Economic, Workforce and Planning Development Committee

Agenda

November 3, 2026

(Jules Green, Chuck Fowler, Malcolm Larvadain)

4:30 p.m.

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1) To consider final adoption 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. **(Item 14)**

2) To consider final adoption 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. **(Item 15)**

Alexandria City Council meetings and Council Committee meetings are broadcast live and may be viewed live by the public on Optimum Cable Channel 4. A rebroadcast may be viewed on Optimum Cable Channel 4 and the City of Alexandria website. www.cityofalexandriala.com.

ALEXANDRIA CITY COUNCIL

TUESDAY NOVEMBER 3, 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 20, 2026.

F. CONSENT CALENDAR

1) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for treated wood poles.

2) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for Highway 1 South Booster Station, Ground Storage Tank and Water Main Project.

3) Introduction of an ordinance annexing 13.761 acre tract of land and 21.578 acre tract of land owned by Coca Cola Bottling Company United Gulf Coast, LLC, located on Coliseum Boulevard Louisiana Highway 28 West.

4) Introduction of an ordinance to declare surplus a certain city owned 0.821 acre tract, parcel and lot of ground retaining utility servitudes adjacent to 3rd Street and Casson Street.

G. RESOLUTIONS

5) **RESOLUTION** authorizing advertisement for bids for Gas Meters.

6) **RESOLUTION** authorizing advertisement for bids for 138 kV Gas Circuit Breaker for Willow Glen Substation.

7) **RESOLUTION** authorizing advertisement for bids for single phase polemount.

8) **RESOLUTION** authorizing advertisement for bids for single phase padmount.

9) **RESOLUTION** authorizing advertisement for bids for 138kV Gas Circuit Breaker for D. G. Hunter Substation for the Electric Distribution Department.

10) **RESOLUTION** authorizing advertisement for bids for the Lance Lane Crossing at Good Earth Ditch

H. ORDINANCES FOR FINAL ADOPTION SUBJECT TO PUBLIC HEARING

11) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for wire and cable.

12) To consider final adoption of an ordinance authorizing the renewal of the construction contract for the 2025-2028 Water Well Maintenance and Rehabilitation.

13) To consider final adoption 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.

14) To consider final adoption 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.

15) To consider final adoption 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.

16) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for chlorine handling truck with knuckle boom crane.

17) Adjourn

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ALEXANDRIA CITY COUNCIL

TUESDAY NOVEMBER 3, 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 20, 2026.

PROCEEDINGS OF THE COUNCIL OF THE CITY OF ALEXANDRIA, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD ON OCTOBER 20, 2026.

The Council of the City of Alexandria, Louisiana, met in a regularly scheduled meeting session in the City Council Chambers, on Tuesday, October 20, 2026, at 5:00 P.M. Those present were the Honorable Cynthia Perry, Gary Johnson, Lizzie Felter, Chuck Fowler, Jim Villard and Malcolm Larvadain. Jules Green was absent. 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. Goins, and the Pledge of Allegiance was led by Mr. Johnson.

On a motion of Mr. Fowler and seconded by Mr. Villard the minutes taken from a regular Council Meeting held on October 6, 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. Villard moved for the introduction of all items appearing under the heading Consent Calendar.

Ms. Felter seconded the motion. It was unanimously carried by the Council.

Bids were received for wire and cable.

Name of Bidders
Gresco Utility Supply
Techline Utility and Supply
Wesco Distributions
Utility and Industrial Supply

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

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

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

AN ORDINANCE AUTHORIZING THE RENEWAL OF THE CONSTRUCTION CONTRACT FOR THE 2025-2028 WATER WELL MAINTENANCE AND REHABILITATION AND OTHER MATTERS WITH RESPECT THERETO.

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

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 OTHER MATTERS WITH RESPECT THERETO.

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

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.

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

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 OTHER MATTERS WITH RESPECT THERETO.

RESOLUTIONS

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

RESOLUTION NO. 0118-2026

RESOLUTION APPROVING THE ALEXANDRIA TRANSIT PUBLIC TRANSPORTATION AGENCY SAFETY PLAN IN ACCORDANCE WITH 49 CFR AS A RECIPIENT OF FEDERAL TRANSIT ADMINISTRATION FUNDING.

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

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

NAYS: None.

ABSENT: Green.

This resolution was thereupon declared adopted on this the 20th day of October 2026.

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

RESOLUTION NO. 0119-2026

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.

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

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

NAYS: None.

ABSENT: Green.

This resolution was thereupon declared adopted on this the 20th day of October 2026.

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

RESOLUTION NO. 0120-2026

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR PETROLEUM PRODUCTS.

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

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

NAYS: None.

ABSENT: Green.

This resolution was thereupon declared adopted on this the 20th day of October 2026.

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

RESOLUTION NO. 0121-2026

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE MASONIC DRIVE SIDEWALKS, HYNSON BAYOU PEDESTRIAN BRIDGE REPLACEMENT.

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

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

NAYS: None.

ABSENT: Green.

This resolution was thereupon declared adopted on this the 20th 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. 122-2026

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE LOW BID SUBMITTED FOR BRASS FITTINGS 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, Fowler.

NAYS: None.

ABSENT: Green.

This ordinance was thereupon declared adopted on this the 20th day of October 2026.

The administration requested all bids be rejected and re-advertisement be approved on the following:

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.

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

RESOLUTION 0122-2026

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR 47-FOOT SHEAVE HEIGHT, HYDRAULIC DIGGER DERRICK TRUCK .

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

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

NAYS: None.

ABSENT: Green.

This resolution was thereupon declared adopted on this the 20th 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. Fowler.

ORDINANCE NO. 123-2026

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.

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

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

NAYS: None.

ABSENT: Green.

This ordinance was thereupon declared adopted on this the 20th 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. 124-2026

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.

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

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

NAYS: None.

ABSENT: Green.

This ordinance was thereupon declared adopted on this the 20th day of October 2026.

Upon request from the administration and a motion of Mr. Fowler and seconded by Mr. Villard, 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.

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. Fowler .

ORDINANCE NO. 125-2026

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.

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

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

NAYS: None.

ABSENT: Green.

This ordinance was thereupon declared adopted on this the 20th day of October 2026.

PUBLIC HEARING – COMMUNITY DEVELOPMENT

On a motion of Mr. Fowler and seconded by Mr. Villard, the public hearing was opened at 5:08 p.m.

Mr. Johnson moved for the adoption of the following resolution, which was seconded by Mr. Larvadain.

RESOLUTION NO. 0123-2026

RESOLUTION TAKING ACTION ON THE STRUCTURE LOCATED AT 2417 13TH STREET.

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

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

NAYS: None.

ABSENT: Green.

This resolution was thereupon declared adopted on this the 20th day of October 2026.

On a motion of Mr. Johnson and seconded by Mr. Villard, the public hearing was closed at 5:14 p.m.

Ms. Perry recognized Zeta Phi Beta, Alexandria Alumnae Chapter and gave the president a moment to speak.

The president adjourned the meeting at 5:17 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 treated wood poles.

Alexandria Louisiana

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:** 09/08/2026

Title: Resolution Authorizing Permission to Advertise for Treated Wood Poles

Explanation of Proposal: *Additional Information Attached* ☑

Request permission to advertise for Treated Wood Poles. Said material to be inventoried by the Electric Distribution Warehouse Department. Material to be ordered on an "as-need" basis.

Budget: ☐ Neutral ☑ Within Existing ☐ Requires Amendment

Account Number: 401-0-141720-00000 Expense Amount: N/A

Account Line Item: INVENTORY 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 Review: Form ☐ Content ☐ **Information:** Sufficient ☐ Insufficient ☐

Remarks:

RECEIVED
SEP 1 1 2026
CITY COUNCIL

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2582 Treated Wood Poles

Separate sealed bids for, TREATED WOOD POLES, 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, November 03, 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.cityofalexandriala.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, October 22, 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, September 25, 2026
Friday, October 2, 2026
Friday, October 9, 2026

RESOLUTION NO. 0112-2026

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR TREATED WOOD POLES.

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 treated wood poles.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceed with the advertisement according to law, with bids to be opened on November 3, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 22nd 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 TREATED WOOD POLES 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 treated wood poles.

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 3rd day of November, 2026.

NOTICE PUBLISHED on the 6th day of November, 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 November, 2026 and final publication was made in the Alexandria Daily Town Talk on the _____day of November, 2026,

_____ _____

CITY CLERK PRESIDENT

_____

MAYOR'S APPROVAL/VETO

2) Introduction of an ordinance authorizing the mayor to accept the low bid submitted for Highway 1 South Booster Station, Ground Storage Tank and Water Main Project.

Alexandria Louisiana

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: Utilities / Water

Date: September 2, 2026

Title: A Resolution authorizing the Advertisement for Bids for the Highway 1 South Booster Station, Ground Storage Tank & Water Main Project

Explanation of Proposal: *Additional Information Attached* ☐

To authorize the Advertisement for Bids for the construction of water system improvements at the Highway 1 South Site. The project includes construction of a new booster station, 1,000,000 gallon ground storage tank, interconnect with the 42" water main and related work.

Budget: ☐ Neutral ☑ Within Existing ☐ Requires Amendment

Account Number: 411-~~752501~~-707000
752401

Expense Amount: $3,300,000

Account Line Item: Highway 1 South Booster Station, Ground Storage Tank & Water Main

Remaining Amount: $3,388,230.00

Authorization:

1. Mayor
2. Chief Operating Officer
3. City Attorney
4. Finance Director
5. Division Director
6. Department Head
7. Purchasing Agent

Council Staff Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:

RECEIVED
SEP 14 2026
CITY COUNCIL

ADVERTISEMENT FOR BIDS

Separate sealed bids will be received by the Council of the City of Alexandria, Louisiana at the City Council Meeting Chambers, Alexandria City Hall, 915 Third Street, until 10:00 A.M. local time on Tuesday, November 3, 2026 and then at said office publicly opened and read aloud for:

WATER SYSTEM IMPROVEMENTS,
HWY 1 SOUTH BOOSTER STATION,
GROUND STORAGE TANK & WATER MAIN

The Bidding Documents may be examined at the office of the Engineer:

MEYER, MEYER, LACROIX & HIXSON, INC.
TELEPHONE (318) 448-0888
100 ENGINEER PLACE
ALEXANDRIA, LOUISIANA 71303

Bidding documents on a USB flash drive may be obtained from the office of the Engineer at a cost per copy of $40.00, which represents the cost of reproduction and handling, and is nonrefundable or from the electronic bid submittal option as noted in the Advertisement. Any requests for bid documents must be accompanied by payment in full. Prime Bidders must obtain Bidding Documents from the Engineer's office or the Central Auction House website. Each bidder must have an active Unique Identity ID (UEI) (SAM), as verified on www.sam.gov prior to the beginning of construction.

The contract will be awarded to the lowest responsible, responsive bidder with the right reserved by the City to reject any or all Bids for just cause as defined by LA R.S. 2214(B). No bidder may withdraw his bid within 45 days after the actual date of opening thereof.

Preference is hereby given to materials, supplies and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the State.

Each bid must be accompanied by bid security made payable to Owner in an amount of 5 percent of bidder's maximum bid price and in the form of a certified check, cashier's check or a bid bond. The successful bidder will be required to obtain a Performance Bond and a Payment Bond each in the amount of 100% of the contract amount. All bonds shall be executed by such sureties as are named in U.S. Department of the Treasury Circular 570. A bond signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety.

Bidders shall be licensed in the classification of Municipal and Public Works Construction.

Bids must be filed prior to the above hour and date with the undersigned at City Hall.

Bidders have the option to submit bids electronically. Bidders seeking to submit bids electronically shall register online at www.centralauctionhouse.com. Bidders choosing to submit electronic bids online will be charged a fee by electronic bidding website. Electronic bids shall be accompanied by the bid security and power-of-attorney required by this solicitation.

