicable training sign-in record maintained with the agency's SMS documentation.

Safety Management System Framework

The ATRANS ASP incorporates the four components of Safety Management Systems:

- Safety Management Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

These components collectively establish the framework through which ATRANS identifies hazards, assesses and mitigates safety risks, monitors safety performance and the effectiveness of safety risk mitigations, communicates safety information, provides safety training, encourages employee participation, and continually improves public transportation safety.

The ASP serves as the governing document for the ATRANS Safety Management System and establishes or references the policies, responsibilities, processes, and procedures used to support safe, reliable, and accessible fixed-route bus and ADA complementary paratransit service.

C. ASP Annual Review

49 CFR § 673.11(a)(5)

ATRANS conducts a review of its Agency Safety Plan (ASP) at least annually to ensure continued compliance with 49 CFR Part 673 and to verify that the plan accurately reflects current agency operations, organizational responsibilities, safety performance, and implementation of the Safety Management System (SMS).

The annual review is a structured process that evaluates the effectiveness and continued applicability of the ASP and supporting SMS processes. ATRANS considers available safety and operational information, including:

- National Transit Database (NTD) Safety and Security data and reporting.
- Safety performance measures and Safety Performance Targets.
- Safety events, including accidents, incidents, injuries, collisions, and transit worker assaults.
- Employee Safety Reporting Program (ESRP) reports and identified hazards.
- Safety Risk Management (SRM) assessments and safety risk mitigations.
- Safety Assurance monitoring and corrective action information.

- Maintenance, vehicle inspection, and fleet reliability data.
- Operational observations and supervisory input.
- Employee safety surveys, safety meetings, and other frontline employee input.
- Changes in agency operations, equipment, facilities, organizational responsibilities, or applicable regulatory requirements.

Supporting documentation reviewed during the annual update may include:

- Standard Operating Procedures (SOPs).
- Safety policies and manuals.
- Training materials, sign-in sheets, and training records.
- Safety meeting documentation.
- Employee safety surveys and ESRP documentation.
- Maintenance, inspection, and repair records.
- Safety event and investigation reports.
- Corrective action and safety risk mitigation records.
- NTD Safety and Security information.
- Safety Performance Target documentation.
- Other SMS records relevant to the annual review.

Annual Review and Update Process

ATRANS conducts the annual ASP review and update according to the structured cycle established in Table 2 – ASP Annual Review and Update Timeline.

The annual review and update process incorporates cooperation with frontline transit workers and their representatives, as applicable, using the participation and communication methods described in Section B – ASP Development.

The process begins with a review of agency operations and available safety performance information. ATRANS then reviews SMS documentation and evaluates existing Safety Performance Targets to determine whether targets should be continued or revised.

Safety Performance Targets are communicated and coordinated with applicable external entities and reported as required. The ASP is then revised, as necessary, based on the results of the annual review, identified hazards and safety risks, safety performance information, regulatory changes, employee input, and the status and effectiveness of safety risk mitigations and corrective actions.

Following completion of the annual review and necessary revisions, the ASP version number and revision documentation are updated. The revised ASP is presented to the Accountable Executive for review and signature and subsequently submitted to the Alexandria City Council for approval by resolution.

The revised ASP becomes effective on the date of the City Council resolution approving the plan. ATRANS subsequently completes the applicable annual FTA certification of compliance with 49 CFR Part 673.

All revisions resulting from the annual review are documented in Table 3 – ASP Record of Changes, which serves as the permanent record of changes made to the ASP over time.

Table 2 – ASP Annual Review and Update Timeline

Task	Scheduled Period
1. Review Agency Operations and Safety Performance Information	January – April
2. Review SMS Documentation	April – May
3. Review Previous Safety Performance Targets and Establish or Continue Targets	May – June
4. Coordinate/Report Safety Performance Targets to Applicable Agencies, including NTD, LADOTD, and RAPC, as required	June – July
5. Make Necessary Adjustments to the ASP	July
6. Update ASP Version, Complete Approval/Adoption Process, and Certify Compliance	August

Table 3 – ASP Record of Changes

Document Version	Section/Pages Changed	Reason for Change	Reviewer	Date
ASP v2.0 (2026)	Plan Adoption & Certification	Updated approval, adoption, and certification process.	Transit Manager	8/18/26
ASP v2.0 (2026)	Transit Agency Information	Updated agency, service, leadership, and fleet information.	Transit Manager	8/18/26
ASP v2.0 (2026)	Organizational Structure / Authorities & Responsibilities	Updated SMS roles, responsibilities, and accountability.	Transit Manager	8/18/26
ASP v2.0 (2026)	Safety Management Policy	Updated policy, safety objectives, and employee participation.	Transit Manager	8/18/26
ASP v2.0 (2026)	Employee Safety Reporting Program	Updated reporting, protections, investigation, and feedback processes.	Transit Manager	8/18/26
ASP v2.0 (2026)	Safety Management Policy Communication	Updated safety communication and documentation processes.	Transit Manager	8/18/26
ASP v2.0 (2026)	ASP Development	Updated development process and frontline worker participation.	Transit Manager	8/18/26
ASP v2.0 (2026)	ASP Annual Review	Updated annual review and January–August update cycle.	Transit Manager	8/18/26
ASP v2.0 (2026)	ASP Maintenance	Updated maintenance, revision, and tracking requirements.	Transit Manager	8/18/26
ASP v2.0 (2026)	Documentation & Recordkeeping	Updated documentation, retention, and supporting-record requirements.	Transit Manager	8/18/26
ASP v2.0 (2026)	Safety Performance Measures & Targets	Updated performance measures, targets, data, and coordination.	Transit Manager	8/18/26
ASP v2.0 (2026)	Safety Risk Management	Updated hazard identification, risk assessment, and mitigation processes.	Transit Manager	8/18/26
ASP v2.0 (2026)	Safety Assurance	Updated monitoring, investigation, corrective action, and continuous improvement.	Transit Manager	8/18/26
ASP v2.0 (2026)	Safety Promotion	Updated safety training and communication processes.	Transit Manager	8/18/26

D. ASP Maintenance

49 CFR § 673.11(a)(2) and (c)

ATRANS maintains its Agency Safety Plan (ASP) as the governing document for implementation of the agency's Safety Management System (SMS). The ASP documents or references the policies, processes, and procedures necessary to implement SMS in accordance with 49 CFR Part 673.

The ASP is maintained to accurately reflect current ATRANS operations, organizational responsibilities, safety practices, and SMS implementation. Revisions may be made in response to changes in federal requirements or guidance, agency operations, organizational structure, safety performance, identified hazards and safety risks, safety risk mitigations, operating or maintenance procedures, or other conditions affecting public transportation safety.

ATRANS conducts the formal review and update of the ASP at least annually in accordance with the process and timeline established in Section C – ASP Annual Review. The ASP may also be revised between annual reviews when significant operational, organizational, regulatory, or safety-related changes warrant an update.

All revisions to the ASP are documented in Table 3 – ASP Record of Changes. Supporting documentation associated with ASP development, implementation, review, approval, and revision is maintained in accordance with the documentation and recordkeeping requirements established in this plan.

E. ASP Documentation and Recordkeeping – 49 CFR §673.31

ATRANS will maintain documentation that sets forth this Agency Safety Plan (ASP), including documents related to the implementation of the Safety Management System (SMS) and documents reflecting the results of SMS processes and activities.

ATRANS will also maintain documents that are included in whole or by reference that describe the programs, policies, and procedures used to carry out this ASP, including all current and prior versions of such documents.

These documents will be made available upon request to the Federal Transit Administration (FTA), other Federal entities, and the Louisiana Department of Transportation and Development (LADOTD).

ATRANS will retain these documents for a minimum of three (3) years after they are created, in accordance with 49 CFR §673.31.

Supporting documentation is cataloged in **Appendix A** and will be maintained and updated as part of the annual ASP review process to ensure accuracy and completeness.

Documentation includes, but is not limited to, safety meeting records, training materials, maintenance records, incident reports, and safety performance data used to support SMS implementation.

F. Safety Performance Measures and Targets

49 CFR § 673.11(a)(3)

In accordance with 49 CFR § 673.11(a)(3), ATRANS establishes Safety Performance Targets (SPTs) based on the safety performance measures established in the Federal Transit Administration's National Public Transportation Safety Plan (National Safety Plan).

ATRANS establishes and monitors Safety Performance Targets for each applicable mode of public transportation operated by the agency. For purposes of safety performance measurement, ATRANS reports and evaluates its fixed-route bus and demand response (ADA complementary paratransit) services by applicable National Transit Database (NTD) modal reporting categories.

National Safety Plan Performance Measures

ATRANS establishes Safety Performance Targets for the fourteen (14) safety performance measures applicable to agencies subject to 49 CFR Part 673:

1. **Major Events**
2. **Major Event Rate**
3. **Collision Rate**
4. **Pedestrian Collision Rate**
5. **Vehicular Collision Rate**
6. **Fatalities**
7. **Fatality Rate**
8. **Transit Worker Fatality Rate**
9. **Injuries**
10. **Injury Rate**
11. **Transit Worker Injury Rate**
12. **Assaults on Transit Workers**
13. **Rate of Assaults on Transit Workers**
14. **System Reliability**

Rate-based measures are calculated using Vehicle Revenue Miles (VRM), consistent with applicable FTA and NTD requirements. System reliability is measured as Mean Distance Between Failures (MDBF).

Development of 2026 Safety Performance Targets

ATRANS established its 2026 Safety Performance Targets using 2025 safety performance information derived from NTD Safety and Security reporting, Vehicle Revenue Miles, maintenance-system information, internal incident records, security information, employee safety information, and other applicable SMS records.

Total Vehicle Revenue Miles used for the 2025 performance period were 565,648 miles. Performance rates used by ATRANS for its 2026 target-setting process were calculated per 100,000 Vehicle Revenue Miles, where applicable.

ATRANS' 2025 performance included:

- **0 fatalities**
- **2 injuries**
- **0 major safety events**

- 3 collisions
- 0 pedestrian collisions
- 3 vehicular collisions
- 1 transit worker injury
- 1 assault on a transit worker

The 2026 targets are intended to maintain zero fatalities and major events while minimizing injuries, collisions, transit worker injuries, assaults on transit workers, and other safety risks.

The 2026 Safety Performance Targets were reviewed and approved by the Accountable Executive on April 23, 2026. The approved targets were subsequently communicated to ATRANS employees through a documented employee review and training process. The Accountable Executive approval certification and employee training/sign-in documentation are maintained as supporting ASP/SMS records.

Modal Performance

ATRANS evaluates safety performance by mode.

For Fixed Route Bus (MB DO), 2025 Vehicle Revenue Miles totaled 540,609 miles. Fixed-route service recorded two (2) injuries and three (3) collisions, resulting in an injury rate of 0.37 per 100,000 VRM and a collision rate of 0.55 per 100,000 VRM. Fixed-route system reliability was 140,000 miles MDBF.

For Demand Response (DR DO), including ATRANS ADA complementary paratransit service, 2025 Vehicle Revenue Miles totaled 25,039 miles. Demand-response service recorded zero (0) injuries and zero (0) collisions, resulting in injury and collision rates of 0.00 per 100,000 VRM. Demand-response system reliability was 4,200 miles MDBF.

Annual Review and Monitoring

ATRANS monitors safety performance through NTD Safety and Security information, maintenance and reliability data, Employee Safety Reporting Program information, transit worker assault and security information, Safety Risk Management activities, Safety Assurance monitoring, investigations, operational observations, and other applicable SMS processes.

Safety Performance Targets are reviewed as part of the annual ASP review and update process. ATRANS evaluates actual performance, historical trends, identified hazards and safety risks, effectiveness of safety risk mitigations, changes in operations, and other relevant safety information when determining whether Safety Performance Targets should be continued or revised.

Safety Performance Targets and supporting performance information are communicated and coordinated with applicable agencies and planning organizations in accordance with federal requirements.

Tables 4 through 6 document the National Safety Plan safety performance measures, ATRANS' approved 2026 Safety Performance Targets, and applicable safety performance by mode. Supporting calculations, source data, approval documentation, and employee communication records are maintained with the agency's ASP/SMS documentation.

Table 4 – National Safety Plan Safety Performance Measures

#	Safety Performance Measure	Measurement
1	Major Events	Total number of major events
2	Major Event Rate	Major events per 100,000 Vehicle Revenue Miles (VRM)
3	Collision Rate	Collisions per 100,000 VRM
4	Pedestrian Collision Rate	Pedestrian collisions per 100,000 VRM
5	Vehicular Collision Rate	Vehicular collisions per 100,000 VRM
6	Fatalities	Total number of fatalities
7	Fatality Rate	Fatalities per 100,000 VRM
8	Transit Worker Fatality Rate	Transit worker fatalities per 100,000 VRM
9	Injuries	Total number of injuries
10	Injury Rate	Injuries per 100,000 VRM
11	Transit Worker Injury Rate	Transit worker injuries per 100,000 VRM
12	Assaults on Transit Workers	Total number of assaults on transit workers
13	Rate of Assaults on Transit Workers	Assaults on transit workers per 100,000 VRM
14	System Reliability	Mean Distance Between Failures (MDBF)

Table Note: ATRANS establishes Safety Performance Targets for each applicable safety performance measure and modal group in accordance with the National Public Transportation Safety Plan and 49 CFR Part 673.

Table 5 – ATRANS 2026 Safety Performance Targets

Safety Performance Measure	2025 Performance	2026 Target	Data Source
Major Events	0	0	NTD S&S (SS-60)
Major Event Rate	0.000	0.000	NTD + VRM
Collision Rate	0.53	0.53	NTD + VRM
Pedestrian Collision Rate	0.00	0.00	NTD S&S + VRM
Vehicular Collision Rate	0.53	0.53	NTD S&S + VRM
Fatalities	0	0	NTD S&S (SS-60)
Fatality Rate	0.000	0.000	NTD + VRM
Transit Worker Fatality Rate	0.00	0.00	NTD S&S + VRM
Injuries	2	2	NTD S&S (SS-60)
Injury Rate	0.35	0.35	NTD + VRM
Transit Worker Injury Rate	0.18	0.18	Incident Records + VRM
Assaults on Transit Workers	1	1	Incident Reports + Safety/Security Records
Rate of Assaults on Transit Workers	0.18	0.18	NTD + VRM
System Reliability (MDBF)	See Table 6	See Table 6	RTA Maintenance System

Table Note: Rate-based measures are expressed per 100,000 Vehicle Revenue Miles (VRM). ATRANS recorded 565,648 total VRM for 2025.

System Reliability: MDBF is mode-specific and is not represented by a single agency-wide figure. ATRANS' 2025 system reliability was 140,000 miles MDBF for Fixed Route Bus and 4,200 miles MDBF for Demand Response, as presented in Table 6.

Table 6 – ATRANS 2025 Safety Performance by Mode

Performance Measure	Fixed Route Bus (MB DO)	Demand Response / ADA Paratransit (DR DO)
Vehicle Revenue Miles (VRM)	540,609	25,039
Injuries	2	0
Injury Rate per 100,000 VRM	0.37	0.00
Collisions	3	0
Collision Rate per 100,000 VRM	0.55	0.00
System Reliability (MDBF)	140,000 miles	4,200 miles

Table Note: Table 6 presents the modal breakdown used to support ATRANS' 2026 Safety Performance Targets. Fixed-route service recorded 540,609 VRM, two injuries, three collisions, and an MDBF of 140,000 miles. Demand Response recorded 25,039 VRM, no injuries or collisions, and an MDBF of 4,200 miles.

G. Safety Performance Target Coordination

49 CFR § 673.15(a)–(b)

ATRANS coordinates its Safety Performance Targets (SPTs) with the Louisiana Department of Transportation and Development (LADOTD) and the Rapides Area Planning Commission (RAPC), the Metropolitan Planning Organization (MPO) for the Alexandria urbanized area, in accordance with 49 CFR § 673.15.

ATRANS makes its Safety Performance Targets available to LADOTD and RAPC to support State, metropolitan, regional, and long-range transportation planning activities. To the maximum extent practicable, ATRANS coordinates with LADOTD and RAPC in the selection and establishment of State and MPO safety performance targets.

Safety Performance Targets are reviewed annually as part of the ATRANS Agency Safety Plan review and update process. Following establishment or continuation of the annual targets, ATRANS provides the applicable Safety Performance Targets and supporting information to:

- **Louisiana Department of Transportation and Development (LADOTD);**
- **Rapides Area Planning Commission (RAPC/MPO); and**
- **National Transit Database (NTD), as applicable to required reporting.**

For the 2026 performance period, ATRANS developed its Safety Performance Targets using 2025 NTD Safety and Security data, Vehicle Revenue Miles (VRM), maintenance and reliability information, incident records, and other applicable safety information. The Accountable Executive approved the 2026 Safety Performance Targets on April 23, 2026.

ATRANS also communicates its established Safety Performance Targets to employees whose duties affect public transportation safety. Employee review of the 2026 targets was documented through safety training and employee sign-in records maintained as supporting ASP/SMS documentation.

ATRANS maintains documentation demonstrating coordination and communication of its Safety Performance Targets, including correspondence, target submissions, approval certifications, employee communication records, and other applicable supporting documentation. These records are maintained in accordance with the documentation and recordkeeping requirements established in this ASP.

If Safety Performance Targets are revised during the annual ASP review process, ATRANS will provide the updated targets to LADOTD and RAPC in accordance with applicable federal requirements and established coordination procedures.