Bidders electing to submit bids electronically shall follow procedures as established by the

electronic bidding website. Proper and timely submission of an electronic bid is the responsibility of the Bidder. Bidders are encouraged to complete the electronic bid documents in advance of bid closing. Late bids due to malfunction of internet infrastructure, certificate service providers, electronic bid bond providers, or other interruptions shall not be accepted. The City of Alexandria is not responsible for damages, lost revenue, etc., for bids not timely received due to malfunctions or breakdown of the either the internet or the electronic bidding service. Telephone or facsimile bids are invalid and shall not receive consideration.

This contract is subject to the requirements of the Davis-Bacon Act (DOL 29 CFR Part 5), as amended. The Contractor is required to comply with wage and labor provisions and to pay minimum wages in accordance with the schedule of wage rates established by the United States Department of Labor. The attention of Bidders is called particularly to the requirements for conditions of employment to be observed and minimum wage rates to be paid under the Contract, Section 3, Segregated Facilities, Section 109, Executive Order 11246, and all applicable laws and regulations of the Federal government and State of Louisiana and bonding and insurance requirements.

Any person with disabilities requiring special accommodations must contact the Owner no later than seven (7) days prior to bid opening.

Minority and Section 3 businesses are encouraged to submit bid proposals. Any such business enterprise will be afforded equal opportunity and will not be discriminated against on the grounds of race, color, sex, national origin or disability in consideration of the contract award.

IN PARTICULAR, BIDDERS SHOULD NOTE THE REQUIRED ATTACHMENTS AND CERTIFICATIONS TO BE EXECUTED AND SUBMITTED WITHIN TEN DAYS OF THE BID OPENING.

Address for Postal Delivery
Ms. Donna Jones, City Clerk
www.centralauctionhouse.com
915 Third Street
Alexandria, LA 71301

Address for Courier or Overnight Delivery
Ms. Donna Jones, City Clerk
915 Third Street
Alexandria, LA 71301
Phone (318) 449-5047

Address for Electronic Delivery

/S/ DONNA JONES
CITY CLERK

PLEASE PUBLISH: September 25, October 2 & 9, 2026

RESOLUTION NO. 0114-2026

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR HIGHWAY 1 SOUTH BOOSTER STATION, GROUND STORAGE TANK AND WATER MAIN PROJECT.

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 Highway 1 South Booster Station, Ground Storage Tank and Water Main project.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceed with the advertisement according to law, with bids to be opened on November 3, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 22nd 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 HIGHWAY 1 SOUTH BOOSTER STATION, GROUND STORAGE TANK AND WATER MAIN PROJECT 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 Highway 1 South Booster Station Ground Storage Tank and Water Main Project.

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 3rd day of November, 2026.

NOTICE PUBLISHED on the 6th day of November, 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 November, 2026 and final publication was made in the Alexandria Daily Town Talk on the _____day of November, 2026,

_____ _____

CITY CLERK PRESIDENT

_____

MAYOR'S APPROVAL/VETO

3) Introduction of an ordinance annexing 13.761 acre tract of land and 21.578 acre tract of land owned by Coca Cola Bottling Company United Gulf Coast, LLC, located on Coliseum Boulevard Louisiana Highway 28 West.

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 Division

Date: 10-17-2026

Title: Annexation of a 13.761 acre tract and a 21.578 acre tract of land owned by Coca-Cola Bottling Company United-Gulf Coast, LLC, located on Coliseum Boulevard (La. Hwy. 28 West)

Explanation of Proposal: *Additional Information Attached* ☑

Coca-Cola Bottling Company United-Gulf Coast, LLC, has requested the annexation of a 13.761 acre tract of land and a 21.578 acre tract of land for the expansion of its bottling plant facilities located at the corner of Coliseum Boulevard and John Allison Drive in Alexandria. It is requested that the property be zoned I-1 (light industrial) upon annexation into the City Limits. The property is described in the deeds attached hereto and shown on plats attached hereto, for greater certainty of the location.

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 — David T. Smith
6. Department Head
7. Purchasing Agent

Council Staff Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:


STATE OF LOUISIANA
PROPERTIES LLC
Vandenburg Dr
HOBO PROPERTIES ONE LLC
E Z P III LLC
TRI-V PROPERTY GROUP LLC
RVR DEVLOPMENT LLC
Allison Dr
CHOPPIN JEAN A ET AL
Collis

Alexandria Louisiana

REQUEST FOR ANNEXATION

Date August 12, 2026

To: City of Alexandria – Director of Planning
625 Murray St., Second Floor - Alexandria, LA 71301

Name of Property Owner(s): Coca-Cola Bottling Company United-Gulf Coast, LLC

Address : 4600 East Lake Blvd., Birmingham, AL 35217

Email Address Robert.Adams@BWDesignGroup.com

Office Number (___)_____ Cell Number (678)525-1006

Description of Property (Attach legal description and/or plat)

Requested Zoning Classification: Light Industrial L-1

Executed Certificate from Rapides Parish Tax Assessor_____

Executed Certificate from Rapides Parish Registrar of Voters_____
(Residents living on Property or no residents)

Copy of Deed indicating current ownership (attached hereto)

I/We/Legally Designated Representative, the undersigned, do hereby request that the above-described property be annexed into the Corporate Limits of the City of Alexandria, Louisiana.

Property Owner(s) or Legally Designated Representative Signature

Signed:

Name: Scott McCallister

Title: President

CERTIFICATE

I, the undersigned **Registrar of Voters** for Rapides Parish, Louisiana, certify that there are no **REGISTERED VOTERS** residing within the above-described area.

Coca-Cola Bottling Company United-Gulf Coast, LLC,

One certain 21.578 (+/-) acre parcel or tract of land situated in part of Lot 13 of the David K. Cooper Partition of the J. N. Ball Plantation in Section 76 of Township 4 North, Range 2 West and Section 26 of Township 4 North, Range 1 West, Southwestern Land District, Rapides Parish, Louisiana, said 21. 578 acre parcel being more particularly described as follow:
Beginning at point on the northern right of way line of Coliseum Boulevard (La. Hwy 28 West) common to the southwest most corner of the said 21.578 acre tract and the southeast most corner of the 13.76 acre tract formerly owned by Wolf Family, LLC, proceed North 08 degrees 21 minutes 57 seconds East a distance of 2095.30 feet to a point; thence South 17 degrees 12 minutes 33 seconds East a distance of the 745.18 feet; thence South 27 degrees 56 minutes 49 seconds East a distance of 181.02 feet; thence South 17 degrees 14 minutes 19 seconds East a distance of 960.20 feet; thence South 52 degrees 16 minutes 14 seconds West a distance of 137.50 feet; thence South 69 degrees 14 minutes 48 seconds West a distance of 325.90 feet; thence South 59 degrees 55 minutes 07 seconds West a distance of 183.43 feet to the northern right of way line of said Coliseum Boulevard; thence North 88 degrees 41 minutes 41 seconds West along said Coliseum Boulevard to the point of beginning, as shown on the ALTA/NSPS Land Title Survey by K. Christian Armstrong, PLS, dated March 10, 2026 and filed under Instrument Number 1803110 of the Rapides Parish Clerk of Court Records.

WITNESS MY HAND AND SEAL OF OFFICE at Alexandria, Louisiana, on this the 17th day of August, 2026.

Registrar of Voters
Rapides Parish, Louisiana

CERTIFICATE

I, the undersigned **Assessor** for the Parish of Rapides, State of Louisiana, do hereby certify that I have examined the petition to annex the following described property into the Corporate Limits of the City of Alexandria, to wit:

Coca-Cola Bottling Company United-Gulf Coast, LLC, 21.578 acre tract
One certain 21.578 (+/-) acre parcel or tract of land situated in part of Lot 13 of the David K. Cooper Partition of the J. N. Ball Plantation in Section 76 of Township 4 North, Range 2 West and Section 26 of Township 4 North, Range 1 West, Southwestern Land District, Rapides Parish, Louisiana, said 21. 578 acre parcel being more particularly described as follow:
Beginning at point on the northern right of way line of Coliseum Boulevard (La. Hwy 28 West) common to the southwest most corner of the said 21.578 acre tract and the southeast most corner of the 13.76 acre tract formerly owned by Wolf Family, LLC, proceed North 08 degrees 21 minutes 57 seconds East a distance of 2095.30 feet to a point; thence South 17 degrees 12 minutes 33 seconds East a distance of the 745.18 feet; thence South 27 degrees 56 minutes 49 seconds East a distance of 181.02 feet; thence South 17 degrees 14 minutes 19 seconds East a distance of 960.20 feet; thence South 52 degrees 16 minutes 14 seconds West a distance of 137.50 feet; thence South 69 degrees 14 minutes 48 seconds West a distance of 325.90 feet; thence South 59 degrees 55 minutes 07 seconds West a distance of 183.43 feet to the northern right of way line of said Coliseum Boulevard; thence North 88 degrees 41 minutes 41 seconds West along said Coliseum Boulevard to the point of beginning, as shown on the ALTA/NSPS Land Title Survey by K. Christian Armstrong, PLS, dated March 10, 2026 and filed under Instrument Number 1803110 of the Rapides Parish Clerk of Court Records.

I further certify:

(1) The total number of **RESIDENT PROPERTY OWNERS** within said area is Ø.

(2) The total number of **RESIDENT PROPERTY OWNERS** signing the petition is Ø.

(3) The total assessed valuation of the property within said area is $776.

I further certify that are no **RESIDENT PROPERTY OWNERS** within the above-described area to be annexed.

IN WITNESS WHEREOF, witness my hand and seal of office at Alexandria, Louisiana, on this the 17th day of, August, 2026.

Assessor, Rapides Parish, Louisiana

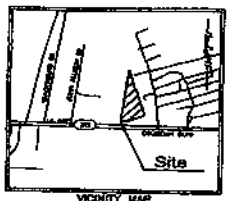
Clerk of Court
Inst. # 1903110

1803110
CONV Page 1 of 1
FILED & RECORDED
KARAN A. CORLEY
RECORDER

8/10/2026 - 10:48 AM

BY [signature]

BY CLERK & RECORDER
RAPIDES PARISH LA



VICINITY MAP

LINE TABLE		
#	BRG.	DIST.
L1	S27°55'49"E	181.02'
L2	S30°15'14"W	137.50'
L3	S69°14'46"W	325.90'
L4	S59°55'07"W	182.43'
L5	N89°21'48"W	382.57'

S 27°55'49" E - 181.02'
S 30°15'14" W - 137.50'
S 69°14'46" W - 325.90'
S 59°55'07" W - 182.43'
N 89°21'48" W - 382.57'

GENERAL NOTES:

1. FLOOD NOTE: IN ACCORDANCE WITH FEMA FLOOD INSURANCE RATE MAP, PANEL NO. 22061C0140 OF RAPIDES PARISH, LOUISIANA, LAST REVISED 9/27/1997, PROPERTY SHOWN HEREON IS LOCATED IN FLOODZONE "X", AREAS WITH 0.2% ANNUAL CHANCE FLOOD; AREAS WITH 1% ANNUAL CHANCE FLOOD HAZARD WHICH IS SUBJECT TO CHANGE AND SHOULD BE VERIFIED WITH THE LOCAL GOVERNMENT'S FLOOD PLAIN ADMINISTRATOR BEFORE ANY IMPROVEMENTS TO THE PROPERTY ARE CONTEMPLATED.
2. ZONING: N/A
ZONING INFORMATION WAS OBTAINED FROM https://www.arcgis.com/ ZONING IS SUBJECT TO CHANGE AND SHOULD BE VERIFIED WITH THE LOCAL GOVERNMENT'S ZONING ADMINISTRATOR BEFORE ANY IMPROVEMENTS TO THE PROPERTY ARE CONTEMPLATED.
3. REFERENCE DOCUMENTS:
A.) "BOUNDARY SURVEY OF A 15.01± ACRE PORTION OF LOT 11 OF THE DAVID K. COOPER PARTITION" BY WILLIAM A. SPOOR P.L.S. DATED AUGUST 3, 1995, RECORDED IN RAPIDES PARISH CLERK OF COURT'S OFFICE, INST. NO. 1098218.
B.) "DRAINAGE RIGHT-OF-WAY PART OF LOT 12 OF THE DAVID K. COOPER PARTITION" BY JOHN F. WELLS JR. P.L.S. DATED OCTOBER, 14, 2004, RECORDED IN THE RAPIDES PARISH CLERK OF COURT'S OFFICE IN BOOK 1856, PAGE 312, ENTRY NO. 878450.
C.) "DAVID K. COOPER PARTITION" LOCATED IN SECTION 29, T9N - R2W & SECTIONS 25 &27, T9N - R3W, SOUTH OF RED RIVER, RAPIDES PARISH, LA., BY DAVID K. SHOWALTER, DATED APRIL 30, 1990.
D.) "PLANNED TO UNDERLIE THE RESERVATION OF THE RIGHT OF WAY FOR AN EXTENSION OF JOHN ALLISON DRIVE AND RELOCATION OF ACADEMY DRIVE RIGHT OF WAY, LOCATED IN SECTIONS 19 AND 29, T9N-R2W & T9N-R3W, RANGE 2 WEST OF THE LOUISIANA MERIDIAN, CITY OF ALEXANDRIA, RAPIDES PARISH, LOUISIANA" BY RUN AMERICAN ENGINEERS.
4. COORDINATES AND BEARINGS SHOWN HEREON ARE BASED ON LOUISIANA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (NAD 83), DISTANCES ARE U.S. SURVEY FEET.
5. NO ATTEMPT HAS BEEN MADE BY WESTWOOD PROFESSIONAL SERVICES, INC TO VERIFY TITLE, ZONING, LOCAL ORDINANCES, DEED RESTRICTIONS, EASEMENTS, SERVITUDES, OR OTHER SIMILAR ON THE PROPERTY, OTHER THAN THAT FURNISHED BY THE CLIENT OR HIS REPRESENTATIVE.
6. SECTION LINES HAVE NOT BEEN VERIFIED IN THE FIELD AND ANY SHOWN ARE FOR GENERAL LOCATIVE INFORMATION ONLY.
7. WETLANDS:
A JURISDICTIONAL WETLAND DETERMINATION WAS NOT BEEN DONE BY CSRS, LLC AND IS NOT PART OF THIS SURVEY.
8. UTILITIES:
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM LA ONE CALL OR VISIBLE UTILITY FEATURES. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES, EXCEPT FOR ABOVE GROUND VISIBLE UTILITY FEATURES.

LOUISIANA ONE CALL WAS CONTACTED FOR UTILITY LOCATIONS ON 12/04/25: UTILITIES TO BE MARKED BY: 12/09/25, TICKET NO.: 251801299
UTILITY COMPANIES TO BE CONTACTED BY LOUISIANA ONE CALL:
CITY OF ALEXANDRIA - WATER
AT&T DISTRIBUTION - TELEPHONE
CITY OF ALEXANDRIA - GAS
ENTERGY LOUISIANA, LLC - ELECTRIC
SHARON LINK COMMUNICATIONS - CABLE

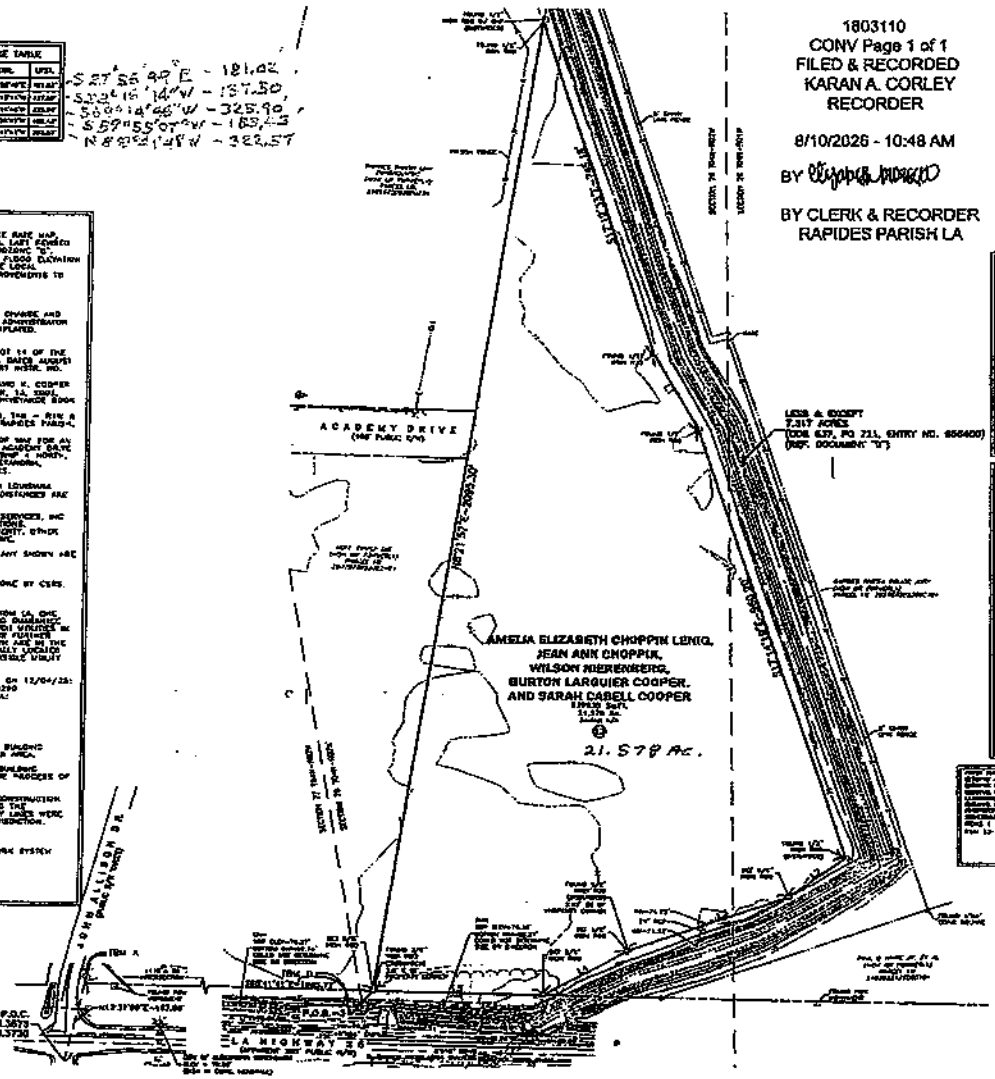
9. BUILDING SQUARE FOOTAGE SHOWN IS APPROXIMATE AREA OF BUILDING FOOTPRINT AND DOES NOT INDICATE TOTAL USABLE ENCLOSED AREA.
10. THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS OBSERVED DURING THE PROCESS OF CONDUCTING THE FIELDWORK.
11. THERE WAS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED DURING THE PROCESS OF CONDUCTING THE FIELDWORK. NO PROPOSED CHANGES IN STREET RIGHT OF WAY LINES WERE MADE AVAILABLE TO THE SURVEYOR BY THE CONTROLLING JURISDICTION.
12. NEAREST INTERSECTING LA HIGHWAY 28 & JOHN ALLISON DR.
13. ELEVATIONS AND TINS WERE DERIVED FROM THE LOCA NETWORK SYSTEM USING TRIMBLE R8 DUAL FREQUENCY GNSS UNITS AND NAVD 1988 DATUM, GEOID 18.

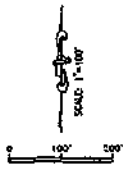
TO CONVERT TO /FROM GRID BEARING TO TRUE BEARING USE:
G =N00°01'30.84448819"E (GRID FACTOR =0.999972523077)

BENCHMARKS

TBM A: VENON, LC on PURPLE POLE
ELEVATION=77.24'

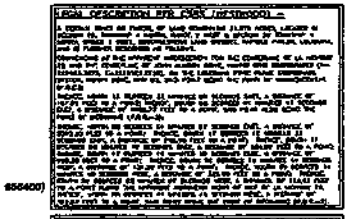
TBM B: BENCH RC on POWER POLE
ELEVATION=77.24'



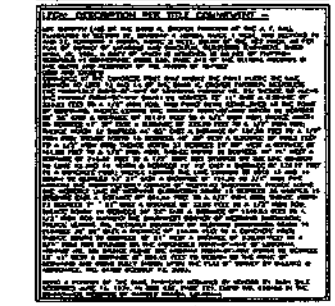


LEGEND:

SYMBOL	DESCRIPTION
	ASPHALT PAVEMENT
	BEST VIEW LINE
	BOUNDARY LINE
	CENTER LINE
	CONCRETE PAVEMENT
	CONTROL POINT
	DRAINAGE DITCH
	EDGE OF PAVEMENT
	EDGE OF WATER
	FENCE
	GRAVEL
	GUARD RAIL
	LANDSCAPE
	MAILBOX
	MONUMENT
	OVERHEAD UTILITY LINE
	POWER POLE
	POWER POLE & GUY POWER
	POWER TRANSFORMER
	POWER VAULT/BOX
	PROPERTY LINE
	RAILROAD
	SIGN
	STRIPING
	TELEPHONE
	TELEPHONE PEDESTAL
	TELEPHONE RISER
	TREE
	WATER LINE
	WATER VALVE
	WETLANDS



LESS & EXCEPT
7.317 ACRES
(DOB 637, PG 721, ENTRY NO. 956400)
(REF. DOCUMENT "E")





CSRS
a Westwood company

MAP SHOWING
ALTA/NSPS
LAND TITLE SURVEY
OF
AMELIA ELIZABETH CHOPPIN LENIO, JEAN ANN CHOPPIN, WILSON RIERENBERG, BURTON LARGUIER COOPER, AND SARAH CABELL COOPER

FOR
BW DESIGN GROUP

CERTIFICATION:
THIS IS TO CERTIFY TO OAKS-CRA SETTLING CONSULT [illegible], LLC, FIRST AMERICAN TITLE INSURANCE COMPANY, DE LOUISIANA, BRAN MEYER III, AND SARAH B. ROBERTS, WHO IS TO COUNTY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6, 8a, 9a, 7a, 7b(1), 7c, 8, 9, 11b, 12, 13, 16, 17, 18 AND 19 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON JANUARY 8, 2026

[signature]
K. ERIC [illegible], PLS
LOUISIANA NO. 5247

DATE: 02/24/2026

1
Sheet No. 1 of 1

Page 1 of 1

2026 REAL PROPERTY INFORMATION

Ward:08 Assess No 1160060700

Assessment Information

Land Assessed:	776		
Imp. Assessed:	0	Homestead Exemption:	0
Total Assessed:	776	Taxable Assessed:	776

Owner Information - ID: 713338

CHOPPIN JEAN A, ET AL

P O BOX 743

COOPER LANDING AK 99572

Parcel Information

Parcel: 2907672053000101 RPID: 49411
Address: HWY 28 W
Subdivision: No Subdivision
Lot: Block: Acres: 22.320
Section: 76 Township:04N Range:02W
Tax District: 08RC 08R_RRL_FD2_GD2
Tax Status: Active
Homestead: No
Freeze: No

Multiple Owners

Name	Owner %	Name2
CHOPPIN JEAN A, ET AL	25.0000000	
CHOPPIN AMELIA E	25.0000000	
COOPER BURTON L	25.0000000	
COOPER SARAH C	25.0000000	

Assessment Items

Class	Description	Quantity	Market Value	Assessed Value	HS Exemption
1100	Ag Lands Class II	22.00	7,760	776	No

Transfers

Year	Date	Grantee	Book	Page	Instrument	Deed Type	Amount
2011	1/21/2011	CHOPPIN, JEAN A ET AL	1879	427	1442019		