4. Safety Management System – 49 CFR Part 673, Subpart C

ATRANS uses a **Safety Management System (SMS)** as the formal framework for managing safety throughout its public transportation operations. SMS provides a structured, data-driven approach for identifying safety hazards, assessing and mitigating safety risk, monitoring safety performance, and continuously improving the effectiveness of safety-related processes.

Safety is a core business function of ATRANS. The Accountable Executive, Chief Safety Officer (CSO), agency leadership, supervisors, employees, and other personnel with safety-related responsibilities each have defined roles in supporting the effective implementation and operation of the SMS.

ATRANS's SMS consists of four interrelated components:

1. **Safety Management Policy (SMP)** – establishes management's commitment to safety, safety objectives, employee safety reporting processes, and safety authorities, accountabilities, and responsibilities.
2. **Safety Risk Management (SRM)** – provides the processes ATRANS uses to identify safety hazards, assess associated safety risks, and develop and implement appropriate safety risk mitigations.
3. **Safety Assurance (SA)** – provides the processes used to monitor safety performance, evaluate compliance with and effectiveness of safety procedures and mitigations, investigate safety events, monitor employee safety reporting, and identify opportunities for continuous improvement.
4. **Safety Promotion (SP)** – supports the SMS through employee safety training, competency development, communication of safety information, and promotion of an agency-wide safety culture.

These four components operate together as a continuous safety management process. Information obtained through employee safety reporting, safety events and investigations, maintenance activities, inspections, operational monitoring, safety meetings, training, performance data, and other safety-related sources may be used to identify hazards and evaluate safety performance.

When a hazard is identified, ATRANS applies its Safety Risk Management process to assess the associated risk and determine whether mitigation is necessary. Safety Assurance activities are then used to monitor implementation and effectiveness of the mitigation and determine whether additional action is required.

Information obtained through these processes also supports Safety Promotion activities, annual Safety Performance Target development, and the annual review and update of this Agency Safety Plan.

ATRANS documents SMS processes and activities in accordance with the documentation and recordkeeping requirements established in Section E of this ASP and Appendix A.

A. Safety Risk Management (SRM) – 49 CFR §673.25

ATRANS has established and implements a Safety Risk Management (SRM) process as a primary component of its Safety Management System (SMS). SRM provides a structured process for identifying hazards, assessing associated safety risks, and developing and implementing safety risk mitigations when necessary.

The ATRANS SRM process consists of three primary activities:

1. **Safety Hazard Identification – 49 CFR §673.25(b)**
2. **Safety Risk Assessment – 49 CFR §673.25(c)**
3. **Safety Risk Mitigation – 49 CFR §673.25(d)**

ATRANS applies the SRM process to safety concerns affecting its fixed-route bus and ADA complementary paratransit operations, employees, passengers, vehicles, equipment, facilities, contractors, and other activities that may affect public transportation safety.

Sources of Safety Information

Hazards may be identified from multiple sources, including:

- Employee Safety Reporting Program (ESRP) reports.
- Employee observations and frontline transit worker input.
- Safety meetings and employee safety surveys.
- Accidents, incidents, injuries, near-misses, and other safety events.
- Assaults on transit workers and other security-related incidents.
- Dispatch and supervisory reports.
- Vehicle pre-trip and post-trip inspections.
- Preventive maintenance, repair, road-call, and vehicle reliability information.
- Facility and equipment inspections.
- Operational observations, ride checks, and supervisory monitoring.
- Customer or public safety complaints.
- Contractor and security reports.
- NTD Safety and Security information.
- Manufacturer recalls, safety bulletins, and technical information.
- FTA, LADOTD, and other applicable regulatory or safety information.
- Changes in routes, service, equipment, facilities, procedures, or agency operations.
- Other information indicating the existence of a potential safety hazard.

SRM Process

When a potential hazard is identified, the Chief Safety Officer (CSO) or appropriate designee reviews the available information to determine whether the condition requires evaluation through the SRM process.

ATRANS evaluates the potential consequences associated with the hazard and assesses the likelihood and severity of those consequences. Existing controls and safety risk mitigations are considered when determining the level of safety risk.

When the assessed safety risk requires additional action, ATRANS identifies and implements appropriate safety risk mitigations intended to eliminate the hazard when practicable or reduce the likelihood or severity of its potential consequences.

Depending on the nature of the hazard, the CSO may involve supervisors, frontline transit workers, maintenance personnel, administrative personnel, contracted service providers, security personnel, subject-matter experts, or other appropriate individuals in the evaluation and development of safety risk mitigations.

Risk Register

ATRANS uses a Risk Register or equivalent safety risk tracking documentation to record significant hazards evaluated through the SRM process.

The Risk Register may document:

- Identified hazard.
- Source of the hazard.
- Potential consequence(s).
- Existing controls or mitigations.
- Safety risk likelihood.
- Safety risk severity.
- Assessed safety risk level.
- Additional mitigation or corrective action required.
- Person or organizational function responsible for action.
- Implementation status.
- Follow-up or monitoring activities.
- Effectiveness of implemented mitigation.

The Risk Register provides a documented connection between hazard identification, safety risk assessment, safety risk mitigation, and subsequent Safety Assurance monitoring.

Coordination with Safety Assurance

Implementation of a safety risk mitigation does not end the safety management process. ATRANS monitors implemented mitigations through its Safety Assurance processes to determine whether they have been implemented as intended and are effective in reducing the identified safety risk.

When a mitigation is determined to be ineffective, inappropriate, or not implemented as intended, the hazard may be returned to the SRM process for reassessment and development of additional or alternative mitigation.

Safety Hazard Identification – 49 CFR §673.25(b)

ATRANS has established a process for the identification of hazards and potential consequences affecting its public transportation system. Safety hazard identification is an ongoing component of the Safety Risk Management (SRM) process and applies to ATRANS fixed-route bus and ADA complementary paratransit operations, employees, passengers, vehicles, equipment, facilities, contractors, and other activities that may affect public transportation safety.

A **hazard** may include any real or potential condition that could result in injury, illness, death, damage to or loss of equipment or property, service disruption, or other adverse safety consequences.

Sources of Hazard Identification

ATRANS identifies hazards through multiple internal and external sources, including, but not limited to:

- Employee Safety Reporting Program (ESRP) reports.
- Employee observations, concerns, and frontline transit worker input.
- Safety meetings, employee safety surveys, and training activities.
- Accidents, incidents, injuries, collisions, near-misses, and other safety events.
- Safety investigations and associated findings.
- Assaults on transit workers, threats, aggressive passenger behavior, and other security-related events.
- Do Not Board Program activity and passenger conduct incidents.
- Reports and observations from contracted security personnel.
- Dispatch reports and supervisory observations.
- Operator pre-trip and post-trip vehicle inspections.
- Preventive maintenance inspections, repair records, road calls, recurring vehicle defects, and fleet reliability information.
- Facility, equipment, and workplace inspections.
- Operational observations, field monitoring, and ride checks.
- Customer complaints and reports from the public.
- National Transit Database (NTD) Safety and Security information and safety performance trends.
- Manufacturer recalls, technical service information, and safety bulletins.
- Information or guidance from FTA, LADOTD, and other applicable federal, state, or local authorities.
- Changes in routes, service levels, vehicles, equipment, facilities, procedures, staffing, or other operating conditions.
- Other information that indicates the existence of an actual or potential safety hazard.
- Data, information, and public health guidance regarding exposure to infectious diseases provided by the Centers for Disease Control and Prevention (CDC), the Louisiana Department of Health (LDH), or other applicable State health authority.

ATRANS considers available information from the Centers for Disease Control and Prevention (CDC), the Louisiana Department of Health (LDH), and other applicable public health authorities when identifying potential hazards associated with exposure to infectious diseases. Such information may be considered when evaluating risks affecting transit workers, passengers, contractors, vehicles, facilities, and public transportation operations.

Hazards Identified Through Safety Assurance

ATRANS uses information obtained through Safety Assurance activities as a source for identifying hazards and potential consequences. Safety concerns identified through operational and maintenance

monitoring, safety event investigations, Employee Safety Reporting Program (ESRP) reports, safety performance monitoring, inspections, audits, corrective action monitoring, or evaluation of existing safety risk mitigations may be referred to the Safety Risk Management process for further evaluation.

When Safety Assurance activities identify a new hazard, an emerging or recurring safety concern, or a safety risk mitigation that is ineffective, inappropriate, or not implemented as intended, the Chief Safety Officer (CSO) evaluates the information and initiates the Safety Risk Management process when appropriate.

Hazard Review and Classification

When a hazard or potential safety concern is identified, the information is reported or forwarded to the Chief Safety Officer (CSO) or appropriate supervisory personnel for initial review.

The initial review considers the nature of the condition, its potential consequences, available supporting information, existing controls, and whether further evaluation through the SRM process is warranted.

ATRANS may classify identified hazards to assist in determining the appropriate personnel, subject-matter expertise, and resources necessary for evaluation. Hazard categories may include:

- **Organizational** – staffing, training, supervision, policies, procedures, communications, or resource-related conditions.
- **Technical/Operational** – vehicles, equipment, maintenance, technology, operating practices, or infrastructure-related conditions.
- **Environmental** – weather, roadway, facility, natural, or other external operating conditions.
- **Security** – passenger conduct, threats, assaults, criminal activity, contractor security response, or other conditions affecting the security and safety of transit workers or passengers.

Documentation in the Safety Risk Register

Hazards requiring formal SRM evaluation are entered into the **ATRANS Safety Risk Register** or otherwise documented through applicable SMS records.

The Safety Risk Register records information such as the hazard description, source, trend, potential consequences, likelihood, severity, initial risk, mitigation or corrective action, responsible party, residual risk, status, review date, and supporting references.

ATRANS's current Safety Risk Register demonstrates this process and identifies hazards originating from passenger incidents, safety investigations, security concerns, and contractor oversight. The register is maintained by the Chief Safety Officer and periodically reviewed to assess risk, monitor mitigations, and support continuous safety improvement.

Figure 4 – ATRANS Safety Risk Register illustrates the documentation structure used to support this process. The active Safety Risk Register is maintained separately as supporting SMS documentation.

SAFETY RISK REGISTER															
Hazard No.	Date Identified	Hazard Category	Hazard Description	Source	Trend	Potential Consequence(s)	Likelihood	Severity	Initial Risk	Mitigation / Corrective Action	Responsible Party	Residual Risk	Status	Last Review	Reference(s)

Escalation to Safety Risk Assessment

Identification of a hazard initiates evaluation but does not, by itself, establish the level of safety risk. When further evaluation is warranted, the identified hazard and its potential consequences proceed to the Safety Risk Assessment process under 49 CFR §673.25(c).

The CSO may involve supervisors, frontline transit workers, maintenance personnel, administrative personnel, contracted service providers, security personnel, or other subject-matter experts when their knowledge or experience is necessary to properly understand the hazard and its potential consequences.

Safety Risk Assessment – 49 CFR §673.25(c)

ATRANS has established a Safety Risk Assessment process to evaluate and prioritize safety risks associated with hazards identified through the Safety Risk Management (SRM) process.

Following identification of a hazard and its potential consequence(s), ATRANS assesses the safety risk associated with the potential consequence by considering:

- The likelihood that the consequence will occur; and
- The severity of the consequence if it occurs.

Safety risk assessment considers the worst foreseeable, but credible, consequence associated with the identified hazard. Available safety information, existing controls, previous occurrences, operational experience, employee input, investigation findings, and the effectiveness of existing mitigations may be considered when determining likelihood and severity.

Likelihood

Likelihood represents the probability or frequency with which a potential consequence could occur.

ATRANS evaluates likelihood using available information such as:

- Previous accidents, incidents, and near-misses.
- Frequency or recurrence of the identified condition.
- Employee and supervisor observations.
- ESRP reports.
- Safety investigation findings.
- Maintenance and reliability information.
- NTD Safety and Security information.
- Security and passenger conduct incidents.
- Operational exposure and experience.
- Other relevant safety information.

Severity

Severity represents the anticipated level of harm or damage that could result if the potential consequence occurs.

ATRANS considers potential consequences including:

- Fatality or serious injury.
- Employee or passenger injury.
- Transit worker assault or other security-related harm.
- Vehicle or equipment damage.
- Property or facility damage.
- Service disruption.
- Operational impact.
- Other consequences affecting the safety of employees, passengers, or the public.

Safety Risk Determination

The Chief Safety Officer (CSO) coordinates the assessment of identified safety risks. Depending upon the nature of the hazard, the CSO may obtain input from supervisors, frontline transit workers, maintenance personnel, contracted security personnel, other contractors, or appropriate subject-matter experts.

ATRANS uses the Safety Risk Assessment Matrix presented in Figure 5 to determine the applicable safety risk classification and required response. Safety risks are classified from Level I through Level V based on the assessed likelihood and severity of the potential consequence. Higher risk classifications receive increased priority for mitigation and management attention.

Documentation of the Assessment

The results of the safety risk assessment are documented in the ATRANS Safety Risk Register or other applicable SMS documentation. The record identifies, as applicable:

- Hazard and potential consequence(s).
- Likelihood.
- Severity.
- Initial safety risk level.
- Existing controls.
- Required mitigation or corrective action.
- Responsible party.
- Residual safety risk.
- Status and follow-up monitoring.
- Supporting documentation or references.

The assessment determines whether the safety risk is acceptable with monitoring or whether additional safety risk mitigation is required.

Figure 5 – ATRANS Safety Risk Assessment Matrix

Severity ↓ / Likelihood →	Remote	Occasional	Probable	Frequent
Critical	IV	IV	V	V
Serious	III	III	IV	V
Moderate	II	II	III	IV
Minor	I	I	II	III

Risk Classification

Risk Level	Classification	Safety Risk Response
Level I	Elevated Risk	Monitor; mitigation may be implemented as appropriate
Level II	High Risk	Mitigation required
Level III	Severe Risk	Priority mitigation required
Level IV	Critical Risk	Immediate action and mitigation required
Level V	Unacceptable Continuing Risk	Immediate action required; risk shall not be accepted without appropriate mitigation and management review

Figure Note: The Safety Risk Assessment Matrix combines the assessed likelihood and severity of the potential consequence associated with an identified hazard to establish the safety risk level and determine the need for safety risk mitigation. The Chief Safety Officer may adjust the resulting risk classification when supported by documented evidence and justification.

Safety Risk Mitigation – 49 CFR §673.25(d)

ATRANS has established a Safety Risk Mitigation process to identify and implement actions necessary to reduce safety risks identified through the Safety Risk Management (SRM) process.

Following completion of a Safety Risk Assessment, ATRANS uses the resulting risk classification to determine whether additional safety risk mitigation is necessary and the priority of the required action. Safety risk mitigations are intended to eliminate an identified hazard when practicable or reduce the likelihood and/or severity of its potential consequences to an acceptable level.

Development of Safety Risk Mitigations

The Chief Safety Officer (CSO) coordinates the development of safety risk mitigations. Depending on the nature of the hazard, development of a mitigation may include participation from:

- Accountable Executive and agency management.
- Assistant Transit Manager and Transit Shift Supervisors.
- Frontline transit workers.
- Maintenance Supervisor and maintenance personnel.
- Administrative personnel.
- Contracted security personnel.
- Other contracted service providers.
- City departments or outside agencies.
- Other appropriate subject-matter experts.

When determining an appropriate mitigation, ATRANS considers the nature and level of the safety risk, operational feasibility, available resources, existing controls, employee input, regulatory requirements, and the anticipated effectiveness of the proposed action.

When developing safety risk mitigations related to potential exposure to infectious diseases, ATRANS considers applicable guidelines and recommendations issued by the Centers for Disease Control and

Prevention (CDC), Louisiana Department of Health (LDH), or other applicable State health authority. Mitigations may include administrative controls, cleaning and disinfection practices, employee or passenger communications, personal protective measures, ventilation or facility practices, changes in work procedures, or other measures appropriate to the identified risk and current public health guidance.

Consideration of FTA and Oversight Authority Guidance

When identifying and developing safety risk mitigations, ATRANS considers applicable safety guidance, directives, recommendations, data, and information provided by the Federal Transit Administration (FTA) and other oversight authorities having jurisdiction over ATRANS, including the Louisiana Department of Transportation and Development (LADOTD), as applicable.

Relevant guidance is considered in conjunction with the results of the ATRANS Safety Risk Assessment, existing safety controls, operational conditions, employee input, and other available safety information when determining appropriate safety risk mitigations.

When applicable guidance identifies a safety concern relevant to ATRANS operations, the Chief Safety Officer (CSO) evaluates the information and determines whether an existing mitigation should be modified or whether additional mitigation is necessary.

Types of Safety Risk Mitigation

Safety risk mitigations may include, but are not limited to:

- Revision or development of policies, procedures, or Standard Operating Procedures (SOPs).
- Employee training, refresher training, or remedial training.
- Supervisor coaching or increased operational monitoring.
- Changes to operating practices or procedures.
- Vehicle inspection, repair, or removal from service.
- Preventive maintenance or maintenance-related corrective actions.
- Facility or equipment improvements.
- Safety notices, bulletins, or employee communications.
- Increased security presence or modification of security procedures.
- Passenger conduct interventions, including use of the Do Not Board (DNB) Program, when appropriate.
- Corrective actions involving contracted service providers.
- Changes in staffing, scheduling, supervision, or work practices.
- Other actions determined appropriate to eliminate or reduce the identified safety risk.

Risk-Based Response

The risk classification established through Figure 5 – ATRANS Safety Risk Assessment Matrix assists ATRANS in determining the urgency and level of response.

Higher safety risks receive greater priority for mitigation and management attention. Conditions presenting an immediate or unacceptable safety risk may require immediate interim controls, suspension of an activity, removal of equipment or vehicles from service, increased security measures, or other actions necessary to protect employees, passengers, and the public while a permanent mitigation is developed.