Legal Description:
---22.32 ACRES: PT LOT 13 OF THE PART OF D. K. COOPER EST IN
SEC 26, T4NR1W & SECS 76-77, T4NR2W (CB 533-342 WM. COOPER)
PARCEL I.D. # 29-76-72053-1 (HWY 28 W)

2026 Estimated Real Property Taxes

RPID 49411 Assess No 1160060700
Parcel 2907672053000101
Name and Address CHOPPIN JEAN A, ET AL

P O BOX 743

COOPER LANDING AK 99572
Location HWY 28
Description

—22.32 ACRES: PT LOT 13 OF THE PART OF D. K. COOPER EST IN SEC 26, T4NR1W & SECS 76-77, T4NR2W (CB 533-342 WM. COOPER) ***PARCEL I.D. # 29-76-72053-1*** (HWY 28 W)

Tax District	08RC 08R_RRL_FD2_GD2
Tax Status	Active
Homestead	No
Land Assessed	776
Bldg Assessed	0
Total Assessed	776
Parish Mills	126.600
Parish Tax	$98.24
Parish S.A./Fees	$4.40
City Mills	.000
City Tax	$0.00
City S.A./Fees	$0.00
Total Tax	$102.64
HS \ DV \ FR Value	0
Homestead Credit	$0.00
SA HS Credit	$0.00
Parish Tax Net	$102.64
City Tax Net	$0.00
Total Tax Net	$102.64

Description	Parish/ City	AV/ Special	Millage/Fee	Assessed Value	Estimated Tax	HS \ DV \ FR Value	Estimated HS Credit	Estimated Net Tax
Assessor- Maint.	Parish	AV	2.030	776	1.58			$1.58
Coliseum- Bond	Parish	AV	1.500	776	1.16			$1.16
Coliseum- Maint.	Parish	AV	1.000	776	.78			$.78
Fire District #2- Maint.	Parish	AV	15.580	776	12.09			$12.09
Gravity Drainage District # 2- Main	Parish	AV	9.430	776	7.32			$7.32
Sheriff- Maint.	Parish	AV	7.860	776	6.10			$6.10
Sheriff- Maint.	Parish	AV	9.600	776	7.45			$7.45
Library- Maint.	Parish	AV	7.080	776	5.49			$5.49
Parish 2- Maint.	Parish	AV	4.040	776	3.14			$3.14
Constitutional- Maint.	Parish	AV	4.930	776	3.83			$3.83
General Maintenance- Maint.	Parish	AV	7.450	776	5.78			$5.78
General Maintenance- Maint.	Parish	AV	2.130	776	1.65			$1.65
General Maintenance- Maint.	Parish	AV	12.060	776	9.36			$9.36
Road District 36A - Maint.	Parish	AV	10.770	776	8.36			$8.36
Renaissance- Maint.	Parish	AV	2.060	776	1.60			$1.60
Health Unit- Maint.	Parish	AV	1.060	776	.82			$.82
RABB Levee	Parish	AV	3.710	776	2.88			$2.88
Red River Waterway- Maint.	Parish	AV	1.450	776	1.13			$1.13
Red River Waterway- Maint.	Parish	AV	.780	776	.61			$.61
School District # 62- Maint.	Parish	AV	4.270	776	3.31			$3.31
School District # 62- Maint.	Parish	AV	4.250	776	3.30			$3.30
School District # 62- Bond	Parish	AV	12.500	776	9.70			$9.70
Senior Citizen- Maint.	Parish	AV	1.060	776	.82			$.82
RED RIVER LEVEE ACREAGE	Parish	Special	.200	22	4.40			$4.40

WESTWIND PLAT BOOK
SEE ALEX.
T4N-
T4N-
RAPIDES PARISH LAW ENFORCEMENT DISTRICT 16.7 AC.
RAPIDES PARISH LAW ENFORCEMENT DISTRICT 14.88 AC.
RAPIDES PARISH POLICE JURY 7.317 AC.
JEAN A. & CHOCTHIN ETAL 22.32 AC.
WOLF FAMILY LLC 13.75 AC.
ACADEMY DRIVE
15
14
1
2
21
27
149.46
1403±
212.8
32.83
268.81
499.35
1024
1182.87
504.9
276.19
988.83
745.18
181.82
1294.29
960.2
262.55
23
5
1158.42
875.5
1151.5
SEC. 76
SEC. 77
548.32
323.85
1819
224.45
325.9
1875
585.99
LIFT STATION
08A
08R
SEE A
HWY.
28

CONV Page 1 of 9
1803137
FILED & RECORDED
KARAN A. CORLEY
RECORDER
8/10/2020 2:26 PM
BY CLERK OF RECORDER
RAPIDES PARISH, LA

ACT OF CASH SALE

STATE OF LOUISIANA PARISH OF RAPIDES

BE IT KNOWN, that on dates set forth below, before the undersigned Notaries Public duly commissioned and qualified in and for the Parish and State set forth hereinafter, and in the presence of the undersigned competent witnesses, personally came and appeared:

BURTON COOPER (SSN: XXX-XX-6570) individual of the full age of majority and resident of Knox County, Tennessee, dealing herein with his separate and paraphernal property, having a mailing address of 312 Nancy Lynn Lane, Suite 1, Knoxville, TN 37919;

SARAH CABELL COOPER (SSN: XXX-XX-6765) individual of the full age of majority and resident of East Baton Rouge Parish, Louisiana, dealing herein with her separate and paraphernal property, having a mailing address of 4066 Perkins Lane Court, Baton Rouge, LA 70808;

JEAN ANN CHOPPIN NIERENBERG (SSN: XXX-XX-1304) individual of the full age of majority and resident of Kenai Peninsula Borough, Alaska, dealing herein with her separate and paraphernal property, having a mailing address of P. O. Box 743, Cooper Landing, AK 99572; and

AMELIA ELIZABETH CHOPPIN LENIG (SSN: XXX-XX-1305) individual of the full age of majority and resident of Kenai Peninsula Borough, Alaska, dealing herein with her separate and paraphernal property, having a mailing address of P. O. Box 935, Cooper Landing, AK 99572;

(hereinafter referred to collectively as "Seller") who declared that for the consideration and upon the terms and conditions hereinafter expressed, Seller has bargained and sold, and does by these presents grant, bargain, sell, assign, transfer, deliver, abandon and set over, with full warranty of title and with full substitution and subrogation in and to all rights and actions of warranty which Seller has or may have against any and all preceding owners and sellers, unto:

COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC (TIN xx-xxx8710), a Delaware limited liability company authorized to do business in the State of Louisiana, whose mailing address is declared to be 4600 East Lake Blvd., Birmingham, AL 35217, being represented herein by Michael Lurker, its duly authorized Vice President, pursuant to the authority set forth in that certain Certificate of Authority attached hereto, which authority is made a part hereof by reference thereto;

(hereinafter referred to as "Purchaser"), here present, accepting and purchasing for itself, its successors and assigns, and acknowledging delivery and possession of the following described property, to-wit:

A CERTAIN TRACT OR PARCEL OF LAND CONTAINING 21.578 ACRES, LOCATED IN SECTION 76, TOWNSHIP 4 NORTH, RANGE 2 WEST & SECTION 26 TOWNSHIP 4 NORTH, RANGE 1 WEST, SOUTHWESTERN LAND DISTRICT, RAPIDES PARISH, LOUISIANA, TOGETHER WITH ALL BUILDINGS AND IMPROVEMENTS AND THE COMPONENT PARTS THEREOF, WITH ALL RIGHTS, WAYS, PRIVILEGES AND SERVITUDES THEREUNTO APPERTAINING, BEING MORE COMPLETELY DESCRIBED AS FOLLOWS:

COMMENCING AT THE APPARENT INTERSECTION FOR THE CENTERLINE OF LA HIGHWAY 28 AND THE CENTER LINE OF JOHN ALLISON DRIVE, HAVING GRID COORDINATES (N= 289483.3875, E=3273123.3730), ON THE LOUISIANA STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD 83, SAID POINT BEING THE **POINT OF COMMENCEMENT (P.O.C.);**

THENCE, NORTH 12 DEGREES 37 MINUTES 09 SECONDS EAST, A DISTANCE OF 167.88 FEET TO A POINT; THENCE, SOUTH 88 DEGREES 41

205

MINUTES 41 SECONDS EAST, A DISTANCE OF 1065.77 FEET TO A POINT, SAID POINT ALSO BEING THE **POINT OF BEGINNING (P.O.B.-3)**; THENCE, NORTH 08 DEGREES 21 MINUTES 57 SECONDS EAST, A DISTANCE OF 2095.30 FEET TO A POINT; THENCE, SOUTH 17 DEGREES 12 MINUTES 33 SECONDS EAST, A DISTANCE OF 745.18 FEET TO A POINT; THENCE, SOUTH 27 DEGREES 56 MINUTES 49 SECONDS EAST, A DISTANCE OF 181.02 FEET TO A POINT; THENCE, SOUTH 17 DEGREES 14 MINUTES 19 SECONDS EAST, A DISTANCE OF 960.20 FEET TO A POINT; THENCE, SOUTH 52 DEGREES 16 MINUTES 14 SECONDS WEST, A DISTANCE OF 137.50 FEET TO A POINT; THENCE, SOUTH 69 DEGREES 14 MINUTES 48 SECONDS WEST, A DISTANCE OF 325.90 FEET TO A POINT; THENCE, SOUTH 59 DEGREES 55 MINUTES 07 SECONDS WEST, A DISTANCE OF 183.43 FEET TO A POINT ALONG THE APPARENT NORTHERN RIGHT OF WAY OF LA HIGHWAY-28; THENCE, NORTH 88 DEGREES 41 MINUTES 41 SECONDS WEST, A DISTANCE OF 322.57 FEET TO A POINT, SAID POINT BEING **THE POINT OF BEGINNING (P.O.B.-3).**

Being the same as described on the plat prepared by CSRS a Westwood company dated March 10, 2026 and recorded in Rapides Parish with the Rapides Parish Clerk of Court under File Number: 1803110.

The property herein conveyed is sometimes hereinafter referred to as the "Property".

This sale is made and accepted for and in consideration of the sum of **THREE MILLION and NO/100 ($3,000,000.00) DOLLARS**, cash in hand, receipt of which is hereby acknowledged by Seller and complete acquittance and discharge granted therefor.

This sale is made and accepted subject to the restrictive covenants, easements, mineral reservations, mineral leases, and obligations of ownership, affecting the Property of record in the records of Rapides Parish, Louisiana.

To have and to hold the Property unto Purchaser, its successors, and assigns forever.

Seller warrants and represents that all taxes assessed against the Property for 2025 and prior years have been paid in full. The responsibility for payment of all taxes assessed against the Property for 2026 is hereby assumed by Purchaser, whose address for purposes of payment of taxes is as stated herein above, with Seller and Purchaser hereby agreeing that the payment of all taxes assessed against the property for the year 2026 shall be prorated between Seller and Purchaser.

It is expressly agreed that the Property is conveyed by Seller and accepted by Purchaser "AS IS, WHERE IS," without any warranties of any kind whatsoever, even as to the metes and bounds, zoning, operation, or suitability of the Property for the use intended by the Purchaser, without regard to the presence of apparent or hidden defects and with the Purchaser's full and complete waiver of any and all rights for the return of all or any part of the Purchase Price by reason of any such defects. Purchaser acknowledges and declares (i) that neither the Seller nor any party whomsoever acting or purporting to act in any capacity whatsoever on behalf of the Seller has made any direct, indirect, explicit or implicit statement, representation or declaration, whether by written or oral statement or otherwise, and upon which Purchaser has relied, concerning the existence or non-existence of any quality, characteristic, or condition of the Property and (ii) that Purchaser has had full, complete, and unlimited access to the Property herein conveyed for all tests and inspections that Purchaser, in Purchaser's sole discretion, deems sufficiently diligent for the Purchaser's uses. Purchaser expressly waives the warranty of fitness and the warranty against redhibitory vices and defects, whether apparent or latent, imposed by Louisiana Civil Code Articles 2520 through 2548, inclusive, and any other applicable state or federal law and the jurisprudence thereunder. Purchaser also waives any rights Purchaser may have in redhibition or to a reduction of the purchase price pursuant to Louisiana Civil Code Articles 2520 through 2548, inclusive in connection with the Property.

Purchaser's Initials

The parties hereto take cognizance of the fact that the undersigned Notary was not requested to, nor has she made, an oil, gas, and other mineral title examination of the subject property and it is recognized and acknowledged by and between Purchaser and Seller that Seller may not be the owner of any or the entirety of the oil, gas, and other minerals lying in, on or under the property above described, and accordingly the undersigned Notary does not warrant full release of surface rights in connection with outstanding oil, gas, and mineral rights affecting the subject property.

THUS DONE AND PASSED at Knoxville, TN, on the 30th day of July, 2026, in the presence of me, Notary Public, and the undersigned competent witnesses, who have signed in the presence of the parties and me, Notary Public, after due reading of the whole.

WITNESSES:

Print Name: Mike Alley

BURTON COOPER

Print Name: Tonda Parks

Print Name: Alan Dunlap
NOTARY PUBLIC
My Commission Expires: upon death
Notary ID / Bar Roll No. _____
Expires 3/8/28

THUS DONE AND PASSED at Baton Rouge Louisiana, on the 31st day of July, 2026, in the presence of me, Notary Public, and the undersigned competent witnesses, who have signed in the presence of the parties and me, Notary Public, after due reading of the whole.

WITNESSES:

Print Name: Lillian Talbot

SARAH CABELL COOPER

Print Name: Morgan McVay

Print Name: Caroline Grace Borck
NOTARY PUBLIC
My Commission Expires: upon death
Notary ID / Bar Roll No. 33158

CAROLINE GRACE BORCK
NOTARY PUBLIC
COMMISSIONED FOR LIFE
NOTARY ID NO. 99851
EAST BATON ROUGE PARISH, LA

THUS DONE AND PASSED at Soldotna, Alaska, on the 29 day of July, 2026, in the presence of me, Notary Public, and the undersigned competent witnesses, who have signed in the presence of the parties and me, Notary Public, after due reading of the whole.

WITNESSES:

Print Name: Mark C. Lewis

Print Name: Alan Nierenberg

JEAN ANN CHOPPIN NIERENBERG

OFFICIAL SEAL
Grace Wilson
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires September 1, 2029

Print Name: Grace Wilson
NOTARY PUBLIC
My Commission Expires: ~~upon death~~ 09/01/2028
Notary ID / Bar Roll No. 20090104

THUS DONE AND PASSED at Soldotna, Alaska, on the 29 day of ~~August~~ July, 2026, in the presence of me, Notary Public, and the undersigned competent witnesses, who have signed in the presence of the parties and me, Notary Public, after due reading of the whole.

WITNESSES:

Print Name: David C. Lenig

Print Name: Alan Nicholas Lenig

Amelia Elizabeth Choppin Lenig
AMELIA ELIZABETH CHOPPIN LENIG

OFFICIAL SEAL
Grace Wilson
NOTARY PUBLIC-STATE OF ALASKA
My Comm. Expires September 1, 2029

Print Name: Grace Wilson
NOTARY PUBLIC
My Commission Expires: ~~upon death~~ 09/01/2028
Notary ID / Bar Roll No. 20090104

THUS DONE AND PASSED at Birmingham Alabama on the 11th day of August, 2026, in the presence of me, Notary Public, and the undersigned competent witnesses, who have signed in the presence of the parties and me, Notary Public, after due reading of the whole.

WITNESSES:

Print Name: Nicholas Gaxiola

Print Name: Jennifer R. Duke

COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC

By: _____
Michael Lurker, Vice President

Print Name: Sonya Lynn Harris
NOTARY PUBLIC
My Commission Expires: upon death
Notary ID / Bar Roll No. _____

SONYA LYNN HARRIS
My Commission Expires
May 27, 2029

Name of Issuing Title Insurance Producer	KEAN MILLER LLP
Address of Title Insurance Producer	600 Jefferson Street, Suite 1101 Lafayette, LA 70501
Louisiana License Number of Title Insurance Producer	5117608
Name of Title Insurance Underwriter	First American Title Insurance Company of Louisiana
Name of Attorney Licensed to Practice Law in Louisiana, who provided title opinion upon which the title insurance policy is based	Tammy B. Scelfo
Bar Roll Number of Attorney Licensed to Practice Law in Louisiana	22605

CERTIFICATE OF AUTHORITY

OF

COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC

The undersigned Vice President, Michael Lurker, pursuant to the authority granted to him in the Articles of Organization of **COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC** (the "Company"), does hereby certify that Michael Lurker (the "Vice President") has been authorized, empowered, and directed to do the following on behalf of, and in the name of, the Company, to-wit:

- Purchase and/or acquire by cash sale on such terms as the Vice President, acting alone and in his sole discretion, determines to be satisfactory to the Company, the following described property (the "Property"):

A CERTAIN TRACT OR PARCEL OF LAND CONTAINING 21.578 ACRES, LOCATED IN SECTION 76, TOWNSHIP 4 NORTH, RANGE 2 WEST & SECTION 26 TOWNSHIP 4 NORTH, RANGE 1 WEST, SOUTHWESTERN LAND DISTRICT, RAPIDES PARISH, LOUISIANA, TOGETHER WITH ALL BUILDINGS AND IMPROVEMENTS AND THE COMPONENT PARTS THEREOF, WITH ALL RIGHTS, WAYS, PRIVILEGES AND SERVITUDES THEREUNTO APPERTAINING, BEING MORE COMPLETELY DESCRIBED AS FOLLOWS:

COMMENCING AT THE APPARENT INTERSECTION FOR THE CENTERLINE OF LA HIGHWAY 28 AND THE CENTER LINE OF JOHN ALLISON DRIVE, HAVING GRID COORDINATES (N= 289483.3875, E=3273123.3730), ON THE LOUISIANA STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD 83, SAID POINT BEING THE POINT OF **COMMENCEMENT (P.O.C.)**;
THENCE, NORTH 12 DEGREES 37 MINUTES 09 SECONDS EAST, A DISTANCE OF 167.88 FEET TO A POINT; THENCE, SOUTH 88 DEGREES 41 MINUTES 41 SECONDS EAST, A DISTANCE OF 1065.77 FEET TO A POINT, SAID POINT ALSO BEING THE **POINT OF BEGINNING (P.O.B.-3)**;
THENCE, NORTH 08 DEGREES 21 MINUTES 57 SECONDS EAST, A DISTANCE OF 2095.30 FEET TO A POINT; THENCE, SOUTH 17 DEGREES 12 MINUTES 33 SECONDS EAST, A DISTANCE OF 745.18 FEET TO A POINT; THENCE, SOUTH 27 DEGREES 56 MINUTES 49 SECONDS EAST, A DISTANCE OF 181.02 FEET TO A POINT; THENCE, SOUTH 17 DEGREES 14 MINUTES 19 SECONDS EAST, A DISTANCE OF 960.20 FEET TO A POINT; THENCE, SOUTH 52 DEGREES 16 MINUTES 14 SECONDS WEST, A DISTANCE OF 137.50 FEET TO A POINT; THENCE, SOUTH 69 DEGREES 14 MINUTES 48 SECONDS WEST, A DISTANCE OF 325.90 FEET TO A POINT; THENCE, SOUTH 59 DEGREES 55 MINUTES 07 SECONDS WEST, A DISTANCE OF 183.43 FEET TO A POINT ALONG THE APPARENT NORTHERN RIGHT OF WAY OF LA HIGHWAY 28; THENCE, NORTH 88 DEGREES 41 MINUTES 41 SECONDS WEST, A DISTANCE OF 322.57 FEET TO A POINT, SAID POINT BEING THE **POINT OF BEGINNING (P.O.B.-3)**.

Being the same as described on the plat prepared by CSRS a Westwood company dated March 10, 2026 and recorded in Rapides Parish with the Rapides Parish Clerk of Court under File Number: 1803120;

together with all the buildings and improvements located thereon and all the rights, ways, privileges, servitudes and appurtenances thereon to belonging or in anywise appertaining and any and all rights and claims, whether personal or real, against third parties arising out of damages of any type to said property or arising in any other manner including, but not limited to, the right to enforce obligations regarding the past, present, or future environmental condition of said property.

- Do and perform all such other things, and take such other actions, as the Vice President, acting alone and in his sole discretion, determines to be satisfactory to the Company, and proper to accomplish the purposes of the foregoing resolutions, including without limitation thereto execution of such documents as may be required as part of the closing on any said transaction, including without limitation thereto settlement statements.

The undersigned, Michael Lurker, in his capacity as a Vice President of the Company, does hereby further certify that:

(A) Any and all acts authorized pursuant to the foregoing resolutions and performed prior to the signing of this certificate by the Authorized Representative are hereby ratified and approved, and

(B) These resolutions shall remain in full force and effect and all parties examining the conveyance records of the Clerk of Court of Rapides Parish, Louisiana, may rely on these resolutions until written notice of his revocation shall have been recorded in the conveyance records of the Clerk of Court of Rapides Parish, Louisiana, provided, that any such notice shall not affect any of the Company's agreements or commitments in effect at the time notice is recorded with the Clerk of Court of Rapides Parish, Louisiana.

The undersigned, Michael Lurker, as the Vice President of the Company, does hereby further certify to all persons examining the records of the Clerk of Court of Rapides Parish, Louisiana, that (a) he has been appointed as a Vice President of the Company pursuant to the Company's Articles of Organization and that there has been no amendment to that document removing him as the Vice President of the Company; (b) all third parties may rely on all certificates by the undersigned, in his capacity as the Vice President of the Company, regarding the authority of any person to act for and on behalf of the Company; and (c) this Certificate of Authority is not intended to revoke or rescind any Certificates of Authority previously recorded.

THUS DONE AND SIGNED, on this 10th day of August, 2026, in Birmingham, Alabama.

COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC

By: _____
Michael Lurker, Vice President

CERTIFICATE

I, the undersigned Registrar of Voters for Rapides Parish, Louisiana, certify that there are no **REGISTERED VOTERS** residing within the above-described area.

Coca-Cola Bottling Company United-Gulf Coast, LLC,

One certain 13.761 (+/-) acre parcel or tract of land in part of Lot 14 of the David K. Cooper Partition of the J. F. Ball Plantation in Section 76 & 77 of Township 4 North, Range 2 West, Southwestern Land District, Rapides Parish, Louisiana, said 13.761 acre tract being more particularly described as follows: Beginning at the southwest most corner of said Lot 14 of the David K. Cooper Partition, also being a point on the northern right of way line of Coliseum Boulevard (La. Hwy. 28 West) common to the southwest most corner of the 13.761 acre Coca-Cola Bottling Company United-Gulf, LLC, tract proceed North 10 degrees 44 minutes 12 seconds East a distance of 1159.41 feet along the west boundary of said Lot 14 of the David K. Cooper Partition; thence South 88 degrees 33 minutes 37 seconds East a distance of 500.03 feet to the east boundary of Lot 14 of David K. Cooper Partition; thence South 08 degrees 21 minutes 57 seconds West a distance of 1151.30 feet along the east boundary of said Lot 14 to a point on the northern right of way line of Coliseum Boulevard; thence North 88 degrees 41 minutes 41 seconds West a distance of 548.51 feet along said northern right of way line of Coliseum Boulevard to the point of beginning. Said 13.761 (+/-) acre tract being shown on the ALTA/NSPS Land Title Survey by K. Christian Armstrong, PLS, dated March 10, 2026 and filed under Instrument Number 1803128 of the Rapides Parish Clerk of Court Records.

WITNESS MY HAND AND SEAL OF OFFICE at Alexandria, Louisiana, on this the 17th day of August, 2026.