Documentation and Responsibility

Safety risk mitigations are documented in the ATRANS Safety Risk Register or other applicable SMS documentation.

Documentation identifies, as applicable:

- The hazard and associated consequence.
- Initial safety risk classification.
- Selected mitigation or corrective action.
- Person or organizational function responsible for implementation.
- Target or completion date, when applicable.
- Implementation status.
- Residual safety risk following mitigation.
- Follow-up or monitoring requirements.
- Supporting documentation.

Monitoring Effectiveness

Implementation of a mitigation does not automatically close the identified hazard.

ATRANS monitors implemented safety risk mitigations through its Safety Assurance processes to determine whether the mitigation:

- Was implemented as intended.
- Is effectively reducing the identified safety risk.
- Has created any new or unintended safety consequences.
- Requires modification or additional action.

If a mitigation is ineffective, is not implemented as intended, or results in new or increased safety risk, ATRANS returns the issue to the appropriate Safety Risk Management process for reassessment and additional mitigation.

The Safety Risk Register is updated to reflect implementation status, residual risk, monitoring activities, and closure or continued monitoring of the hazard.

B. Safety Assurance – 49 CFR §673.27

ATRANS has established and implements a Safety Assurance (SA) process to monitor the effectiveness of its Safety Management System (SMS), evaluate safety performance, determine whether established procedures and safety risk mitigations are effective, and identify opportunities for continuous improvement.

Safety Assurance provides the means through which ATRANS verifies that safety risk mitigations developed through the Safety Risk Management (SRM) process are implemented as intended and remain appropriate and effective. Information obtained through Safety Assurance may identify new hazards or indicate that an existing hazard requires reassessment through SRM.

ATRANS conducts Safety Assurance through ongoing collection, review, and analysis of safety and operational information.

Safety Assurance Activities

ATRANS Safety Assurance activities include:

- Monitoring operations and maintenance activities for compliance with established policies, procedures, and safety requirements.
- Evaluating whether operating and maintenance procedures remain sufficient to support safe transit service.
- Monitoring implementation and effectiveness of safety risk mitigations and corrective actions.
- Conducting investigations of safety events to identify causal factors and opportunities for corrective action.
- Monitoring information reported through the Employee Safety Reporting Program (ESRP).
- Reviewing accidents, incidents, injuries, collisions, near-misses, and transit worker assaults.
- Conducting field observations, ride checks, facility inspections, vehicle inspections, and other operational monitoring.
- Reviewing preventive maintenance, vehicle defects, road calls, and fleet reliability information.
- Reviewing security incidents, Do Not Board Program activity, and reports involving passenger conduct or employee security.
- Monitoring contracted service provider performance when contractor activities affect public transportation safety.
- Reviewing employee safety surveys, safety meeting information, and frontline transit worker feedback.
- Reviewing NTD Safety and Security information and Safety Performance Target results.
- Monitoring the ATRANS Safety Risk Register and the status of safety risk mitigations and corrective actions.
- Identifying deficiencies in SMS implementation or safety performance and taking appropriate action to support continuous improvement.

Relationship to Safety Risk Management

Safety Assurance and Safety Risk Management operate as a continuous process.

When Safety Assurance identifies:

- A new hazard;
- A safety risk mitigation that is ineffective or inappropriate;
- A mitigation that was not implemented as intended;
- A recurring or worsening safety trend; or
- Another condition that may present an unacceptable safety risk,

ATRANS evaluates the condition through the Safety Risk Management process and develops or revises safety risk mitigations as necessary.

Implemented or revised mitigations are subsequently returned to Safety Assurance for continued monitoring.

Documentation

Safety Assurance activities and results are documented through applicable SMS records, which may include:

- Safety Risk Register.
- Accident and incident investigation records.
- Corrective action documentation.
- Inspection and field observation records.
- Maintenance and vehicle reliability reports.
- ESRP documentation.
- Safety meeting and employee survey records.
- Security and Do Not Board documentation.
- Contractor performance and corrective action records.
- NTD Safety and Security information.
- Safety Performance Target monitoring.
- Training and remedial training records.
- Other records used to evaluate safety performance.

Safety Assurance documentation is maintained in accordance with Section E – ASP Documentation and Recordkeeping.

I. Safety Performance Monitoring and Measurement – 49 CFR §673.27(b)(1), (2) & (4)

ATRANS has established activities to monitor and measure safety performance as part of its Safety Assurance process. These activities are used to determine whether operations and maintenance procedures are being followed and remain sufficient, whether safety risk mitigations are implemented and effective, and whether information reported through the Employee Safety Reporting Program (ESRP) identifies hazards, trends, or other conditions requiring additional action.

ATRANS monitors safety performance through routine operational oversight, maintenance activities, employee reporting, safety data analysis, inspections, investigations, and other Safety Management System (SMS) activities.

Operations and Maintenance Monitoring

ATRANS monitors its operations and maintenance activities for compliance with and sufficiency of established procedures. Monitoring activities may include:

- Supervisor field observations and ride checks.
- Review of fixed-route and ADA complementary paratransit operations.
- Operator performance and compliance with established operating procedures.
- Pre-trip and post-trip vehicle inspection documentation.
- Preventive maintenance inspections and schedules.
- Vehicle defect and repair records.
- Road calls and recurring mechanical failures.
- Mean Distance Between Failures (MDBF) and other fleet reliability information.
- Facility and equipment inspections.
- Dispatch and operational records.
- Safety and security observations.

- Contractor performance when contracted activities affect public transportation safety.
- Other inspections, audits, reviews, or observations determined necessary by ATRANS.

Monitoring Safety Risk Mitigations

ATRANS monitors safety risk mitigations and corrective actions to determine whether they:

- Have been implemented as intended.
- Remain appropriate for the identified hazard.
- Are effective in reducing the identified safety risk.
- Require modification or additional action.
- Have resulted in new or unintended hazards or safety consequences.

The Safety Risk Register is used to support this process by documenting mitigation or corrective action, responsible party, residual risk, status, review activity, and supporting references.

When monitoring determines that a safety risk mitigation is ineffective, inappropriate, or was not implemented as intended, the issue is referred back to the Safety Risk Management process for reassessment and development or modification of the mitigation, as appropriate.

Employee Safety Reporting Program Monitoring

ATRANS monitors information received through its Employee Safety Reporting Program (ESRP) as part of Safety Assurance.

Employee safety reports are reviewed to identify:

- Individual and recurring hazards.
- Emerging safety trends.
- Unsafe operating conditions or practices.
- Maintenance or equipment concerns.
- Security and passenger conduct concerns.
- Training or procedural deficiencies.
- Opportunities for corrective action or safety improvement.

The Chief Safety Officer maintains documentation of employee safety reports, investigations, corrective actions, and follow-up activities. ATRANS periodically reviews ESRP information to identify recurring hazards, emerging safety trends, high-risk activities, maintenance or equipment concerns, training or procedural deficiencies, security concerns, and opportunities for continuous safety improvement.

Safety Performance Data and Trend Monitoring

ATRANS reviews available safety performance information to identify trends and determine whether additional action is necessary. Information reviewed may include:

- Fatalities and injuries.
- Major safety events.
- Collisions, including vehicular and pedestrian collisions.
- Transit worker injuries.

- Assaults on transit workers.
- NTD Safety and Security information.
- Vehicle Revenue Miles (VRM).
- System reliability and MDBF.
- Accident and incident trends.
- Security and Do Not Board Program activity.
- Maintenance and vehicle reliability trends.
- Employee safety reports.
- Corrective action and mitigation status.

Safety performance information is compared, as appropriate, with ATRANS' established Safety Performance Targets to identify areas where performance may require additional attention.

Safety Assurance Follow-Up

When monitoring identifies a new hazard, recurring safety concern, deficient procedure, ineffective mitigation, adverse safety trend, or other condition requiring further evaluation, the Chief Safety Officer determines the appropriate response.

Actions may include additional investigation, increased monitoring, corrective action, employee training, procedural revision, maintenance action, contractor corrective action, or evaluation through the Safety Risk Management process.

Results of Safety Performance Monitoring and Measurement are also used to support the agency's annual ASP review, Safety Performance Target development, employee safety training and communication, and continuous improvement of the Safety Management System.

II. Safety Event Investigation – 49 CFR §673.27(b)(3)

ATRANS investigates safety events to identify causal factors, contributing conditions, hazards, and opportunities for safety improvement. Safety event investigations are conducted as part of the agency's Safety Assurance process and are used to support Safety Risk Management (SRM), corrective action, employee training, and continuous improvement of the Safety Management System (SMS).

The current regulation specifically requires ATRANS to conduct investigations of safety events to identify causal factors.

Safety Events Subject to Investigation

ATRANS reviews and investigates safety events as appropriate based on the nature and severity of the event. Events may include:

- Collisions and preventable accidents.
- Passenger or employee injuries.
- Pedestrian or vehicular collisions.
- Transit worker assaults, threats, or other security-related events.
- Passenger conduct incidents presenting a safety concern.
- Do Not Board (DNB) incidents.
- Vehicle or equipment failures that affect safety.
- Near-misses or other events that reveal a potential hazard.

- Events involving contracted service providers or security personnel.
- Other events determined by the Chief Safety Officer to warrant investigation.

Investigation Process

The Chief Safety Officer (CSO) oversees the safety event investigation process. Depending on the event, investigations may be conducted or supported by supervisors, maintenance personnel, administrative personnel, contracted security personnel, HGI Global, law enforcement, City departments, or other appropriate parties.

The purpose of a safety investigation is not limited to determining what occurred. ATRANS evaluates available information to identify the causal and contributing factors associated with the event and determine whether an underlying hazard or deficiency requires corrective action or evaluation through SRM.

As appropriate, an investigation may include review of:

- Employee, passenger, or witness statements and interviews.
- Accident and incident reports.
- Dispatch records and communications.
- Onboard vehicle camera footage or other available video.
- Vehicle inspection and maintenance records.
- Pre-trip and post-trip inspection information.
- Operator training and qualification records.
- Supervisory observations and field reports.
- Security reports and documentation.
- Police reports, when available and applicable.
- Applicable policies, procedures, and SOPs.
- Vehicle, equipment, roadway, environmental, or facility conditions.
- Other relevant safety information.

Identification of Hazards and Causal Factors

Investigation findings are reviewed to determine whether the event indicates:

- A previously unidentified hazard.
- A recurring or emerging safety trend.
- Failure or inadequacy of an existing safety risk mitigation.
- Noncompliance with or insufficiency of an operating or maintenance procedure.
- A vehicle, equipment, maintenance, or facility-related concern.
- A training or competency deficiency.
- A security or passenger conduct concern.
- A contractor performance concern.
- Another condition that may affect public transportation safety.

When an investigation identifies a hazard requiring further evaluation, the hazard is entered into or documented through the appropriate SMS process and evaluated using Safety Risk Management.

Corrective Actions and Safety Risk Mitigations

Based on investigation findings, ATRANS may implement corrective actions or safety risk mitigations including:

- Revision of policies, procedures, or SOPs.
- Employee coaching, refresher training, or remedial training.
- Increased field monitoring or supervisory oversight.
- Vehicle inspection, repair, or removal from service.
- Maintenance or equipment corrective action.
- Security-related measures.
- Do Not Board actions, when appropriate.
- Contractor corrective action.
- Facility or operational improvements.
- Other actions appropriate to address the identified causal factors or safety risk.

Documentation and Follow-Up

Safety event investigations and resulting corrective actions are documented and retained in accordance with ATRANS recordkeeping requirements.

When an investigation results in a hazard requiring formal SRM evaluation, the ATRANS Safety Risk Register may be used to document the hazard, potential consequences, risk assessment, mitigation or corrective action, responsible party, residual risk, status, and follow-up activities.

Corrective actions and safety risk mitigations remain subject to Safety Assurance monitoring until ATRANS determines that the action has been implemented and is effective or that additional action is required.

Investigation findings and lessons learned may also be incorporated into safety meetings, employee training, safety communications, procedures, and future safety performance monitoring when appropriate.

III. Continuous Improvement – 49 CFR §673.27(d)

ATrans has established a Continuous Improvement process to assess the effectiveness of its Safety Management System (SMS), evaluate agency safety performance, identify deficiencies, and implement improvements necessary to support the safe delivery of public transportation services.

Continuous improvement is supported by information obtained through Safety Risk Management (SRM), Safety Assurance activities, employee safety reporting, safety event investigations, operational and maintenance monitoring, and safety performance measurement.

Safety Performance Review

ATrans periodically reviews safety performance information to determine whether the SMS is functioning effectively and whether established safety objectives and Safety Performance Targets are being achieved.

The review may include:

- Safety Performance Targets and actual performance.

- Fatalities, injuries, safety events, and collisions.
- Pedestrian and vehicular collision trends.
- Transit worker injuries and assaults.
- NTD Safety and Security data.
- Employee Safety Reporting Program (ESRP) information.
- Safety Risk Register activity.
- Status and effectiveness of safety risk mitigations.
- Accident and incident investigation findings.
- Corrective action status.
- Preventive maintenance and vehicle reliability data, including Mean Distance Between Failures (MDBF).
- Operational observations, inspections, and ride checks.
- Employee safety surveys and safety meeting information.
- Security and Do Not Board Program activity.
- Contractor safety performance and corrective actions.
- Training records and identified training needs.

Identification of SMS and Safety Performance Deficiencies

ATRANS evaluates available safety information to identify deficiencies or areas requiring improvement. These may include:

- Failure to meet or adverse trends toward established Safety Performance Targets.
- Recurring hazards or safety events.
- Ineffective or insufficient safety risk mitigations.
- Corrective actions that have not been implemented as intended.
- Deficiencies in operating or maintenance procedures.
- Recurring vehicle or equipment failures.
- Training or competency deficiencies.
- Weaknesses in safety communication or employee reporting.
- Security-related trends or recurring passenger conduct concerns.
- Contractor safety-performance deficiencies.
- Other weaknesses in SMS processes, organizational responsibilities, documentation, or resources.

Corrective and Improvement Actions

When ATRANS identifies a deficiency through its annual safety performance assessment, ATRANS will develop and carry out, under the direction of the Accountable Executive, a plan to address the identified deficiency.

The improvement plan will be appropriate to the nature and significance of the deficiency and may identify:

- The identified SMS or safety performance deficiency.
- Corrective action or safety risk mitigation necessary to address the deficiency.
- The individual or organizational function responsible for implementation.

- Required resources, when applicable.
- Target completion date or implementation timeframe.
- Method for monitoring implementation and effectiveness.
- Follow-up actions necessary to determine whether the deficiency has been adequately addressed.

The Chief Safety Officer (CSO) coordinates development, implementation, documentation, and monitoring of improvement actions and provides the Accountable Executive with information regarding implementation status and effectiveness.

When an identified deficiency involves a new hazard or indicates that an existing safety risk has changed, ATRANS evaluates the condition through its Safety Risk Management process and develops or modifies safety risk mitigations as appropriate.

Corrective actions, safety risk mitigations, and improvement activities are documented through the Safety Risk Register, corrective action records, annual ASP review documentation, or other applicable SMS records, as appropriate.

ATrans monitors implemented actions through Safety Assurance to determine whether the deficiency has been corrected and whether the action is effective. If the deficiency remains unresolved or the action is ineffective, additional action will be developed and implemented under the direction of the Accountable Executive.

Annual Evaluation and ASP Update

Continuous Improvement is incorporated into ATRANS' annual PTASP review process. Safety performance information, Safety Performance Target results, SMS activities, employee input, identified hazards, corrective actions, and lessons learned are considered when determining whether revisions to the ASP, safety procedures, training programs, or other SMS processes are necessary.

Results of this evaluation may be used to:

- Establish or continue annual Safety Performance Targets.
- Revise the ASP.
- Update policies, SOPs, and safety procedures.
- Modify training or safety communication activities.
- Establish new or revised safety risk mitigations.
- Address resource or operational needs.
- Identify priorities for the following safety performance period.

Changes resulting from the annual ASP review are documented in Table 3 – ASP Record of Changes, as applicable.

C. Safety Promotion – 49 CFR §673.29

ATrans has established and implements a Safety Promotion program as a component of its Safety Management System (SMS). Safety Promotion supports implementation of the Agency Safety Plan by ensuring that employees receive the training necessary to perform their safety-related responsibilities and are provided with safety information relevant to their roles and responsibilities.

Safety Promotion at ATRANS consists of two primary components:

1. **Safety Competencies and Training – 49 CFR §673.29(a)**
2. **Safety Communication – 49 CFR §673.29(b)**

ATRANS uses training, employee communication, safety meetings, operational briefings, safety notices, employee participation, and other activities to reinforce safe work practices and promote an organizational culture in which employees understand their responsibilities within the SMS.

Information developed through Safety Risk Management and Safety Assurance—including identified hazards, investigation findings, safety risk mitigations, safety performance trends, and lessons learned—is incorporated into Safety Promotion activities when appropriate.

I. Safety Competencies and Training – 49 CFR §673.29(a)

ATRANS has established and implements a comprehensive safety training program for operations transit workers and transit workers who are directly responsible for safety. Training is designed to ensure that employees possess the knowledge, skills, and abilities necessary to perform their assigned duties safely and understand their responsibilities within the Safety Management System (SMS).