Registrar of Voters
Rapides Parish, Louisiana

CERTIFICATE

I, the undersigned **Assessor** for the Parish of Rapides, State of Louisiana, do hereby certify that I have examined the petition to annex the following described property into the Corporate Limits of the City of Alexandria, to wit:

Coca-Cola Bottling Company United-Gulf Coast, LLC,

One certain 13.761 (+/-) acre parcel or tract of land in part of Lot 14 of the David K. Cooper Partition of the J. F. Ball Plantation in Section 76 & 77 of Township 4 North, Range 2 West, Southwestern Land District, Rapides Parish, Louisiana, said 13.761 acre tract being more particularly described as follows: Beginning at the southwest most corner of said Lot 14 of the David K. Cooper Partition, also being a point on the northern right of way line of Coliseum Boulevard (La. Hwy. 28 West) common to the southwest most corner of the 13.761 acre Coca-Cola Bottling Company United-Gulf, LLC, tract proceed North 10 degrees 44 minutes 12 seconds East a distance of 1159.41 feet along the west boundary of said Lot 14 of the David K. Cooper Partition; thence South 88 degrees 33 minutes 37 seconds East a distance of 500.03 feet to the east boundary of Lot 14 of David K. Cooper Partition; thence South 08 degrees 21 minutes 57 seconds West a distance of 1151.30 feet along the east boundary of said Lot 14 to a point on the northern right of way line of Coliseum Boulevard; thence North 88 degrees 41 minutes 41 seconds West a distance of 548.51 feet along said northern right of way line of Coliseum Boulevard to the point of beginning. Said 13.761 (+/-) acre tract being shown on the ALTA/NSPS Land Title Survey by K. Christian Armstrong, PLS, dated March 10, 2026 and filed under Instrument Number 1803128 of the Rapides Parish Clerk of Court Records.

I further certify:

(1) The total number of **RESIDENT PROPERTY OWNERS** within said area is Ø.

(2) The total number of **RESIDENT PROPERTY OWNERS** signing the petition is Ø.

(3) The total assessed valuation of the property within said area is $494.

I further certify that are no **RESIDENT PROPERTY OWNERS** within the above-described area to be annexed.

IN WITNESS WHEREOF, witness my hand and seal of office at Alexandria, Louisiana, on this the 17th day of, August, 2026.

Assessor, Rapides Parish, Louisiana

2026 REAL PROPERTY INFORMATION

Ward:08 Assess No 1160298400

Assessment Information				Parcel Information			
Land Assessed:	494			Parcel: 2907672053002101		RPID:	53032
Imp. Assessed:	0	Homestead Exemption:	0	Address: HWY 28 W			
Total Assessed:	494	Taxable Assessed:	494	Subdivision: No Subdivision			
				Lot:	Block:	Acres:	13.750
				Section: 76	Township:04N	Range:02W	
				Tax District: 08RC 08R_RRL_FD2_GD2			
				Tax Status: Active			
				Homestead: No			
				Freeze: No			

Owner Information - ID: 658898

WOLF FAMILY LLC

P O BOX 12367

ALEXANDRIA LA 71315-2367

Assessment Items

Class	Description	Quantity	Market Value	Assessed Value	HS Exemption
1100	Ag Lands Class II	14.00	4,940	494	No

Transfers

Year	Date	Grantee	Book	Page	Instrument	Deed Type	Amount
2008	12/30/2008	WOLF FAMILY LLC	1829	410	1387271		

Legal Description:
---13.75 ACS: IN SEC 26, T4NR1W & SECS 76-77, T4N-R2W;
LOT 14 OF THE PT OF D. K. COOPER ESTATE
(CB 1525-651 SUCC; COOPER)(CB 1525-600 COOPER, ET AL)
(CB 1829-410 WOLF)
PARCEL I.D. # 29-76-72053-21 (HWY 28 W)

2026 Estimated Real Property Taxes

RPID 53032 Assess No 1160296400

Parcel Name and Address
290767205300210 1
WOLF FAMILY LLC

P O BOX 12367

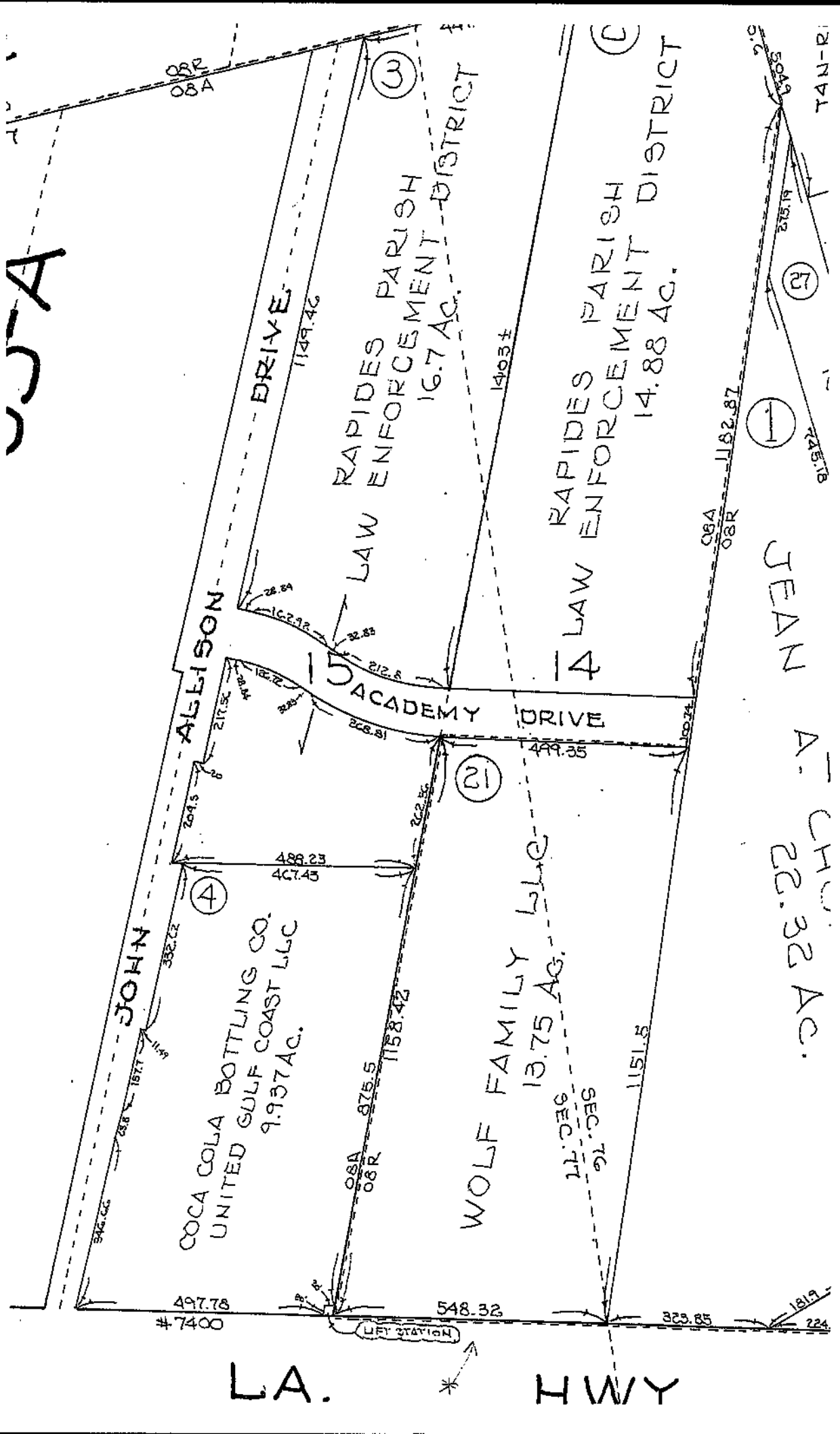
ALEXANDRIA LA 71315-2367

Location Description
HWY 28 W

—13.75 ACS: IN SEC 26, T4NR1W & SECS 76-77, T4N-R2W; LOT 14 OF THE PT OF D. K. COOPER ESTATE (CB 1525-651 SUCC; COOPER)(CB 1525-800 COOPER, ET AL) (CB 1829-410 WOLF) ***PARCEL I.D. # 29-76-72053-21*** (HWY 28 W)

Tax District	08RC 08R_RRL_FD2_GD2
Tax Status	Active
Homestead	No
Land Assessed	494
Bldg Assessed	0
Total Assessed	494
Parish Mills	126.600
Parish Tax	$62.54
Parish S.A./Fees	$0.00
City Mills	.000
City Tax	$0.00
City S.A./Fees	$0.00
Total Tax	$62.54
HS \ DV \ FR Value	0
Homestead Credit	$0.00
SA HS Credit	$0.00
Parish Tax Net	$62.54
City Tax Net	$0.00
Total Tax Net	$62.54

Description	Parish/ City	AV/ Special	Millage/Fee	Assessed Value	Estimated Tax	HS \ DV \ FR Value	Estimated HS Credit	Estimated Net Tax
Assessor- Maint.	Parish	AV	2.030	494	1.00			$1.00
Coliseum- Bond	Parish	AV	1.500	494	.74			$.74
Coliseum- Maint.	Parish	AV	1.000	494	.49			$.49
Fire District #2- Maint.	Parish	AV	15.560	494	7.70			$7.70
Gravity Drainage District # 2- Main	Parish	AV	9.430	494	4.66			$4.66
Sheriff- Maint.	Parish	AV	7.850	494	3.88			$3.88
Sheriff- Maint.	Parish	AV	9.600	494	4.74			$4.74
Library- Maint.	Parish	AV	7.060	494	3.50			$3.50
Parish 2- Maint.	Parish	AV	4.040	494	2.00			$2.00
Constitutional- Maint.	Parish	AV	4.930	494	2.44			$2.44
General Maintenance- Maint.	Parish	AV	7.450	494	3.68			$3.68
General Maintenance- Maint.	Parish	AV	2.130	494	1.05			$1.05
General Maintenance- Maint.	Parish	AV	12.060	494	5.96			$5.96
Road District 36A - Maint.	Parish	AV	10.770	494	5.32			$5.32
Renaissance- Maint.	Parish	AV	2.060	494	1.02			$1.02
Health Unit- Maint.	Parish	AV	1.050	494	.52			$.52
RABB Levee	Parish	AV	3.710	494	1.83			$1.83
Red River Waterway- Maint.	Parish	AV	1.450	494	.72			$.72
Red River Waterway- Maint.	Parish	AV	.780	494	.39			$.39
School District # 62- Maint.	Parish	AV	4.270	494	2.11			$2.11
School District # 62- Maint.	Parish	AV	4.250	494	2.10			$2.10
School District # 62- Bond	Parish	AV	12.500	494	6.17			$6.17
Senior Citizen- Maint.	Parish	AV	1.060	494	.52			$.52

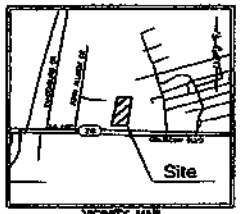

08R
08A
3
RAPIDES PARISH
LAW ENFORCEMENT DISTRICT
16.7 AC.
1403±
RAPIDES PARISH
LAW ENFORCEMENT DISTRICT
14.88 AC.
14
15
ACADEMY DRIVE
ALLISON DRIVE
JOHN
1149.46
1182.87
499.35
488.23
467.45
COCA COLA BOTTLING CO.
UNITED GULF COAST LLC
9.937 AC.
WOLF FAMILY LLC
13.75 AC.
SEC. 76
1158.42
1151.5
497.78
#7400
548.32
323.85
LIFT STATION
JEAN A. CHU
22.32 AC.
T4N-R
LA. HWY

CONV Instr# 1803128 Page 1 of 1

1803128
CONV Page 1 of 1
FILED & RECORDED
KARAN A. CORLEY
RECORDER

8/10/2026 - 12:29 PM

BY [signature]
CLERK & RECORDER
RAPIDES PARISH LA



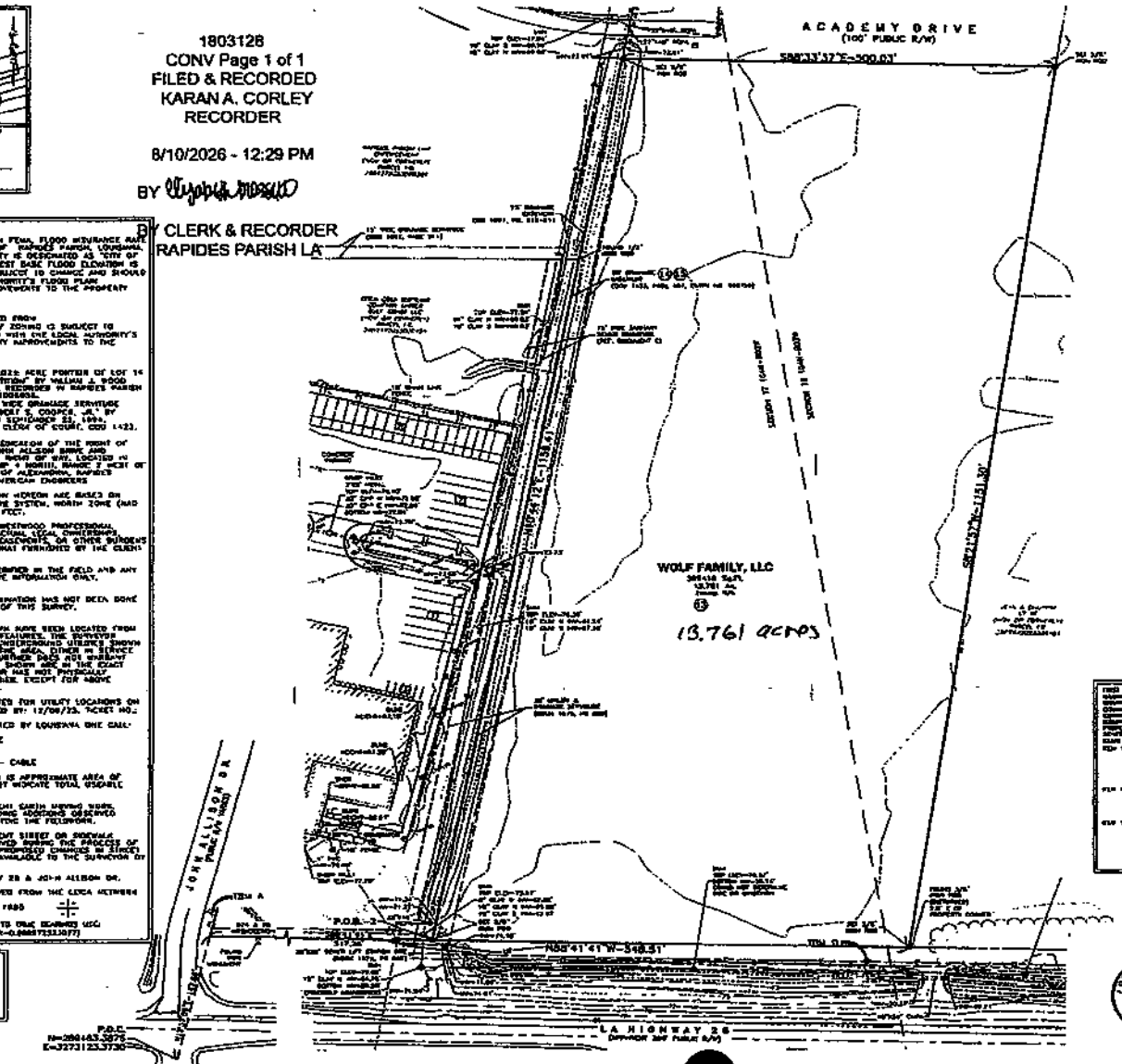
VICINITY MAP

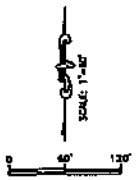
GENERAL NOTES:

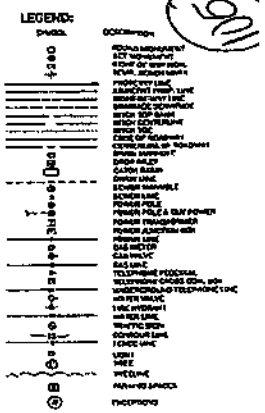
1. FLOOD NOTE: IN ACCORDANCE WITH FEMA, FLOOD INSURANCE RATE MAP, PANEL NO. 22061C0210D OF RAPIDES PARISH, LOUISIANA, LAST REVISED 9/2/1997, PROPERTY IS DESIGNATED AS "CITY OF ALEXANDRIA NOT INCLUDED". NEAREST BASE FLOOD ELEVATION IS 76', BASE FLOOD ELEVATION X SUBJECT TO CHANGE AND SHOULD BE VERIFIED WITH THE LOCAL JURISDICTION'S FLOOD PLAIN ADMINISTRATOR BEFORE ANY IMPROVEMENTS TO THE PROPERTY ARE CONTEMPLATED.
2. ZONING: N/A.
ZONING INFORMATION WAS OBTAINED FROM http://www.cityofalexandria.com/ ZONING IS SUBJECT TO CHANGE AND SHOULD BE VERIFIED WITH THE LOCAL AUTHORITY'S ZONING ADMINISTRATION BEFORE ANY IMPROVEMENTS TO THE PROPERTY ARE CONTEMPLATED.
3. REFERENCE DOCUMENTS:
   a.) "BOUNDARY SURVEY OF A 18.02± ACRE PORTION OF LOT 14 OF THE JOHN C. COOPER PARTITION" BY WILLIAM J. WOOD R.L.S. DATED AUGUST 3, 1995, RECORDED IN RAPIDES PARISH CLERK OF COURT MAPS, NO. 1000A66.
   b.) "DRAWING TO INDICATE A 20' WIDE DRAINAGE SERVITUDE ACROSS THE PROPERTY OF ALBERT S. COOPER, JR." BY RICHARD J. WOOD FILE, DATED SEPTEMBER 23, 1994, RECORDED IN RAPIDES PARISH CLERK OF COURT, COB 1423, (442), ENTRY NO. 990736.
   c.) "DRAWING TO INDICATE THE DEDICATION OF THE RIGHT OF WAY FOR THE EXTENSION OF JOHN ALLISON DRIVE AND DEDICATION OF ACADEMY DRIVE RIGHT OF WAY, LOCATED IN SECTIONS 76 AND 77, TOWNSHIP 9 NORTH, RANGE 2 WEST OF THE LOUISIANA MERIDIAN, CITY OF ALEXANDRIA, RAPIDES PARISH, LOUISIANA." BY PAN AMERICAN ENGINEERS
4. COORDINATES AND BEARINGS SHOWN HEREON ARE BASED ON LOUISIANA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (NAD 83). DISTANCES ARE U.S. SURVEY FEET.
5. NO ATTEMPT HAS BEEN MADE BY WESTWOOD PROFESSIONAL SERVICES, INC. TO VERIFY TITLE, ACTUAL LEGAL OWNERSHIP, RECORD RESTRICTIONS, SERVITUDES, EASEMENTS, OR OTHER BURDENS ON THE PROPERTY, OTHER THAN THAT FURNISHED BY THE CLIENT OR HIS REPRESENTATIVE.
6. SECTION LINES HAVE NOT BEEN VERIFIED IN THE FIELD AND ANY SHOWN ARE FOR GENERAL LOCATIVE INFORMATION ONLY.
7. WETLANDS:
   A JURISDICTIONAL WETLANDS DETERMINATION HAS NOT BEEN DONE BY CSRS, LLC, AND IS NOT PART OF THIS SURVEY.
8. UTILITIES:
   THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM LA. ONE CALL OR VISIBLE UTILITY FEATURES. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES, EXCEPT FOR ABOVE GROUND VISIBLE UTILITY FEATURES.

   LOUISIANA ONE CALL WAS CONTACTED FOR UTILITY LOCATIONS ON 12/21/23. UTILITIES TO BE MARKED BY: 12/26/23. TICKET NO.: 230821390
   UTILITY CONFORMANCE TO BE CONTACTED BY LOUISIANA ONE CALL:
   CITY OF ALEXANDRIA – WATER
   AT&T DISTRIBUTION – TELEPHONE
   CITY OF ALEXANDRIA – GAS
   CLECO POWER, LLC – ELECTRIC
   SUDDENLINK COMMUNICATIONS – CABLE
9. SURVEYED SQUARE FOOTAGE SHOWN IS APPROXIMATE AREA OF PARCEL(S) INCLUDED HEREIN AND DOES NOT INDICATE TOTAL USABLE/UNUSABLE AREA.
10. THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS OBSERVED DURING THE PROCESS OF CONDUCTING THE FIELDWORK.
11. THERE WAS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED DURING THE PROCESS OF CONDUCTING THE FIELDWORK. NO PROPOSED CHANGES IN STREET RIGHT OF WAY LINES WERE MADE AVAILABLE TO THE SURVEYOR BY THE CONTROLLING JURISDICTION.
12. NEAREST INTERSECTING LA HIGHWAY 28 & JOHN ALLISON DR.
13. ELEVATIONS AND TIES WERE DERIVED FROM THE GEOCA NETWORK SYSTEM USING TRIMBLE R8 DUAL FREQUENCY GPS UNITS AND RAPID FIXES
    DATUM: GEOID 18.
    TO CONVERT TO FEET OR TO BEARING TO TRUE BEARINGS USE: [illegible]

BENCHMARKS:
TBM A: BENCH TC IN POWER POLE ELEVATION=77.56'
TBM B: BENCH TC IN POWER POLE ELEVATION=77.34'







LEGAL DESCRIPTION PER CSRS SURVEYOR(S) –

LEGAL DESCRIPTION PER TITLE COMMITMENT –

CSRS
a Westwood company

MAP SHOWING
ALTA/NSPS
LAND TITLE SURVEY
OF
WOLF FAMILY, LLC
LOCATED IN
SECTIONS 76 & 77
T-9-N R-2-W
SOUTHWESTERN LAND DISTRICT
RAPIDES PARISH
LOUISIANA
FOR
BW DESIGN GROUP

CERTIFICATION:
THIS IS TO CERTIFY TO COCA-COLA BOTTLING COMPANY UNITED—SALT CREEK, LLC, FIRST AMERICAN TITLE INSURANCE COMPANY OF LOUISIANA, FROST BANK, MILLER, ICE, AND VANTY S. BISHOP, THAT IN MY OPINION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS SURVEY PLAT OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6, 8(i), 9A, 9A(ii), 7C, 8, 9, 11(b), 13, 14, 16, 17, 18 AND 19 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON JANUARY 6, 2023.