The ATRANS comprehensive safety training program includes, as applicable to an employee's position and responsibilities:

- New employee orientation and initial safety training.
- Safety Management System (SMS) roles and responsibilities.
- Employee Safety Reporting Program (ESRP) procedures.
- Safety concern identification and reporting training, including how employees identify hazards, unsafe conditions, near-misses, security concerns, and other safety concerns and how those concerns are reported through established ATRANS reporting processes.
- De-escalation training, including techniques intended to assist employees in recognizing escalating behavior, communicating effectively during difficult interactions, reducing conflict when practicable, maintaining personal safety, and obtaining supervisory, security, or law-enforcement assistance when necessary.
- Transit worker assault prevention and response.
- Passenger conduct and Do Not Board Program procedures, as applicable.
- Security procedures and coordination with contracted security personnel.
- Defensive driving and safe vehicle operation.
- Accident, incident, and emergency response and reporting.
- ADA passenger assistance and mobility-device securement.
- Pre-trip and post-trip vehicle inspections.
- Workplace and occupational safety practices.
- Vehicle and equipment-specific safety training.
- Training associated with new or revised policies, procedures, equipment, hazards, or safety risk mitigations.
- Refresher and remedial safety training, as necessary.

Training requirements may vary according to an employee's position, assigned duties, experience, and safety responsibilities. ATRANS provides refresher or remedial training when necessary based on employee performance, safety event investigations, identified hazards, changes in procedures or equipment, supervisory observations, or other Safety Management System activities.

ATRANS documents completed safety training through applicable training records, including attendance or sign-in sheets, training materials, employee acknowledgements, proficiency documentation when applicable, and refresher or remedial training records.

Training Based on Safety Performance

ATRANS may identify additional training needs through:

- Safety event investigations.
- Employee Safety Reporting Program reports.
- Safety Risk Management activities.
- Safety Risk Register reviews.
- Safety Assurance monitoring.
- Supervisor observations and ride checks.
- Accidents, incidents, and near-misses.
- Employee safety surveys and feedback.
- Maintenance and vehicle reliability trends.
- Security incidents and transit worker assaults.
- Changes to policies, procedures, vehicles, equipment, or operations.

When a training or competency deficiency is identified, ATRANS may provide coaching, refresher training, remedial training, or other appropriate instruction.

Training Documentation

ATRANS maintains documentation of required safety training, as applicable, including:

- Training date.
- Training topic or course.
- Instructor or training provider.
- Employee name.
- Attendance or sign-in documentation.
- Training materials.
- Testing, evaluation, or proficiency documentation, when applicable.
- Refresher or remedial training records.

Training documentation is maintained in accordance with the recordkeeping requirements established in this ASP.

Employee Competency

ATRANS supervisors monitor employee performance through routine supervision, operational observations, field monitoring, training activities, and review of safety performance information.

When an employee demonstrates a need for additional instruction or when an investigation identifies a training-related contributing factor, appropriate training or corrective action is provided and documented.

Safety training is reviewed periodically and updated as necessary based on regulatory requirements, operational changes, identified hazards, safety performance, investigation findings, and lessons learned through implementation of the SMS.

II. Safety Communication – 49 CFR §673.29(b)

ATRANS has established processes and activities to communicate safety and safety performance information throughout the organization. Safety communication supports the Safety Management System (SMS) by ensuring that employees receive information necessary to perform their safety-related responsibilities and understand actions taken in response to identified safety concerns.

Safety communication is a two-way process. Management communicates safety expectations, hazards, procedures, safety risk mitigations, and lessons learned to employees, while employees provide safety information to management through the Employee Safety Reporting Program (ESRP), supervisors, dispatch, safety meetings, operational feedback, and other established reporting channels.

Safety Information Communicated to Employees

ATRANS communicates safety information appropriate to an employee's position and responsibilities, including:

- Safety policies, procedures, and Standard Operating Procedures (SOPs).
- Employee safety roles and responsibilities.
- Identified hazards and associated safety risks.
- Safety risk mitigations and corrective actions.
- Changes in operating or maintenance procedures.
- Lessons learned from accidents, incidents, near-misses, and safety investigations.
- Safety performance trends and Safety Performance Targets.
- Transit worker assault prevention and response information.
- Passenger conduct and Do Not Board Program requirements.
- Security procedures and information affecting employee safety.
- Emergency procedures and operational safety alerts.
- Vehicle, equipment, or maintenance-related safety information.
- Regulatory or agency safety requirements.
- Training requirements and identified areas for safety improvement.

Methods of Safety Communication

ATRANS uses multiple methods to communicate safety information, including:

- Safety meetings.
- New employee orientation.
- Initial, refresher, and remedial training.
- Daily or operational briefings.
- Supervisor and dispatch communications.
- Safety bulletins, memoranda, notices, and alerts.
- Posted safety information.
- Employee meetings and individual coaching.
- Employee safety surveys.
- Electronic communications, when appropriate.

- Direct communication from the Chief Safety Officer or supervisory personnel.
- Communications associated with investigations, corrective actions, and safety risk mitigations.

Communication methods are selected based on the nature, urgency, and intended audience of the safety information.

Communication of Hazards and Safety Risk Mitigations

When ATRANS identifies a hazard or implements a safety risk mitigation that employees need to know to perform their duties safely, the information is communicated to affected employees in a timely manner.

Communication may include information regarding the nature of the hazard, required precautions, revised procedures, implemented mitigation, employee responsibilities, and any additional monitoring or reporting requirements.

Information obtained through the Safety Risk Register, ESRP, Safety Assurance activities, safety investigations, security incidents, maintenance activities, and operational monitoring may be used to develop safety communications.

Employee Safety Feedback

Employees are encouraged to ask questions, provide feedback, identify hazards, and recommend safety improvements.

Employees may communicate safety concerns through:

- The Employee Safety Reporting Program.
- Direct communication with supervisors or management.
- Dispatch.
- Safety meetings.
- Employee safety surveys.
- Incident and hazard reporting procedures.
- Maintenance reporting channels.
- Other established agency communication methods.

ATrans provides feedback regarding reported safety concerns when appropriate. Feedback may include acknowledgement of the concern, information regarding corrective action, safety communications issued to employees, or other information appropriate to the circumstances.

Communication of Safety Actions and Employee Participation

ATrans communicates appropriate safety actions taken in response to concerns reported through the Employee Safety Reporting Program (ESRP) and other established safety reporting processes. Depending on the nature of the concern, communication may occur through individual follow-up, supervisor briefings, safety meetings, training, safety bulletins, operational notices, or agency-wide communications.

ATRANS also communicates relevant results of frontline transit worker participation in the development and annual update of the Agency Safety Plan. Employee input obtained through safety meetings, safety surveys, training activities, hazard and incident reporting, operational feedback, and other established communication processes is considered during ASP development and review.

When employee participation results in a change to a safety policy, procedure, safety risk mitigation, training activity, Safety Performance Target, or other SMS activity, ATRANS communicates the resulting action to affected employees through the appropriate safety communication method.

Safety information is communicated at a level appropriate to the employee's role and responsibilities while maintaining confidentiality of individual employee safety reports when appropriate.

Documentation

ATRANS documents safety communication activities, as appropriate, through:

- Safety meeting agendas and attendance records.
- Training records and employee sign-in sheets.
- Safety bulletins and memoranda.
- Operational notices.
- Employee acknowledgements.
- Safety surveys.
- ESRP documentation.
- Corrective action records.
- Investigation documentation.
- Emails and other safety-related correspondence.

Documentation of safety communications is maintained in accordance with Section E – ASP Documentation and Recordkeeping.

Relationship to Safety Management Policy Communication

Safety Communication under this section complements the communication of the Safety Management Policy described in Section 3.A.II – Communicating the Safety Management Policy Throughout the Agency. Safety Management Policy communication establishes and reinforces ATRANS' overall safety commitment, objectives, and employee responsibilities, while Safety Promotion communication provides employees with ongoing safety and safety performance information necessary to perform their duties and understand safety actions taken by the agency.

APPENDIX A

ASP SUPPORTING DOCUMENTATION

ATRANS maintains documentation supporting the development, implementation, monitoring, and annual review of this Agency Safety Plan (ASP) and the agency's Safety Management System (SMS).

Supporting documentation includes records that demonstrate implementation of Safety Management Policy, Safety Risk Management, Safety Assurance, Safety Promotion, Safety Performance Targets, employee safety reporting, training, safety communication, and other activities conducted pursuant to this ASP.

The documents and records identified in Table 8 – PTASP Supporting Documents are maintained by ATRANS as applicable and are incorporated into or referenced by this ASP. Working SMS records may be updated during normal agency operations without requiring revision of the ASP unless the change affects a policy, process, procedure, or other element established by the adopted ASP.

Supporting documentation is maintained in accordance with Section E – ASP Documentation and Recordkeeping and 49 CFR §673.31. Records required under 49 CFR Part 673 are retained for a minimum of three (3) years after creation and are made available upon request to the Federal Transit Administration (FTA), other applicable Federal entities, and the Louisiana Department of Transportation and Development (LADOTD). ATRANS maintains documents establishing the ASP, documents related to implementation and results of the Safety Management System (SMS), and current and prior versions of documents incorporated in whole or by reference that describe programs, policies, and procedures used to carry out the ASP.

Table 8 – ASP Supporting Documents

No.	Supporting Document / Record	ASP / SMS Area Supported
1	2026 ASP Safety Performance Target Approval Certification – Signed April 23, 2026	Safety Performance Targets / Accountable Executive Approval
2	2026 Safety Performance Targets – Employee Training and Sign-In Documentation	Safety Promotion / Safety Communication
3	ATRANS Safety Management Policy Statement	Safety Management Policy
4	Employee Safety Reporting Program (ESRP) Procedures and Supporting Records	Safety Management Policy / Safety Assurance
5	ATRANS Safety Risk Register	Safety Risk Management / Safety Assurance
6	ATRANS Safety Risk Assessment Matrix	Safety Risk Assessment
7	Safety Event and Accident Investigation Records	Safety Assurance
8	Corrective Action and Safety Risk Mitigation Records	Safety Risk Management / Safety Assurance / Continuous Improvement
9	Safety Meeting Records and Attendance Documentation	Safety Promotion / Employee Participation
10	Employee Safety Surveys and Feedback Records	Hazard Identification / Safety Assurance / Safety Promotion
11	Safety Training Records and Training Materials	Safety Competencies and Training
12	Safety Bulletins, Memoranda, Notices, and Operational Communications	Safety Communication
13	Preventive Maintenance, Vehicle Inspection, and Repair Records	Safety Assurance / System Reliability
14	Mean Distance Between Failures (MDBF) and Fleet Reliability Records	Safety Performance / Safety Assurance
15	National Transit Database (NTD) Safety and Security Reporting Records	Safety Performance / Safety Assurance

16	ATRANS Do Not Board Program SOP and Supporting Records	Safety Risk Management / Transit Worker and Passenger Safety
17	Contracted Security Safety Reports and Applicable Contractor Corrective Action Records	Safety Risk Management / Safety Assurance
18	Safety Performance Target Coordination Documentation -- LADOTD and RAPC	Safety Performance Target Coordination
19	ATRANS Organizational Chart	SMS Authorities, Accountabilities, and Responsibilities
20	ASP Record of Changes	Annual ASP Review / Continuous Improvement
21	Annual ASP Review Supporting Documentation	Annual ASP Review / Continuous Improvement
22	City Council Resolution Approving the Current ASP	Governing Authority Approval
23	Annual FTA ASP Certification of Compliance Documentation	PTASP Compliance Certification
24	Applicable ATRANS Standard Operating Procedures, Safety Policies, Manuals, and Other Procedures Referenced by the ASP	SMS Implementation

Maintenance of Supporting Documentation

The Chief Safety Officer (CSO) coordinates maintenance of ASP and SMS supporting documentation. Individual records may be maintained by the organizational function responsible for the activity, including Transit Administration, Operations, Maintenance, Grants Administration, or other applicable City departments.

The active Safety Risk Register, ESRP records, investigation records, corrective actions, training documentation, maintenance and reliability records, security records, and other working SMS documentation are maintained separately from the adopted ASP and updated as necessary through normal SMS activities.

Table 8 serves as the ASP's master index of supporting documentation and does not require every listed record to be physically reproduced within this Appendix.

Following approval of the current ASP by the Alexandria City Council, the applicable City Council Resolution shall be maintained with the adopted ASP as documentation of governing-authority approval.

GLOSSARY OF TERMS

Accountable Executive (AE) – The individual who has ultimate responsibility for carrying out the Agency Safety Plan and the agency's Safety Management System and control or direction over the human and capital resources needed to develop and maintain both.

Agency Safety Plan (ASP) – The documented comprehensive Agency Safety Plan required by 49 CFR Part 673 that establishes the policies, processes, and procedures used by ATRANS to implement its Safety Management System.

Chief Safety Officer (CSO) – The designated individual responsible for overseeing and directing the day-to-day implementation and operation of ATRANS' Safety Management System.

Consequence – The effect of a hazard involving injury, illness, death, damage, loss, or other adverse safety outcome.

Corrective Action – An action taken to address an identified safety deficiency, causal or contributing factor, noncompliance, or other condition requiring correction.

Employee Safety Reporting Program (ESRP) – The ATRANS process through which employees may report safety conditions, hazards, near-misses, concerns, or other safety-related information for review and appropriate action.

Hazard – A real or potential condition that can cause injury, illness, or death; damage to or loss of equipment or property; or other adverse safety consequences.

Likelihood – The probability or frequency that a potential consequence associated with an identified hazard may occur.

Mean Distance Between Failures (MDBF) – A measure of vehicle reliability based on the distance traveled between mechanical failures, as defined and reported in accordance with applicable NTD requirements.

Mitigation – An action or measure designed to eliminate a hazard or reduce the likelihood or severity of its potential consequences.

National Transit Database (NTD) – FTA's national system for collecting financial, operating, asset, safety, and other information from applicable public transportation providers.

Residual Risk – The safety risk remaining after a safety risk mitigation has been implemented.

Risk – The composite of the predicted likelihood and severity of the potential consequence of a hazard.

Safety Assurance (SA) – The SMS processes used to monitor operations, safety performance, safety risk mitigations, investigations, employee safety reports, and other information to determine whether the SMS is functioning effectively and safety objectives are being achieved.

Safety Event – An event or condition affecting public transportation safety that is reviewed or investigated in accordance with applicable ATRANS and FTA requirements.

Safety Management Policy (SMP) – ATRANS' documented commitment to safety that establishes safety objectives and defines safety authorities, accountabilities, responsibilities, and employee safety reporting protections.

Safety Management System (SMS) – The formal, organization-wide approach used to manage safety risk and assure the effectiveness of safety risk mitigations through established policies, processes, procedures, and practices.

Safety Performance Target (SPT) – A quantifiable level of performance or condition expressed as a value for a safety performance measure that ATRANS seeks to achieve during a specified period.

Safety Promotion (SP) – The SMS component that includes safety training and communication activities necessary to support implementation and operation of the SMS.

Safety Risk Assessment – The formal process used to determine the significance of safety risk by evaluating the likelihood and severity of potential consequences associated with an identified hazard.

Safety Risk Management (SRM) – The SMS process used to identify hazards, assess associated safety risks, and develop and implement safety risk mitigations.

Severity – The anticipated degree of harm or adverse consequence that may result from a hazard.

Transit Worker Assault – An assault or other qualifying event involving a transit worker that is documented and reported in accordance with applicable FTA and NTD requirements.

Vehicle Revenue Miles (VRM) – Miles traveled by transit vehicles while providing scheduled public transportation service, as defined for NTD reporting purposes.

ACRONYMS

Acronym	Meaning
AE	Accountable Executive
ADA	Americans with Disabilities Act
ASP	Agency Safety Plan
ATRANS	Alexandria Transit
CDC	Centers for Disease Control and Prevention
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
DNB	Do Not Board
ESRP	Employee Safety Reporting Program
FTA	Federal Transit Administration
LADOTD	Louisiana Department of Transportation and Development
LDH	Louisiana Department of Health
MDBF	Mean Distance Between Failures
MPO	Metropolitan Planning Organization
NTD	National Transit Database
ASP	Agency Safety Plan
RAPC	Rapides Area Planning Commission
SA	Safety Assurance
SMS	Safety Management System
SMP	Safety Management Policy
SOP	Standard Operating Procedure
SP	Safety Promotion

SPT	Safety Performance Target
SRM	Safety Risk Management
VRM	Vehicle Revenue Miles

RESOLUTION NO.

RESOLUTION APPROVING THE ALEXANDRIA TRANSIT PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN ACCORDANCE WITH 49 CFR AS A RECIPIENT OF FEDERAL TRANSIT ADMINISTRATION FUNDING.

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the approval of the Alexandria Transit Public Transportation Agency Safety Plan in accordance with 49 CFR as a Recipient of Federal Transit Administration Funding.

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

YEAS:

NAYS:

ABSENT:

AND THE RESOLUTION was declared adopted on this the 20th day of October, 2026.

/s/ Donna P. Jones, MMC
City Clerk

- 7) **RESOLUTION** to co-sponsor Health Education Programs at Bolton Avenue Community Center or Broadway Community Center in conjunction with Delta Sigma Theta Sorority Inc. Alexandria LA Alumnae Chapter.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Community Services

Date: October 1, 2026

Title: Resolution to co-sponsor Health Education Programs at Bolton Avenue Community Center or Broadway Community Center in conjunction with Delta Sigma Theta Sorority Inc. Alexandria LA Alumnee Chapter.

Explanation of Proposal:

Additional Information Attached ☐

Resolution to co-sponsor Health Education Programs at Bolton Avenue Community Center or Broadway Community Center in conjunction with Delta Sigma Theta Sorority Inc. Alexandria LA Alumnee Chapter.

In-kind services requested: Use of Bolton Avenue Community Center or Broadway Community Center for Generational Health, Free CPR and Self Defense Class and Her Heart Matters.

Budget:

☐

Neutral

☐

Within
Existing

☐

Requires
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

Authorization:

4. Finance Director

1. Mayor

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

PREPARED BY
OCT 10 2025
CITY CLERK



COMMUNITY PARTNERSHIP REQUEST FORM

Date Submitted: _____

FORM A

Section I. Applicant Information and Other Funding Source Attempts.

Name/Organization: Delta Sigma Theta Sorority, Inc., Alexandria (LA) Alumnae Chapter

Address: P.O. Box 6007

City: Alexandria State: LA Zip: 71307

Phone: (318)730-6718 Fax: N/A

Contact Name: Connie Baker Contact Email Address: dstalexla@yahoo.com

Non-profit? ☒ Yes ☐ No. If non-profit, attach copy of IRS exemption letter.

Are you a Governmental Entity? ☐ Yes ☒ No

Organization's Mission (brief statement):

Delta Sigma Theta Sorority, Inc. is an organization of college-educated women committed to the constructive development of its members and to public service. The Alexandria (LA) Alumnae Chapter carries this mission forward through meaningful programs, initiatives, and community partnerships that promote sisterhood, scholarship, service and social action.

Type of Program/Activity: Describe in two or three sentences. Include date of program.

Health Education to include vital training, wellness and nutrition:

- Generational Health – A Passport to Our Legacy - November 7, 2026 - 9am - 12:00pm
- Free CPR and Self Defense Class (free and open to the public) - January 30, 2027 - 8am - 4pm
- Her Heart Matters (In observance of Heart Month) – February 6, 2027 - 1pm - 4pm

Identify other event sponsors and the amount (or value, if in-kind) of the funding commitment. (Supporting documentation required.)

Christus Health, Rapides Foundation, Unitech, Rapides Parish Health Unit, Rapides Regional Medical Center – Community Education Department, American Heart Association

Identify other attempts to gain funding or support from private, volunteer, or other entities and their responses. (Supporting documentation required.)

The Alexandria (LA) Alumnae Chapter has dedicated funds within its budget to cover some expenses.

Section II. Nature and/or Description of Public Funds or Property Needed.

Amount Requested: \$0

Property requested: The Broadway Resource Center (CPR and Self Defense Class), Bolton Ave.
Community Center (Her Heart Matters, Generational Health)

In-kind service requested: None

(Attach additional paper if more space is needed.)

Section III. Funding Category and/or Basis for Request.

This section seeks information concerning the basis in law for your request under the limited potentially permissible purposes for the City of Alexandria—which may include athletics; recreational activities; cultural or educational activities, such as collaborations with learning institutions, libraries, concerts, art museums and exhibits; parks and playgrounds; and other leisure time and cultural activities and functions of the city. Economic development and advertising/marketing Alexandria or this region is permitted generally only when the activity brings tourism or business to the area which did not already exist or significantly expands activity already in existence.

Which best applies to your request:

☐ Economic Development ☐ Recreation/Athletic ☐ Advertise/Market

☒ Use of City Property for Public Benefit

☐ Aid to the Needy

☐ Arts/Cultural Partnership-Endeavor

☒ Educational

IV. Public Purpose and/or Goal of Request .

This section seeks information about whether this event is for a "public purpose," a requirement by the state constitution before any action involving public funds or property can be given or pledged. This means a benefit solely of a private nature—such as to private clubs, organizations, and so forth, not tied to performance of a public need or program—are presumptively disallowed by state law and can subject public officials to criminal sanction. Your request should be tied to open public participation and overall community development. If not open to the public, your request may not be allowed. The City is concerned with its goal to benefit all citizens to the extent possible although benefits for a class of persons may be

permissible, such as for the needy. The City must examine the governmental action it takes to ensure pledges of its assets or funds do not benefit one person or private entity disproportionately to the benefit to the overall community.

If you are a for-profit applicant, what is the expected private benefit to you, your partners, or members of a club if any part of any fundraising goes to an organization and part to some charitable cause? What is percentage breakdown shown in actual projections?

N/A

What is (are) the goal(s) of this project? (In one sentence)

- To educate the community on women's heart disease which includes early risk detection, female-specific symptoms and specialized conditions across all stages of a women's life.
- To train 50 members of the community on how to administer CPR and first aid.
- To empower members of the community to recognize generational health concerns and when to seek treatment.

If a governmental entity, is the cooperative endeavor or intergovernmental agreement sought pursuant to local services law, joint emergency preparedness, exchange of surplus property for public safety purposes, or other? (State "other" reason.)

N/A

If the use of public funds or property is for social welfare for the aid and support of the needy, how are targeted candidates screened? If not screened, how are they targeted for participation?

The sorority uses its social media pages to inform the general public of its activities. Through the membership, program information will be shared with a number of churches.

V. Benefits to the City.

Proportionality is critical for a public body to give its funds or property. Since this involves taxpayer money, the City of Alexandria has a fiscal responsibility to ensure fairness to all. The City cannot engage in a mere gratuity or giving away of services without a return benefit; however, it may help with your request if you produce a measurable result to the City approximating its gratuity to you.

Does your request or endeavor involve a nearly equal benefit to the citizens you seek to serve when compared to the money or property expended or sought to be used by the public entity? If so, how?

Yes. Collectively, these programs will lower rates of heart disease, reduce costly emergency medical visits, provide free health checks, train 50 more individuals and build stronger civic and health community social ties.

If you cannot show a fair market value dollar-for-dollar match, does your plan or request involve a continuing program or relationship which has a future value attached? How so?

These are annual initiatives for Alexandria(LA) Alumnae. The Chapter works yearly through the Sorority's Five-Point Programmatic Thrust to offer these types of programs.

What are your real and substantial obligations to achieve the proportionate return to the City of Alexandria at some point in the future?

The Chapter's existence in this community is based solely on a commitment to public service. To remain in compliance, it must annually submit reporting that documents its work/service as it relates to the Sorority's Five-Point Programmatic Thrust; Economic Development, Educational Development, International Awareness and Involvement, Political Awareness and Involvement, and Physical and Mental Health

What is (are) the expected outcome(s) or benefits(s) to the public from the event to be funded? Specify the number of persons anticipated to be served and the service(s) to be provided.

N/A

Describe the history of this program and its success.

For the last two years, the sorority has partnered with Rapides Regional to offer the free CPR class. Both years have been successful with the class reaching full capacity. The Her Heart Matters event for the first year attracted 100 attendees and allowed the sorority to develop partnerships with three health education vendors. For the first time, the sorority will host a generational health event. We hope to build from the success of past events.

If your category was "Economic Development and/or Advertisement," provide the following:

- Projected number of out-of-town participants and guests
- Identify broadcast, web and regional print promotions to be utilized
- Average number of days stay by out-of-town guests to this event
- Help us estimate the projected economic impact on the City by providing the number of people you expect to attend and how you arrived at this conclusion and the number of days your event lasts. (The City will fill in the "multiplier" based on your previous responses.)

Number of people _____ X Number of days _____ X Multiplier _____

STATEMENT OF POLICY OF THE CITY OF ALEXANDRIA

The City of Alexandria adheres to La.Const. art. VII, § 14, and its requirement that the funds, credit, property, or things of value of the City shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private, except that the use of public funds or property for programs of social welfare for the aid and support of the needy may be allowed if for a public purpose. Also, the City of Alexandria *may* engage in cooperative endeavors with other political subdivisions, the State of Louisiana or its agencies, with the United States or its agencies, or with any public or private association, corporation, or individual, if—(i) the

expenditure or transfer of public funds or property is based on a legal obligation, duty, or foundation in law giving rise to the ability to legally contract (e.g., a valid statute, ordinance, charter or contract); (ii) the expenditure is also for a public purpose; and (iii) the expenditure creates a public benefit proportionate to its cost (i.e., the amount expended by the City is met with a comparable return or real and substantial obligation to create a future return).

APPLICANT CERTIFICATION

I certify as representative of Delta Sigma Theta Sorority, Inc. that the information provided in this application is true and accurate to the best of my knowledge.

Signature: Connie D. Baker Date: 9/23/26

Print Name: Connie D. Baker

ADMINISTRATIVE USE: Staff Recommendation _____

City attorney review _____

CEA or IGA completed _____

Council Action _____

Approved _____ Date _____

RESOLUTION NO.

RESOLUTION TO CO-SPONSOR HEALTH EDUCATION PROGRAMS AT BOLTON AVENUE COMMUNITY CENTER OR BROADWAY COMMUNITY CENTER IN CONJUNCTION WITH DELTA SIGMA THETA SORORITY INC. ALEXANDRIA LA ALUMNAE CHAPTER.

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the city to co-sponsor health education programs at Bolton Avenue Community Center or Broadway Community Center in conjunction with Delta Sigma Theta Sorority Inc., Alexandria LA Alumnae Chapter.

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

YEAS:

NAYS:

ABSENT:

AND THE RESOLUTION was declared adopted on this the 20th day of October, 2026.

/s/ Donna P. Jones, MMC
City Clerk

- 8) **RESOLUTION** authorizing advertisement for bids for petroleum products.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: **FINANCE/PURCHASING**

Date: **SEPTEMBER 30, 2026**

Title: RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR PETROLEUM PRODUCTS FOR USE BY VARIOUS CITY DEPARTMENTS

Explanation of Proposal:

Additional Information Attached ☒

We request permission to advertise for Petroleum Products for use by various City departments. This bid will remain in effect for a period of twelve (12) months from bid award date.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Casey Barnes, City of Alexandria Purchasing Department, PO Box 71, Alexandria LA 71309-0071; Fax 318-441-6185; or emailed to casey.barnes@cityofalex.com; and must be received by close of business on Thursday, November 19, 2026.

Budget:

☐

Neutral

☒

Within Existing

☐

Requires Amendment

Account Number: Various

Expense Amount: N/A

Account Line Item: N/A

Remaining Amount: N/A

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

OCT 10 2025

CITY OF ALEXANDRIA

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA PURCHASING DEPARTMENT

BID # 2596- PETROLEUM PRODUCTS

Separate sealed bids for Petroleum Products will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST CDT, TUESDAY, DECEMBER 1, 2026, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, www.cityofalexandria.com under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at www.centralbidding.com . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Casey Barnes, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-441-6185; email to casey.barnes@cityofalex.com; and must be received by 4:00 PM, Thursday, November 20, 2025.

Address for Postal Delivery:

City of Alexandria
Donna Jones, City Clerk
PO Box 71
Alexandria, LA 71309-0071

Address for Courier or Overnight Delivery:

City of Alexandria
Donna Jones, City Clerk
915 Third Street, 1st Floor
Alexandria, LA 71301
Phone: 318-449-5090

Address for Electronic Bid Submission:

www.centralbidding.com
Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, October 23, 2026
Friday, October 30, 2026
Friday, November 06, 2026

RESOLUTION NO.

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR
PETROLEUM PRODUCTS.**

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for petroleum products

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 1, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 20th day of October, 2026.

/s/ Donna P. Jones, MMC
City Clerk

- 9) **RESOLUTION** authorizing advertisement for bids for the Masonic Drive Sidewalks, Hynson Bayou pedestrian bridge replacement.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Planning/Engineering

Date: 1 October 2026

Title: Resolution for the Advertisement of the Masonic Drive Sidewalks - Hynson
Bayou Pedestrian Bridge Replacement

Explanation of Proposal:

Additional Information Attached ☒

The City Engineer's Office has prepared the plans and specifications for the City's Capital Improvement Project - Masonic Drive Sidewalk - Hynson Bayou Pedestrian Bridge Replacement. The City Engineer's Office is requesting permission to advertise the project for construction letting. Bids to be received on 1 December 2026.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number: 312-268823 - 707000

Expense Amount: \$ 100,000.00 (estimate)

Account Line Item: \$

Remaining Amount: \$

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

OCT 18 2026

CITY COUNCIL

ADVERTISEMENT FOR BIDS

Sealed bids will be received for the City of Alexandria, Louisiana, by the City Clerk, at the City Council Chambers, City Hall, 915 Third Street, Alexandria, Louisiana, 71301, until 10:00 a.m. on Tuesday, the 1st day of December, 2026, and then at said office publically opened and read aloud.

Any person requiring special accommodation shall notify the City Clerk of the type(s) of accommodations required not less than seven (7) days before the bid opening.

For:

MASONIC DRIVE SIDEWALK – HYNSON BAYOU PEDESTRIAN BRIDGE REPLACEMENT

Complete Bidding Documents may be obtained from:

City Engineer's Office
625 Murray Street, 2nd Floor
Alexandria, LA 71301
318-473-1170 (P)

A Compact Disk (CD) or thumb drive with a complete set of bid documents will be given to licensed contractors.

Pursuant to LA R.S. 38:2212 A.(1)(f) and R.S. 38:2212 A.(1)(f)(vii), vendors/contractors have the option to submit bids and bonds electronically. Bids and bonds to be filed electronically shall be posted with **Central Bidding** at www.centralauctionhouse.com (1-225-810-4814). Registration will need to be completed prior to posting of bid. Plans, specifications and bid documents shall be obtained from the consultant listed above and posted with Central Bidding.

All bids must be accompanied by a bid security equal to five percent (5%) of the sum of the Base Bid, and must be in the form of a certified check, cashier's check of Bid Bond written by a surety or insurance company complying with R.S. 38.2218 C. The Bid Bond shall be in the favor of the Owner, and shall be accompanied by appropriate power of attorney.

The successful Bidder shall be required to furnish a Performance Bond and Payment Bond, in an amount equal to 100% of the Contract amount, written by a surety or insurance company meeting the requirements noted in R.S. 38.2219 A.(1)(a), (b) and (c).

Bids shall be accepted from Contractors who are licensed under R.S. 37.2150-2163 for the classification of Highway, Street and Bridge Construction. Project work shall consist of the following major items – Timber Bridge (50' long by 8' wide). The contract duration shall be thirty days (30) working days with an Assembly Period as needed for the manufacture of the timber bridge components. The engineer's estimated cost of construction is \$100,000.00.

A mandatory pre-bid conference will be held at the City Engineer's Office, 625 Murray Street, 2nd Floor, Alexandria, LA, 71301 at 10:00am on November 12, 2026. Bidder's who do not attend the pre-bid meeting will be disqualified from bidding the project. Their bid package will be returned unopened.

In accordance with 38.2212.(A)(1)(b)(ii)(bb) and 38.2227, the apparent low bidder will submit the CONTRACTOR'S AFFIDAVIT, CONTRACTOR'S ATTESTION within ten (10) days of the bid opening or they will be declared non-responsive.

No bid may be withdrawn for a period of forty-five (45) days after receipt of bids, except under the provisions of R.S. 38.2214.

The Owner reserves the right to reject any and all bids for just cause. In accordance with R.S. 38.2212.(A)(1)(b), the provisions and requirements of this section, and those stated in the Advertisement Bids, and those required on the Bid Form shall not be considered as informalities and shall not be waived.

Donna Jones
City Clerk
October 20, 2026

Please Publish October 23 & 30, and November 6, 2026

RESOLUTION NO.

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE
MASONIC DRIVE SIDEWALKS, HYNSON BAYOU PEDESTRIAN
BRIDGE REPLACEMENT.**

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for the Masonic Drive Sidewalks, Hynson Bayou Pedestrian Bridge Replacement.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 1, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 20th day of October, 2026.

/s/ Donna P. Jones, MMC
City Clerk

H. ORDINANCES FOR FINAL ADOPTION
SUBJECT TO PUBLIC HEARING

- 10) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for brass fittings.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: **FINANCE/PURCHASING**

Date: **8/10/2026**

Title: **RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR BRASS FITTINGS**

Explanation of Proposal:

Additional Information Attached ☒

Request permission to advertise for Brass Fittings & Misc. Said material to be inventoried by the Central Warehouse Department. Bids are to remain in effect for a period of twelve months from bid award date.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number: 401-0-141720-00000
INVENTORY

Expense Amount: N/A

Account Line Item: N/A

Remaining Amount: N/A

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

RECEIVED

AUG 10 2026

CITY COUNCIL

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2579 Brass Fittings & Misc.

Separate sealed bids for, BRASS FITTINGS & MISC., will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST CDT, TUESDAY, October 6, 2026, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, www.cityofalexandria.com under the heading "*Business*", and drop down to "*RFP/RFQ/RFI/BIDS*". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at www.centralbidding.com . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Andre Garsaud, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-441-6185; email to andre.garsaud@cityofalex and must be received by 2:00 PM, Thursday, September 17, 2026

OR

Address for Postal Delivery:

City of Alexandria
Donna Jones, City Clerk
PO Box 71
Alexandria, LA 71309-0071

Address for Courier or Overnight Delivery:

City of Alexandria
Donna Jones, City Clerk
915 Third Street, 1st Floor
Alexandria, LA 71301
Phone: 318-449-5090

Address for Electronic Bid Submission:

www.centralbidding.com

Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, August 28, 2026
Friday, September 4, 2026
Friday, September 11, 2026

RESOLUTION NO. 0102-2026

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR
BRASS FITTINGS.**

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for brass fittings.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceed with the advertisement according to law, with bids to be opened on October 6 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 25th day of August 2026.

/s/ Donna P. Jones, MMC
City Clerk

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR BRASS FITTINGS 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 accept the low bid submitted for brass fittings

SECTION II: BE IT FURTHER ORDAINED, etc. that the Mayor of the City of Alexandria be authorized to pay said low bid from the 2026/2027 budget and to each and every other act or deed needed or necessary to consummate said transaction.

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 6th day of October, 2026.

NOTICE PUBLISHED on the 9th day of October, 2026

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:



NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the ____ day of October, 2026 and final publication was made in the Alexandria Daily Town Talk on the ____ day of October, 2026,

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

- 11) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for 47-foot sheave height, hydraulic digger derrick truck.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Finance / Purchasing Department

Date: August 6, 2026

Title: Request to advertise for 47 Foot Sheave Height, Hydraulic Digger Derrick Truck

Explanation of Proposal:

Additional Information Attached ☐

We request permission to advertise for a 47 Foot Sheave Height, Hydraulic Digger Derrick Truck for use by the Electric Distribution Department. Bid prices shall remain in effect for a period of twelve (12) months from bid award date.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form ☐

Review:

Content ☐

Information:

Sufficient ☐

Insufficient ☐

Remarks:

RECEIVED

AUG 10 2026

CITY COUNCIL

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2594 - 47 FOOT SHEAVE HEIGHT, HYDRAULIC DIGGER DERRICK TRUCK

Separate sealed bids for, **47 FOOT SHEAVE HEIGHT, HYDRAULIC DIGGER DERRICK TRUCK** will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST CDT, TUESDAY, OCTOBER 6, 2026, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, www.cityofalexandria.com under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at www.centralbidding.com. For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form, either mailed, faxed, or e-mailed to the attention of Joann Swain, City of Alexandria - Purchasing Department, P.O. Box 71, Alexandria, LA 71309-0071; Fax #318-619-3412; e-mail joann.swain@cityofalex.com; and must be received by 4:00 PM CDT, Thursday, September 24, 2026.

Address for Postal Delivery:

City of Alexandria
Donna Jones, City Clerk
PO Box 71
Alexandria, LA 71309-0071

Address for Courier or Overnight Delivery:

City of Alexandria
Donna Jones, City Clerk
915 Third Street, 1st Floor
Alexandria, LA 71301
Phone: 318-449-5090

Address for Electronic Bid Submission:

www.centralbidding.com
Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, August 28, 2026
Friday, September 4, 2026
Friday, September 11, 2026

RESOLUTION NO. 0103-2026

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR 47
FOOT SHEAVE HEIGHT, HYDRAULIC DIGGER DERRICK TRUCK.**

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for 47 Foot Sheave Height, hydraulic digger derrick truck.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceed with the advertisement according to law, with bids to be opened on October 6 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 25th day of August 2026.

/s/ Donna P. Jones, MMC
City Clerk

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR 47 FOOT SHEAVE HEIGHT, HYDRAULIC DIGGER DERRICK TRUCK 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 accept the low bid submitted for 47-foot sheave height, hydraulic digger derrick truck.

SECTION II: BE IT FURTHER ORDAINED, etc. that the Mayor of the City of Alexandria be authorized to pay said low bid from the 2026/2027 budget and to each and every other act or deed needed or necessary to consummate said transaction.

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 6th day of October, 2026.

NOTICE PUBLISHED on the 9th day of October, 2026

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the ____ day of
October, 2026 and final publication was made in the Alexandria Daily Town
Talk on the ____ day of October, 2026,

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

- 12) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for a four-inch hydraulic drive submersible pump.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Finance / Purchasing

Date: October 7, 2026

Title: Ordinance for Award Recommendation for Four Inch Hydraulic Driven Submersible Pump

Explanation of Proposal:

Additional Information Attached ☒

On Tuesday, October 6, 2026, at 10:00 AM, three (3) bids were opened and read aloud for Four Inch Hydraulic Driven Submersible Pump for the Waste Water Department. It is our recommendation to award, Associated Pump & Supply, LLC, at the rates as bid. City reserves the right to requisition for additional pumps on an "as needed" basis. Bid price shall remain in effect for a period of twelve (12) months from bid award date.

Budget:

☐

Neutral

☒

Within Existing

☐

Requires Amendment

Account Number:

Expense Amount:

Account Line Item: \$

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

PREPARED

OCT 11 2025

CITY OF ALEXANDRIA

[illegible]



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Finance/Purchasing

Date: August 6, 2026

Title: Request a resolution to advertise for a Four Inch Hydraulic Drive Submersible Pump

Explanation of Proposal:

Additional Information Attached ☒

We request permission to advertise for a Four Inch Hydraulic Drive Submersible Pump, for use by the Wastewater Department for the purpose of additions to the emergency stand by flood protection system. Bid prices shall be for a complete unit, as per the bid specifications. The City reserve the rights to requisition additional pumps on an "as needed" basis. Bid prices shall remain in effect for a period of twelve (12) months from bid award date.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☒

Insufficient

☐

Remarks:

RECEIVED

AUG 18 2026

CITY COUNCIL

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2595 FOUR INCH HYDRAULIC DRIVEN SUBMERSIBLE PUMP

Separate sealed bids for, FOUR INCH HYDRAULIC DRIVEN SUBMERSIBLE, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST CDT, TUESDAY, OCTOBER 6, 2026, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, www.cityofalexandria.com under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at www.centralbidding.com . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Jared Welch, City of Alexandria Purchasing Department, PO Box 71, Alexandria, LA 71309-0071; email to jared.welch@cityofalex.com; and must be received by 4:00 P.M, CDT, Thursday, September 24, 2026.

Address for Postal Delivery:

City of Alexandria
Donna Jones, City Clerk
PO Box 71
Alexandria, LA 71309-0071

Address for Courier or Overnight Delivery:

City of Alexandria
Donna Jones, City Clerk
915 Third Street, 1st Floor
Alexandria, LA 71301
Phone: 318-449-5090

Address for Electronic Bid Submission:

www.centralbidding.com
Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, August 28, 2026
Friday, September 4, 2026
Friday, September 11, 2026

RESOLUTION NO. 0104-2026

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR A
FOUR-INCH HYDRAULIC DRIVE SUBMERSIBLE PUMP.**

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for a four-inch hydraulic drive submersible pump.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceed with the advertisement according to law, with bids to be opened on October 6 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 25th day of August 2026.

/s/ Donna P. Jones, MMC
City Clerk

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR A FOUR-INCH HYDRAULIC DRIVE SUBMERSIBLE PUMP 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 accept the low bid submitted for four-inch hydraulic drive submersible pump.

SECTION II: BE IT FURTHER ORDAINED, etc. that the Mayor of the City of Alexandria be authorized to pay said low bid from the 2026/2027 budget and to each and every other act or deed needed or necessary to consummate said transaction.

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 6th day of October, 2026.

NOTICE PUBLISHED on the 9th day of October, 2026

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the ____ day of
October, 2026 and final publication was made in the Alexandria Daily Town
Talk on the ____ day of October, 2026,

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO



- 13) To consider final adoption of an ordinance authorizing the mayor to accept the lowest proposal received from Fresh Impression Cleaning Crew for janitorial services for the Alexandria Zoological Park.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: **FINANCE/PURCHASING**

Date: **SEPTEMBER 16, 2026**

Title: **ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST PROPOSAL FOR JANITORIAL SERVICE FOR THE CLEANING OF THE ALEXANDRIA ZOOLOGICAL PARK**

Explanation of Proposal:

Additional Information Attached ☒

Ordinance authorizing the Mayor to accept the lowest proposal for the janitorial Service for Cleaning of the Alexandria Zoological Park. On Wednesday, September 16, 2026, one (1) quote was received. We recommend award be made to Fresh Impression Cleaning Crew at rates proposed. This contract shall remain in effect for a period of twelve (12) months. Contingent upon the availability of funds, and the ability of the successful bidder to honor quoted prices, the City reserves the right to renew the existing contract for for a period of up to twenty-four (24) additional months, in twelve (12) month increments.
Please see attached.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number: 403-044300-520500

Expense Amount: N/A

Account Line Item: Operating Supplies

Remaining Amount: N/A

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

11-11-2026

SEP 16 2026

RFP Number & Name: # 1994P - Janitorial Services - Alexandria Zoological Park

Using Department: Alexandria Zoological Park



ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOWEST PROPOSAL RECEIVED FROM FRESH IMPRESSION CLEANING CREW FOR JANITORIAL SERVICES FOR THE ALEXANDRIA ZOOLOGICAL PARK 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 accept the lowest proposal received from Fresh Impression Cleaning Crew for janitorial services for the Alexandria Zoological Park.

SECTION II: BE IT FURTHER ORDAINED, etc. that the Mayor of the City of Alexandria be authorized to pay said proposal from the 2026/2027 budget and to each and every other act or deed needed or necessary to consummate said transaction.

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 6th day of October, 2026.

NOTICE PUBLISHED on the 9th day of October, 2026

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the ____ day of
October, 2026 and final publication was made in the Alexandria Daily Town
Talk on the ____ day of October, 2026,

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

- 14) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for chlorine handling truck with knuckle boom crane.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Finance / Purchasing Department

Date: May 28, 2026

Title: Request to advertise for a Chlorine Handler Truck with Knuckle Boom Crane

Explanation of Proposal:

Additional Information Attached ☐

We request permission to advertise for a Chlorine Handler Truck with Knuckle Boom Crane for use by the Water Department. Bid prices shall remain in effect for a period of twelve (12) months from bid award date.

Budget:

☐

Neutral

☒

Within
Existing

☐

Requires
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

Authorization:

4. Finance Director

1. Mayor

5. Division Director

2. Chief Operating Officer

6. Department Head

3. City Attorney

7. Purchasing Agent

Council Staff

Form

☐

Information:

Sufficient

☐

Review:

Content

☐

Insufficient

☐

Remarks:

JUL 9 9 2026

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2593- Chlorine Handling Truck with Knuckle Boom Crane

Separate sealed bids for, CHLORINE HANDLING TRUCK WITH KNUCKLE BOOM CRANE, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST CDT, TUESDAY, September 8, 2026, and then at said office publically opened and read aloud.

Complete bid packet, bid specifications may be obtained at the City of Alexandria's website, www.cityofalexandria.com under the heading "Business", and drop down to "RFP/RFQ/RFI/BIDS". There is no charge to download bid documents from the City's website.

Pursuant to LA R.S. 38:2212.1 B.(4)(a), vendors have the option to submit their bids electronically. Please find bid related documents and place electronic bids at www.centralbidding.com . For questions regarding the electronic bidding process, please call Central Bidding at 225-810-4814.

Note: A mandatory pre-bid conference shall be held on Thursday, August 20, 2026, at 10:00 AM CST CDT, at the City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303. All vendors wishing to submit bids for this/these materials/supplies MUST ATTEND this pre-bid conference. Pursuant to LA R.S. 38:2212 L., all prospective bidder shall be present at the beginning of the pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid.

Address for Postal Delivery:

City of Alexandria
Donna Jones, City Clerk
PO Box 71
Alexandria, LA 71309-0071

Address for Courier or Overnight Delivery:

City of Alexandria
Donna Jones, City Clerk
915 Third Street, 1st Floor
Alexandria, LA 71301
Phone: 318-449-5090

Address for Electronic Bid Submission:

www.centralbidding.com

Phone: 225-810-4814

PLEASE PUBLISH THREE (3) TIMES:

Friday, July 31, 2026
Friday, August 7, 2026
Friday, August 14, 2026

RESOLUTION NO. 0090-2026

**RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR
CHLORINE HANDLING TRUCK WITH KNUCKLE BOOM CRANE.**

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes advertisement for bids for chlorine handling truck with knuckle boom crane.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceed with the advertisement according to law, with bids to be opened on September 8, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 28th day of July 2026.

/s/ Donna P. Jones, MMC
City Clerk

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR CHLORINE HANDLING TRUCK WITH KNUCKLE BOOM CRANE 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 accept the low bid submitted for chlorine handling truck with knuckle boom crane.

SECTION II: BE IT FURTHER ORDAINED, etc. that the Mayor of the City of Alexandria be authorized to pay said low bid from the 2026/2027 budget and to each and every other act or deed needed or necessary to consummate said transaction.

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 8th day of September, 2026.

NOTICE PUBLISHED on the 11th day of September, 2026

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the ____ day of September, 2026 and final publication was made in the Alexandria Daily Town Talk on the ____ day of September, 2026,

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

- 15) To consider final adoption of an ordinance rezoning the property located at 3200 3rd Street from a C-2 (General Commercial District) to a SF-2 (Single Family District) to allow for the construction of low moderate income single family homes.



AGENDA ITEM FACT SHEET

*This fact sheet is the basis for a decision by the City Council.
Please insure that the information is clear, concise and current.*

Division/Department: Planning/Zoning

Date: 9/1/2026

Title: An Ordinance Rezoning the Property Located at 3200 3rd Street from a C-2 District to a SF-2 District to Allow for the Construction of Low-Moderate Income Single-Family Homes.

Explanation of Proposal:

Additional Information Attached ☒

To facilitate the sale and redevelopment of the property located at 3200 3rd Street, Alexandria, LA, request has been made to rezone the property from a C-2 (General Commercial District) to a SF-2 (Single Family District) to allow for the construction of single family homes. The Alexandria Zoning Commission met on August 31, 2026 to review the application and unanimously voted to recommend APPROVAL of the rezoning to the City Council.

Budget:



Neutral



Within
Existing



Requires
Amendment

Account Number:

Expense Amount:

Account Line Item:

Remaining Amount:

Authorization:

1. Mayor

2. Chief Operating Officer

3. City Attorney

4. Finance Director

5. Division Director

6. Department Head

7. Purchasing Agent

Council Staff

Form

☐

Review:

Content

☐

Information:

Sufficient

☐

Insufficient

☐

Remarks:

02/01/2026

SEP 01 2026

CITY OF ALEXANDRIA



MEMORANDUM

TO: Angela Methvin
Classified Legal Advertising
Alexandria Daily Town Talk
Phone 318-487-6429
Fax 318-487-6339
legals@thetowntalk.com

FROM: Ruth Basco
Zoning Analyst

DATE: August 10, 2026

RE: Alexandria Zoning Commission
Public Notice

Please advertise the attached notice in the Town Talk on the following days:

Wednesday, August 14th, 2026
Wednesday, August 21st, 2026
Wednesday, August 28th, 2026

THANK YOU!

NOTICE

MEETING OF THE ALEXANDRIA ZONING COMMISSION

Notice is hereby given that there will be a meeting of the Alexandria Zoning Commission at 4:00 P.M. Monday, August 31st, 2026 in City Council Chambers at City Hall located at 915-3rd St. Alexandria, Louisiana to consider the following matter(s):

ITEM #1)

An Application has been submitted by Victor Carstarphen owner of Double U Property Mgmt & More, LLC represented herein by Catrice Johnson whom is requesting a **REZONING** of the property located at 3200 Third Street, Alexandria Louisiana to a SF-2 (Single Family) zoning district to allow for the construction of single family homes by a potential buyer. The property is currently zoned C-2 (General Commercial) district, thus requiring a rezoning. The property is described as:

1.7 ACS: FRTG. 250' ON 3RD ST. X 300' ON DOUGLAS ST. X 150' ON 4TH ST. X 85' X 100' X 215' ON WOODARD ST., BEING LOTS 1, 2, 5 & 6 & PT. LOTS 3 & 4 AND AN UNNUMBERED LOT IN BLK. 21, SILVER CITY SUBD S04 T04N R01W ***PARCEL I.D. 24-4-8510-223***

ITEM #2)

An Application has been submitted on behalf of Da'Kerron K. Thompson represented herein by Laquanda Neal whom is requesting a **REZONING** of the properties located at 3605 (LOT 10) ,3609 (LOT 11) ,3613 (LOT 12) , ,3617 (LOT 13) , & 3621 (LOT 14) , of Fourth Street Alexandria, Louisiana to a SF-3 (Single Family High Density) zoning district to allow for the construction of Duplexes. The said property is currently zoned SF-2 (Single Family Moderate Density) district, thus requiring a rezoning. The property is described as:

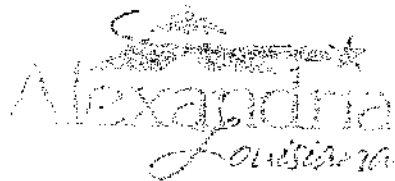
LOT 10,11,12,13 & 14 SQ 2 GREEN OAKS SUBD S03 T04N R01W
PARCEL I.D. # 24-3-3650-17 & *** 24-3-3650-18***

All applicants or their authorized agent must be present to speak in behalf of their application. Citizens interested in the adoption of said changes, as well as those opposed, are notified to appear at said meeting.

For further information, please call (318) 473-1370 or (318) 473-1371

/s/ Daniel Smith





APPLICATION

City of Alexandria ZONING COMMISSION

Planning Division

625 Murray Street - 3rd Floor, Alexandria, Louisiana 71301-8022

(318) 473-1371

www.cityofalexandria.com

CONTACT INFORMATION

APPLICANT(S) NAME Victor K. Carstarphen
MAILING ADDRESS 126 Longfellow Drive, Alexandria, LA, 71301
TELEPHONE # 832.897.4523 EMAIL CarstarphenV@yahoo.com
PROPERTY OWNER'S NAME Victor Carstarphen (Double A Property Management & More LLC)
LETTER AUTHORIZING AGENT, if applicable Catrice Johnson, Broker/Owner Johnson & Johnson Realty of Cenla, LLC 3212 Suite A Jackson St. Alex. La (318) 229-8082
ADDRESS OF PROPERTY 3200 Third St. Alex 71302 PROPERTY DESCRIPTION Catrice sold it @ 9mail.com
LEGAL DESCRIPTION 1.7 ACS: FRG. 250' ON 3RD ST. X 300' ON DOUGLAS ST. X 150' ON 4TH ST. X 85' X 100' X 215' ON WOODARD ST. BEING LOTS 1, 2, 5 & 6 & PART LOTS 3 & 4 AND UNNUMBERED LOT IN BLK 21, SILVER CITY SUBD.

ZONING CLASSIFICATION

PRESENT ZONING CLASSIFICATION Commercial - CA

DESIRED ZONING CLASSIFICATION Residential - SF-2

REASON(S) FOR APPLICATION

To rezone the commercial property to allow the land to be used to help build single family homes in the area we are attempting to revitalize the lower third area where homes have been torn down.

ADDITIONAL REQUIREMENTS

- ☐ \$225 FEE - money order, cash or check. (Fee is non-refundable)
- ☐ A PLAT AND THE REAL ESTATE LISTING OF SUBJECT PROPERTY
- ☐ A LIST OF PROPERTY OWNERS WITHIN 100 FT. OF SUBJECT PROPERTY
- ☐ A PLAT AND THE REAL ESTATE LISTING OF PROPERTY OWNERS WITHIN 100 FT.
- ☐ A SITE PLAN

This information may be obtained from the Rapides Parish Tax Assessors Office

SIGNATURE OF APPLICANT [Signature]

DATE 7/21/20

SIGNATURE OF OTHER OWNERS _____

DATE _____

DATE _____

Application(s) must arrive in Planning Division office SIX WEEKS prior to regular monthly meeting which is the last Monday of each month, with the exception of May and December. Application MUST be made for each separately owned parcel of property. All meetings are held in the City Council Chambers located on 1st Floor of City Hall, 915 Third Street, Alexandria, LA. Applicant will be notified of specific meeting date. Applicant will be responsible for certified mailing and the cost to property owners within 100ft.

Double U Property Management & More, LLC
Victor K. Carstarphen
126 Longfellow Drive
Alexandria, La. 71301

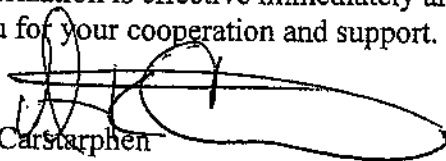
I, Victor K. Christopher, as the owner of Double U Property Management & More, LLC, hereby authorize Catrice Johnson, Broker & Owner of Johnson & Johnson Realty, LLC to act on my behalf regarding all matters related to our business dealings.

This authorization includes, but is not limited to, representing me in negotiations, signing documents, and conducting any necessary transactions associated with the management and sale of properties.

This authorization is effective immediately and will remain in effect until further notice.

Thank you for your cooperation and support.

Sincerely,


Victor K. Carstarphen

Owner of

Double U Property Management & More, LLC

Parcel: 2400408510022301

Assessment #: 1010510397

Rapides Parish Report

Tax Year 2026

(Uncertified)

Please be aware that all values are subject to change until the tax roll has been certified.

Property Owner

Name: DOUBLE U PROPERTY MANAGEMENT & MORE

Mailing Address: 752 TYSON DR
PINEVILLE, LA 71360

Type: (RI) Res. Improv.

Tax District: (01AB) 01A_GD1

Ward: 01

Millage Rate: 114.35

Homestead Pct: 0.00

Special Assessment Freeze: No

Millage Rates do not include Special Assessments.

Property Information

Physical Address: 3200 THIRD ST, 71301

Subdivision: SILVER CITY

Block/Lot: N/A / N/A

S-T-R: 04-04N-01W

Size (Acres):

Homestead Code: No

Legal: See Extended Legal

Extended Legal

—1.7 ACS: FRTG. 250' ON 3RD ST. X 300' ON DOUGLAS ST. X 150' ON 4TH ST. X 85' X 100' X 215' ON WOODARD ST., BEING LOTS 1, 2, 5 & 6 & PT. LOTS 3 & 4
AND AN UNNUMBERED LOT IN BLK. 21, SILVER CITY SUBD.

(CB 1594-884 SHADOW)

(CB 1609-83 '00 3RD PARTY PARISH TAX SALE)

(CB 1610-639 '00 CITY OF ALEXANDRIA TAX SALE)

(CB 1635-615 '01 3RD PARTY PARISH TAX SALE)

(CB 1720-354 REDEMPTION OF 2000 CITY TAX SALE)

(CB 1719-737 REDEMPTION OF 2001 3RD PARTY PARISH TAX SALE)(CB 1719-316 INT SALE; MISSISSIPPI LAND CO)

(CB 1906-12 JUDGMENT)(CB 2003-037 Q'CLAIM L GARNER)

(CB 2036-149 2015 3RD PARTY CITY TAX SALE)

(CB 2040-584 REDEMPTION 2015 3RD PARTY CITY TAX SALE)(INST 1737855 *PG 26* 2022 CITY ADJUDICATION)(INST 1738812 2022 3RD PARTY PARISH TAX

SALE)(INST 1741712 REDEMPTION 2022 3RD PARTY PARISH TAX SALE)(CB 2154-657 DON: PERRY)(INST 1752377 QUITCLAIM: ROGERS)(INST 1757022

REDEMPTION OF 2022 CITY ADJUDICATION)(INST 1761262 QUITCLAIM; ROGERS)

PARCEL I.D. # 24-4-8510-223 (3200 THIRD ST)

Assessment Summary:

Description	Acres	Land Value	Bldg Value	Total Value	Land Assessed	Bldg Assessed	Total Assessed	Percent
RESIDENTIAL SUB. LOT (REC. PLAT)	6.000	10,000.00	0.00	10,000.00	1,000.00	0.00	1,000.00	10.00
SINGLE FAMILY RES		0.00	39,000.00	39,000.00	0.00	3,900.00	3,900.00	10.00
Totals		10,000.00	39,000.00	49,000.00	1,000.00	3,900.00	4,900.00	

State of
Louisiana
Secretary of
State



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
DOUBLE U PROPERTY MANAGEMENT & MORE LLC	Limited Liability Company	ALEXANDRIA	Active

Previous Names

Business: DOUBLE U PROPERTY MANAGEMENT & MORE LLC

Charter Number: 45633858K

Registration Date: 10/15/2023

Domicile Address

126 LONGFELLOW DRIVE
ALEXANDRIA, LA 71301

Mailing Address

126 LONGFELLOW DRIVE
ALEXANDRIA, LA 71301

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 10/15/2023

Last Report Filed: 4/15/2026

Type: Limited Liability Company

Registered Agent(s)

Agent: QAWNEICE PERRY
Address 1: 752 TYSON DRIVE
City, State, Zip: PINEVILLE, LA 71360
Appointment Date: 7/13/2026

Officer(s)

Additional Officers: No

Officer: VICTOR K. CARSTARPHEN
Title: Manager, Member
Address 1: 126 LONGFELLOW DRIVE
City, State, Zip: ALEXANDRIA, LA 71360

Amendments on File (1)

Description	Date
Domestic LLC Agent/Domicile Change	7/13/2026

[Print](#)

A hand-drawn map of a 3x3 grid of land parcels. The central parcel is labeled '20' in a large circle. The parcels are labeled with names, acreage, and survey numbers. The parcels are:

- Top-left: 'ALICE HAMMOND 2nd Party' (210, 50, 403)
- Top-middle: 'WILLIAM WEEKLY' (217, 50, 412)
- Top-right: 'JL Wilson Property and Development LLC' (220, 50, 3214)
- Middle-left: 'ALICE HAMMOND 2nd Party' (210, 50, 419)
- Middle-middle: 'WILLIAM WEEKLY' (217, 50, 412)
- Middle-right: 'JL Wilson Property and Development LLC' (220, 50, 3214)
- Bottom-left: 'EVANS 4th Party' (213, 50, 423)
- Bottom-middle: 'WOODLEY SHERRILENE' (217, 50, 424)
- Bottom-right: 'NIVA Israel 1st Party' (219, 50, 422)

A hand-drawn map of a property, oriented vertically. The map is divided into several sections by dashed lines. At the top, a horizontal dimension of 300 is marked. Below this, the text "Double U" is written. To the right, a vertical dimension of 250 is marked. The central part of the map is labeled "Property Management & more". A large circle containing the number "21" is positioned in the center. To the right of this circle, the text "Ac." is written. Below the "Ac." text, a horizontal dimension of 215 is marked. On the left side, a vertical dimension of 150 is marked. In the bottom left corner, a circle contains the number "22". In the bottom right corner, a circle contains the number "22". The name "HARDIE JENNINGS" is written diagonally across the bottom right section. A horizontal dimension of 100 is marked at the bottom. A vertical dimension of 85 is marked on the right side. A horizontal dimension of 85 is marked at the bottom. A vertical dimension of 85 is marked on the right side. A horizontal dimension of 85 is marked at the bottom. A vertical dimension of 85 is marked on the right side. A horizontal dimension of 85 is marked at the bottom. A vertical dimension of 85 is marked on the right side.

[illegible]

THIRD

8/12/2026,

**Double U Property Management & More
Victor Carstarphen
126 Longfellow Drive
Alexandria, La. 71301**

RE: ITEM # 1 OF THE ATTACHED NOTICE

Gentlemen:

In connection with the above Application to be held by the Alexandria Zoning Commission at 4:00 P.M. on Monday, August 31st, 2026, this is to certify that in accordance with Section 28:9.2.5(b).2, Notice of Property Owners, Alexandria Code of Ordinances, all property owners within a radius of one hundred feet (100') of the property, of the proposed property, were notified at least fourteen (14) days prior to the hearing of the time and location, the said application is to be heard.

The property owners notified were those as shown on the tax rolls as prepared by the Assessor's Office in Rapides Parish Courthouse, which were furnished to me by their office.

Yours truly,



APPLICANT OR AGENT

LIST OF PEOPLE WITHIN 100 FT.

Cheryl OConnor , et al
21403 Hannover
Grover Lane, TX, 77449

Rapides Homes 2022 LP
3104 Breard Street
Monroe, La. 71201

Samuel Chew Jr.
2421 SE 5th Street
Lee's Summit, MO. 64063

Hardie Jennings
3235 4th Street
Alexandria, La. 71301

Courtney Brumfield
103 Orthello Ct.
Lafayette, La. 70507

Freddie Williams
8255 Hwy 1 South
Alexandria, La. 71302

Patricia Metoyer
2227 Mason Street
Alexandria, La. 71301

Alice Hammond
P.O. Box 8552
Ball, La. 71306-8552

Johnny Woodard, et al
3213 Lower Third St..
Alexandria, La. 71302

Terrance Hinkston
3928 Jefferson St.
Alexandria, La. 71301



August 12, 2026

RE: ALEXANDRIA ZONING COMMISSION / PROPOSED: REZONING

Dear Mr. Carstarphen,

Your Application for a REZONING of the property located at 3200 Third Street, Alexandria Louisiana has been reviewed. The proposed action is to allow for the sale of the property to a potential buyer, whose intent is to use it for residential purposes. The said property is currently zoned C-2 (General Commercial) District and you are requesting to REZONE the property TO a SF-2(Single Family) District.

The hearing will be heard by the Alexandria Zoning Commission on Monday, August 31, 2026 at 4:00 P.M. at Council Chambers at City Hall which is located at 915 3rd Street in Alexandria, La.

The City Ordinance requires that all property owners within one hundred (100') feet of the subject property be notified prior to the hearing of the application. At the hearing, the Zoning Board will provide an opportunity for all interested parties to comment on the proposed REZONING. It will be necessary for you or your agent (lawyer, realtor, etc.) to be present to give a brief summary of your application and to address any questions the Board may have regarding your application. After comments have been heard, the Board will vote either for or against the application and will provide the City Council with its recommendations in approving or disapproving your application.

Maps identifying the property are attached for your verification. Should you be unable to attend this meeting for any reason, it is your responsibility to notify the Planning Division prior to the meeting, so that your application may be removed from the agenda for consideration. Signs will be posted on the premise in question indicating that a request has been made for a REZONING and showing thereon the date and time of the hearing.

Should you have any questions, please feel free to contact me at 318-473-1371.
Sincerely,

Ruth Basco
Zoning Enforcement Analyst

Enclosures

Jacques M. Roy
Mayor



City of Alexandria Planning Division
Ruth Basco, Zoning Enforcement Analyst
625 Murray St. Alexandria, LA 71301
Tel (318) 473-1371
email: ruth.basco@cityofalex.com

§4.3.3 Overlay and special purpose districts

4. C-2, General Commercial District

The purpose of the C-2 district is to allow the establishment of a commercial district that includes the sale of alcoholic beverages. No rezoning shall be approved for the C-2 district, unless 25 percent of the perimeter of the lot to be rezoned is adjacent to the C-1, C-2, I-1 or I-2 district.

D. CBD, Central Business District

The CBD, Central Business District is intended to implement the Downtown Land Use Classification of the THINKAlex Plan. Downtown Alexandria serves several critical roles for the community that go beyond its land use. As the heart of the community it offers great potential for redevelopment and should be treated as a separate land use classification for coding purposes. Downtown has the potential to support a diverse portfolio of land uses, including mixed-use, dense residential, and even institutional uses such as an urban community college. Permitted uses in the CBD district requiring off-street parking shall include: community home, condominiums, duplex, elderly housing, group housing, hospital, hotel or motel, institution, philanthropic, juvenile diagnostic center, multifamily, nursing home, single-family, special home and townhouse as specified in section 7.2.5.

E. Industry districts

The light industry classification designates areas for the development of light industry which would typically exclude manufacturing and other operations that produce obnoxious noise, dust, odors, smoke, or other by-products that would be considered offensive to nearby residents and businesses. There are two types of industry districts:

1. I-1, Light Industrial District**2. I-2, General industrial district****§4.3.3. Overlay and special purpose districts****A. MHP, Mobile home park district**

The MHP district is intended for a parcel of land to be planned and improved for the placement of mobile homes for transient use, supplementary structures and accessory uses.

B. MFO, Multifamily overlay district

The MFO district is intended to encourage an appropriate mixture of residential and nonresidential uses in areas zoned for office, business or commercial development.

C. MHO, Mobile home overlay district

The MHO district is established for the purpose of allowing placement of a single-family, owner occupied, mobile home on an individual lot in areas zoned for residential development as a permanent use.

D. OO, Office overlay district

The OO district is intended to encourage an appropriate mixture of residential and professional office uses in areas zoned for single-family moderate density (SF-2) district. It is designed for use in those areas that are experiencing change or transition. The OO, office overlay district is also intended to accommodate low intensity professional offices and services and to serve as a transition between residential uses and more intensive business or commercial uses.

§4.3. Purpose Statements

§4.3.1. Residential districts

A. Estate residential district

The ER, Estate residential district is intended to implement the Estate Residential Land Use Classification of the THINKAlex Plan. The ER district is used to designate areas that are best suited for large lot residential uses. Net densities in these areas should be limited to one unit per three acres maximum.

B. Single family residential districts

The single family residential districts are intended to implement the Single Family Residential Land Use Classification of the THINKAlex Plan. The single family residential districts designate areas of low to moderately low density development. Intended for site-built single family residential construction with a maximum net density of eight units per acre. Minimum allowable densities in these areas should be restricted to one unit per acre. Typically, this development is in well-organized subdivisions and is often in conjunction with schools. There are four types of single family residential districts.

1. AG, Agricultural/residential district
2. SF-1, Single-family (low density) district
3. SF-2, Single-family (moderate density) district
4. SF-3, Single-family (high density) district

C. Multifamily residential districts

The multifamily residential districts are intended to implement the Multifamily Residential Land Use Classification of the THINKAlex Plan. The single family residential districts designate areas of moderate to high density residential development. Intended for site-built multifamily residential construction with a maximum density of 49 units per acre. Minimum allowable densities in these areas should be restricted to 2 units per acre. Typical development can include duplex dwellings, townhouses, and multifamily.

1. MF-1, Multifamily (low density) district
2. MF-2, Multifamily (moderate density) district
- MF-3, Multifamily (high density) district

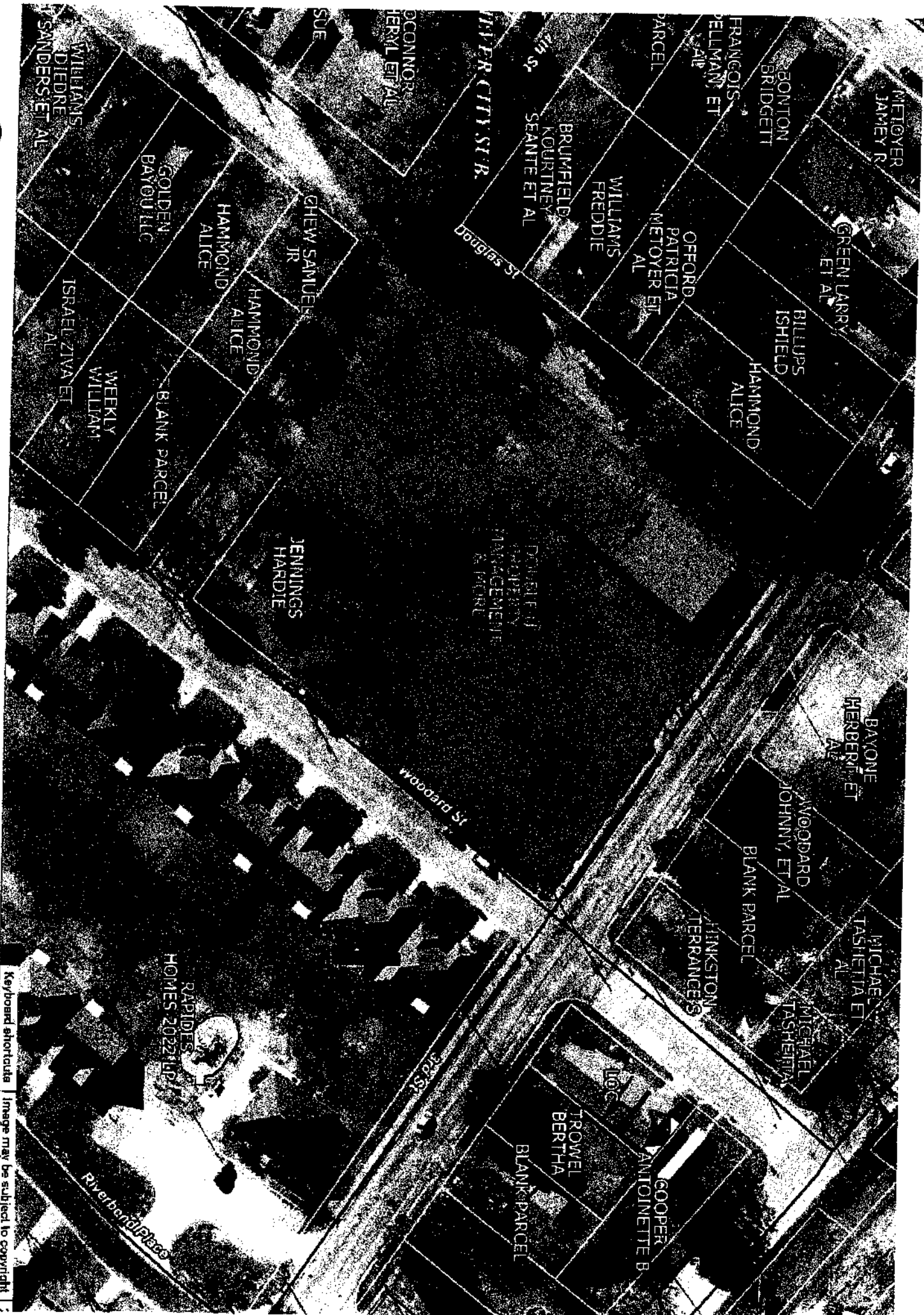
D. Mixed use district

The MU, Mixed Use Residential district is intended to implement the Mixed Use Residential Land Use Classification of the THINKAlex Plan. The MU district designates areas of high density residential development combined with office and or/retail. This type of development is often multi-story and uses are often segregated vertically. They are generally intended for areas of transition between high intensity retail and residential areas, and to provide opportunities for more creative and diverse neighborhoods.

§4.3.2. Nonresidential districts

A. O, Office District

The O, Office District is intended to accommodate low intensity office and compatible uses and to serve as a transition between residential uses and more intensive business or commercial uses.



METoyer
JAMIE R

GREEN LARRY
ET AL

BONTON
BRIDGETT

FRANCOIS
BELLMAN ET

PARCEL

WILLIAMS
FREDDIE

OFFORD
PATRICIA
METoyer ET AL

BILLUPS
ISHIELD

HAMMOND
ALICE

BRUMFIELD
KOURTNEY
SEANTE ET AL

4th St
5th St
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100th St

Douglas St

CHEW SAMUEL
JR

HAMMOND
ALICE

GOLDEN
BAYOU LLC

WEEKLY
WILLIAM

WILLIAMS
DIEDRE
SANDERS ET AL

JENNINGS
HARDIE

BAYONE
HERBERT ET AL

WOODARD
JOHNNY, ET AL

BLANK PARCEL

MICHAEL
TASHETTA ET AL

MICHAEL
TASHETTA

HINKSTON
TERRANCES

LOG

TROWEL
BERTHA

BLANK PARCEL

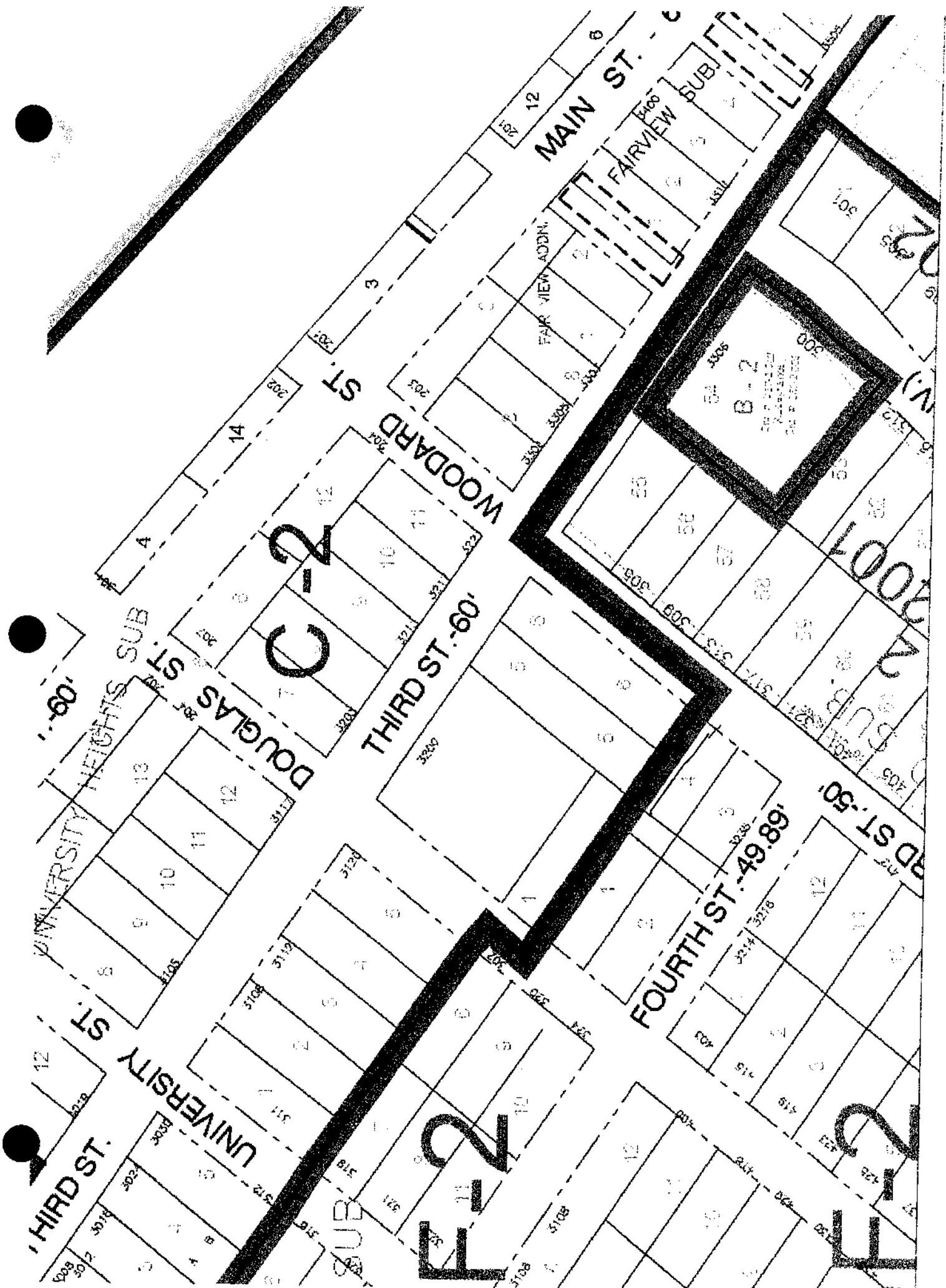
GOOPER
ANTONETTE B

Woodward St

3rd St

RAPIDS
HOMES 2022 LLC

Riverbend Place



COLONEL PLACE CONCEPTUAL SUBDIVISION PLAN 3300 THIRD STREET, ALEXANDRIA, VA RAPIDES PARISH

- Proposed single phase residential subdivision
- Subdividing 12.00 acres into 9 lots
- City of Alexandria, Virginia
- One phase development

PROJECT SUMMARY

Item	Value
Total Acreage	12.00 AC
Lot Size (Typical)	1.33 AC
Lot Size (Range)	1.00 - 1.67 AC
Minimum Lot Size (Zoning)	1.00 AC
Street Right-of-Way	40.00' (Typical)
Street Width (Right-of-Way)	60.00' (Typical)
Parking	20 Spaces
Utilities	Water, Sewer, Gas, Electric
Flood Zone	Zone 1
Phase	Phase 1

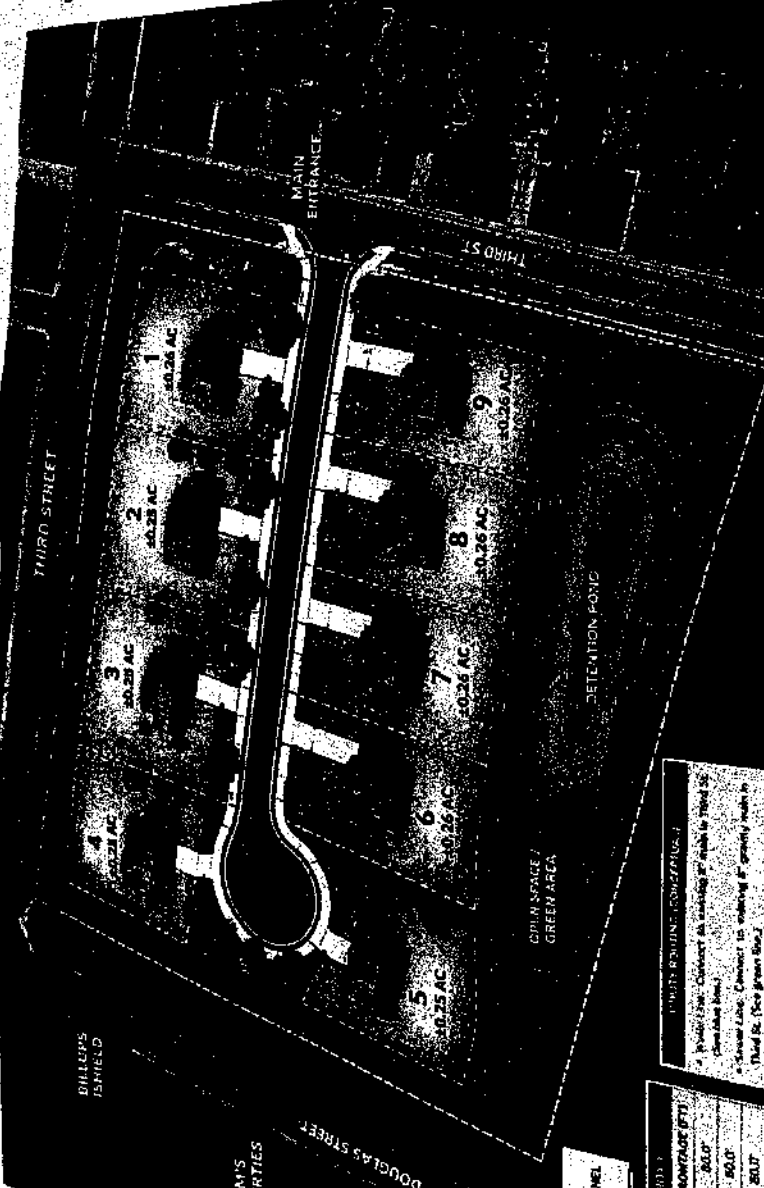
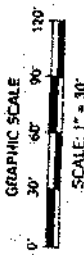
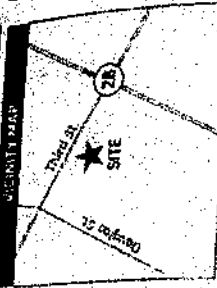
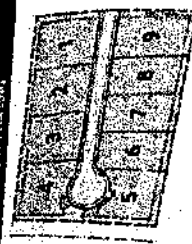
LEGEND

- Property Boundary
- Lot Lines
- Proposed Road
- Setback (Both Sides)
- Detention Pond
- Open Space / Green Area
- Existing Trees
- Water Line
- Sewer Line
- Storm Drain Line
- Electric Line
- Gas Line

NOTES

- This plan is conceptual and subject to change during engineering and permitting.
- Flood Zone: All lots are in Flood Zone 1.
- All lots to be served by public utilities.
- Size and location of structures to be constructed as shown.
- All structures to be 5' wide from side of street.

DEVELOPMENT PHASING



FLOOD ZONE AC PERFORM PANEL 2206/007350

LOT	AREA (AC)	FRONTAGE (FT)
1	±0.26	80.0'
2	±0.26	80.0'
3	±0.26	80.0'
4	±0.26	80.0'
5	±0.26	80.0'
6	±0.26	80.0'
7	±0.26	80.0'
8	±0.26	80.0'
9	±0.26	80.0'
TOTAL	±2.34 AC	720.0'

- Public Use: Connect to existing 8" water line in street line.
- Sewer Line: Connect to existing 8" gravity main in street line. (See green line.)
- Storm Drain: Collect and conveyance to detention pond. Overflow to existing storm system in Third St. (See pink line.)
- Electric Line: Overhead along Third St. (See orange line.)
- Gas Line: Existing gas main along Third St. (See yellow line.)

ORDINANCE NO.

AN ORDINANCE REZONING THE PROPERTY LOCATED AT 3200 3RD STREET FROM A C-2 (GENERAL COMMERCIAL DISTRICT) TO A SF-2 (SINGLE FAMILY DISTRICT) TO ALLOW FOR THE CONSTRUCTION OF LOW MODERATE INCOME SINGLE FAMILY HOMES AND OTHER MATTERS WITH RESPECT THERETO.

WHEREAS, request has been made by Victor Carstarphen owner of Double U Property Mgmt & More, LLC represented by Catrice Johnson that is requesting a rezoning of the property from a C-2 (General Commercial District) to a SF-2 (Single Family District) to allow for the construction of single family homes; and,

WHEREAS, the Alexandria Zoning Commission met on August 31, 2026 to review the application and unanimously voted to recommend approval of the rezoning to the City Council, now therefore

SECTION I: BE IT ORDAINED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby rezone the property located at 3200 3rd Street from a C-2 (General Commercial District) to a SF-2 (Single Family District) to allow for the construction of low moderate income single family homes.

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 20th day of October, 2026.

NOTICE PUBLISHED on the 23rd day of October, 2026

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:

NAYS:

ABSENT:

AND THE ORDINANCE was declared adopted on this the _____ day of October, 2026 and final publication was made in the Alexandria Daily Town Talk on the _____ day of October, 2026.

CITY CLERK

PRESIDENT

MAYOR'S APPROVAL/VETO

I. PUBLIC HEARING- COMMUNITY DEVELOPMENT

- 16) **RESOLUTION** to continue a public hearing to consider condemnation on the structure located at 2417 13th Street – Idella J. & Lindsay Pearson.

RESOLUTION NO. 0108-2026

A RESOLUTION TAKING ACTION ON THE FOLLOWING STRUCTURES.

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the condemnation of the following structure(s).

2904 Cypress Street – N T P Rentables, LLC Ngan Ngoc Ha
3520 Queens Ct. – James Williams Wycoff
1411 S. Harvard Str. Laronne Doryt, ET AL

BE IT FURTHER RESOLVED, etc., that in the event the owners, agent, or other representatives of the owners fails to repair the structure in accordance with the terms herein, said demolition and/or removal shall be undertaken by the City of Alexandria and any excess costs will be assessed against the lot upon which the building is situated, all in accordance with the provision of Louisiana Revised Statutes 33:4765 and 4766.

ORDER OF CONDEMNATION

BE IT FURTHER RESOLVED, etc., The City Council considering the recommendations of the Community Development Officer, the notice to the property owner, agent, or other representative of the property owner, the failure of the property to meet requirements of the laws and ordinances, the public hearing held on August 25, 2026 the facts justifying condemnation of the structures and improvements on the following properties and it is ordered the following properties are condemned and shall be demolished and removed by the City or its agents within Thirty(30) days of this Order or within the discretion of the City at any time thereafter.

BE IT FURTHER RESOLVED, etc., that in the Order of Condemnation is final and shall be enforceable in accordance with law and subject to R.S. 33:4763 and other laws of the State of Louisiana and the Ordinances of the City of Alexandria.

60- DAY EXTENSION

BE IT RESOLVED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes the extension of sixty (60) days for the owners, agent, or other representatives of the owners to provide evidence to the Community Development Department that the structure(s) listed below will be renovated/repared and to be brought up to the City of Alexandria Property Standards Code.

BE IT FURTHER RESOLVED, etc., that the following structure(s) is listed as follows:

2417 13th Street- Idella J. & Lindsay Pearson

BE IT FURTHER RESOLVED, etc., that the Council of the City of Alexandria, Louisiana, will reconvene, that the public hearing will be held on October 20, 2026 to determine whether the owners, agent or other representatives of the owners will be allowed an additional sixty (60) days to renovate/repair the structure(s) or the following structure(s) should be condemned and demolished or removed in accordance with the Louisiana Revised Statute 33:4763 et seq.

BE IT FURTHER RESOLVED etc., that in the event the owners, agent, or other representatives of the owners fails to provide sufficient evidence of the owner intent to repair the structure (s) in accordance with the terms herein, said demolition and/or removal shall be undertaken by the City of Alexandria and any excess costs will be assessed against the lot upon the building is situated, all in accordance with the provision of Louisiana Revised Statutes 33:4765 and 4766.

RESOLUTION having been submitted in writing was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS: Larvadain, Perry, Johnson, Felter, Green, Fowler, Villard.

NAYS: None

Absent: None

AND THE RESOLUTION was declared adopted on the 11th day of August 2026.

/S/ Donna Jones, MMC

City Clerk

17) Adjourn

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