[signature]
R. CHRISTOPHER GREENE, P.L.S.
Louisiana No. 4547
03/16/2026
DATE

Date: 03/16/2026
Project No.: 70P2016-10
Drawn By: MDL
Checked By: CBG
Sheet No.: 1

1

1803136
CONV Page 1 of 8
FILED & RECORDED
KARAN A. CORLEY
RECORDER
8/10/2018 - 2:23 PM
BY CLERK & RECORDER
RAPIDES PARISH, LA

ACT OF CASH SALE

STATE OF LOUISIANA PARISH OF RAPIDES

BE IT KNOWN, that on dates set forth below, before the undersigned Notaries Public duly commissioned and qualified in and for the Parish and State set forth hereinafter, and in the presence of the undersigned competent witnesses, personally came and appeared:

> **WOLF FAMILY, LLC (TAX ID NO.: XX-XXX1741)**, a Louisiana limited liability company domiciled in Rapides Parish, Alexandria, LA, having a mailing address of P. O. Box 12367, Alexandria, LA 71315, represented herein by its duly authorized Manager, Louis Scott Stevens, by virtue of a Certificate of Authority attached hereto recorded of even date herewith;

(hereinafter referred to as "Seller") who declared that for the consideration and upon the terms and conditions hereinafter expressed, Seller has bargained and sold, and does by these presents grant, bargain, sell, assign, transfer, deliver, abandon and set over, with full warranty of title and with full substitution and subrogation in and to all rights and actions of warranty which Seller has or may have against any and all preceding owners and sellers, unto:

> **COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC** (TIN xx-xxx8710), a Delaware limited liability company authorized to do business in the State of Louisiana, whose mailing address is declared to be 4600 East Lake Blvd., Birmingham, AL 35217, being represented herein by Michael Lurker, its duly authorized Vice President, pursuant to the authority set forth in that certain Certificate of Authority attached hereto, which authority is made a part hereof by reference thereto;

(hereinafter referred to as "Purchaser"), here present, accepting and purchasing for itself, its successors and assigns, and acknowledging delivery and possession of the following described property, to-wit:

> A CERTAIN TRACT OR PARCEL OF LAND CONTAINING 13.761 ACRES, LOCATED IN SECTIONS 76 & 77, TOWNSHIP 4 NORTH, RANGE 2 WEST, SOUTHWESTERN LAND DISTRICT, RAPIDES PARISH, LOUISIANA, TOGETHER WITH ALL BUILDINGS AND IMPROVEMENTS AND THE COMPONENT PARTS THEREOF, WITH ALL RIGHTS, WAYS, PRIVILEGES AND SERVITUDES THEREUNTO APPERTAINING, BEING MORE COMPLETELY DESCRIBED AS FOLLOWS:
>
> COMMENCING AT THE APPARENT INTERSECTION FOR THE CENTERLINE OF LA HIGHWAY 28 AND THE CENTERLINE OF JOHN ALLISON DRIVE, HAVING GRID COORDINATES (N= 289483.3875, E=3273123.3730), ON THE LOUISIANA STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD 83, SAID POINT BEING THE **POINT OF COMMENCEMENT (P.O.C.)**;
>
> THENCE, NORTH 12 DEGREES 37 MINUTES 09 SECONDS EAST, A DISTANCE OF 167.88 FEET TO A POINT; THENCE, SOUTH 88 DEGREES 41 MINUTES 41 SECONDS EAST, A DISTANCE OF 517.26 FEET TO A POINT, SAID POINT ALSO BEING THE **POINT OF BEGINNING (P.O.B.-2)**;
>
> THENCE, NORTH 10 DEGREES 44 MINUTES 12 SECONDS EAST, A DISTANCE OF 1159.41 FEET TO A POINT; THENCE, SOUTH 88 DEGREES 33 MINUTES 37 SECONDS EAST, A DISTANCE OF 500.03 FEET TO A POINT; THENCE, SOUTH 08 DEGREES 21 MINUTES 57 SECONDS WEST, A DISTANCE OF 1151.30 FEET TO A POINT ALONG THE APPARENT NORTHERN RIGHT OF WAY OF LA HIGHWAY 28; THENCE, NORTH 88 DEGREES 41 MINUTES 41 SECONDS WEST, A DISTANCE OF 548.51 FEET TO A POINT, SAID POINT BEING **THE POINT OF BEGINNING (P.O.B.-2)**.

205

Being the same as described on the plat prepared by CSRS a Westwood company dated March 10, 2026 and recorded in Rapides Parish with the Rapides Parish Clerk of Court under File Number: 1809128.

The property herein conveyed is sometimes hereinafter referred to as the "Property".

This sale is made and accepted for and in consideration of the sum of **TWO MILLION EIGHT HUNDRED THOUSAND and NO/100 ($2,800,000.00) DOLLARS**, cash in hand, receipt of which is hereby acknowledged by Seller and complete acquittance and discharge granted therefor.

This sale is made and accepted subject to the restrictive covenants, easements, mineral reservations, mineral leases and obligations of ownership, affecting the Property of record in the records of Rapides Parish, Louisiana.

To have and to hold the Property unto Purchaser, its successors, and assigns forever.

Seller warrants and represents that all taxes assessed against the Property for 2025 and prior years have been paid in full. The responsibility for payment of all taxes assessed against the Property for 2026 is hereby assumed by Purchaser, whose address for purposes of payment of taxes is as stated herein above, with Seller and Purchaser hereby agreeing that the payment of all taxes assessed against the property for the year 2026 shall be prorated between Seller and Purchaser.

The Seller and Purchaser hereby acknowledge and recognize that the Property being sold and purchased is to be transferred in "as is" condition, and further, Purchaser does hereby waive, relieve, and release Seller from any claims or causes of action for redhibition pursuant to Louisiana Civil Code Article 2520 et seq. and Article 2541 et seq. or for reduction of the price herein stated pursuant to Louisiana Civil Code Article 2541 et seq. Additionally, Purchaser acknowledges that this sale is made without warranty of fitness for ordinary or particular use pursuant to Louisiana Civil Code Article 2524.

MH
Purchaser's Initials

The parties hereto take cognizance of the fact that the undersigned Notary was not requested to, nor has she made, an oil, gas, and other mineral title examination of the subject property and it is recognized and acknowledged by and between Purchaser and Seller that Seller may not be the owner of any or the entirety of the oil, gas, and other minerals lying in, on or under the property above described, and accordingly the undersigned Notary does not warrant full release of surface rights in connection with outstanding oil, gas, and mineral rights affecting the subject property.

THUS DONE AND PASSED at Alexandria, Louisiana, on the 5th day of August, 2026, in the presence of me, Notary Public, and the undersigned competent witnesses, who have signed in the presence of the parties and me, Notary Public, after due reading of the whole.

WITNESSES:

Print Name: Rachel Dawson

Print Name: Jennifer Fowler

WOLF FAMILY, LLC

By: Louis Scott Stevens

Louis Scott Stevens, Manager

Print Name: Brenda D. Robinson

NOTARY PUBLIC

My Commission Expires: upon death

Notary ID / Bar Roll No. 87099

BRENDA D. ROBINSON
NOTARY PUBLIC # 87099
STATE OF LOUISIANA
My commission is issued for life.

THUS DONE AND PASSED at Birmingham, Alabama on the 10th day of August, 2026, in the presence of me, Notary Public, and the undersigned competent witnesses, who have signed in the presence of the parties and me, Notary Public, after due reading of the whole.

WITNESSES:

Print Name: Nicholas Gavola

Print Name: Jennifer R. Duke

COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC

By: _____
Michael Lurker, Vice President

Print Name: Sonya Lynn Harris
NOTARY PUBLIC
My Commission Expires: upon death
Notary ID / Bar Roll No._____

SONYA LYNN HARRIS
My Commission Expires
May 27, 2029

Name of Issuing Title Insurance Producer	KEAN MILLER LLP
Address of Title Insurance Producer	600 Jefferson Street, Suite 1101 Lafayette, LA 70501
Louisiana License Number of Title Insurance Producer	5117608
Name of Title Insurance Underwriter	First American Title Insurance Company of Louisiana
Name of Attorney Licensed to Practice Law in Louisiana, who provided title opinion upon which the title insurance policy is based	Tammy B. Sceifo
Bar Roll Number of Attorney Licensed to Practice Law in Louisiana	22605

CERTIFICATE OF AUTHORITY
OF
WOLF FAMILY, LLC

The undersigned Manager, Louis Scott Stevens, pursuant to the authority granted to him in the Restatement of Operating Agreement dated December 30, 2008 of **WOLF FAMILY, LLC** (the "Company"), does hereby certify that Louis Scott Stevens (the "Manager") has been authorized, empowered and directed to do the following on behalf of, and in the name of, the Company, to-wit:

- Transfer, sell, and convey, from time to time, one or more times, any and all of the immovable property owned by the Company (the "Property"), and such sales be on such terms as the Manager, acting alone and in his sole discretion, determines to be satisfactory to the Company;

- Enter into and execute, on behalf of the Company, Acts of Sale or other instruments of conveyance, pursuant to which the Company transfers or acquires immovable property on such terms and conditions as the Manager, acting alone and in his sole discretion, determines to be satisfactory to the Company, and such other documents (including without limitation a settlement statement) required, in the opinion of the Manager, in conjunction with the any sale, lease, acquisition, purchase, transfer, or conveyance of immovable property;

- Do and perform all such other things, and take such other actions, as the Manager, acting alone and in his sole discretion, determines to be satisfactory to the Company, and proper to accomplish the purposes of the foregoing resolutions, including without limitation thereto execution of such documents as may be required as part of the closing on any said transaction, including without limitation thereto settlement statements.

The undersigned, Louis Scott Stevens, in his capacity as a Manager of the Company, does hereby further certify that:

(A) Any and all acts authorized pursuant to the foregoing Restatement of Operating Agreement dated December 30, 2008 of Wolf Family, LLC and performed prior to the signing of this certificate by the Manager are hereby ratified and approved, and

(B) The Written Consent of the Majority of the Members of Wolf Family, LLC adopted by the Members authorizing the Manager to purchase, transfer, sell, and convey the immovable properties owned by Wolf Family, LLC, including the Property, shall remain in full force and effect and all parties examining the conveyance records of the Clerk of Court of Rapides Parish, Louisiana, may rely on the above referenced Written Consent until written notice of its revocation shall have been recorded in the conveyance records of the Clerk of Court of Rapides Parish, Louisiana, provided, that any such notice shall not affect any of the Company's agreements or commitments in effect at the time notice is recorded with the Clerk of Court of Rapides Parish, Louisiana.

The undersigned, Louis Scott Stevens, as the Manager of the Company, does hereby further certify to all persons examining the records of the Clerk of Court of Rapides Parish, Louisiana, that (a) he has been appointed as a Manager of the Company pursuant to the Restatement of Operating Agreement dated December 30, 2008 of Wolf Family, LLC and that there has been no amendment to that document removing him as the Manager of the Company; (b) all third parties may rely on all certificates by the undersigned, in his capacity as the Manager of the Company, regarding the authority of any person to act for and on behalf of the Company; and (c) this Certificate of Authority is not intended to revoke or rescind any Certificates of Authority previously recorded.

THUS DONE AND SIGNED, on this 5th day of August, 2026, in Alexandria, Louisiana.

WOLF FAMILY, LLC

By: Louis Scott Stevens
Louis Scott Stevens, Manager

CERTIFICATE OF AUTHORITY

OF

COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC

The undersigned Vice President, Michael Lurker, pursuant to the authority granted to him in the Articles of Organization of COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC (the "Company"), does hereby certify that Michael Lurker (the "Vice President") has been authorized, empowered, and directed to do the following on behalf of, and in the name of, the Company, to-wit:

- Purchase and/or acquire by cash sale on such terms as the Vice President, acting alone and in his sole discretion, determines to be satisfactory to the Company, the following described property (the "Property"):

A CERTAIN TRACT OR PARCEL OF LAND CONTAINING 21.578 ACRES, LOCATED IN SECTION 76, TOWNSHIP 4 NORTH, RANGE 2 WEST & SECTION 26 TOWNSHIP 4 NORTH, RANGE 1 WEST, SOUTHWESTERN LAND DISTRICT, RAPIDES PARISH, LOUISIANA, TOGETHER WITH ALL BUILDINGS AND IMPROVEMENTS AND THE COMPONENT PARTS THEREOF, WITH ALL RIGHTS, WAYS, PRIVILEGES AND SERVITUDES THEREUNTO APPERTAINING, BEING MORE COMPLETELY DESCRIBED AS FOLLOWS:

COMMENCING AT THE APPARENT INTERSECTION FOR THE CENTERLINE OF LA HIGHWAY 28 AND THE CENTER LINE OF JOHN ALLISON DRIVE, HAVING GRID COORDINATES (N= 289483.3875, E=3273123.3730), ON THE LOUISIANA STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD 83, SAID POINT BEING THE POINT OF COMMENCEMENT (P.O.C.);
THENCE, NORTH 12 DEGREES 37 MINUTES 09 SECONDS EAST, A DISTANCE OF 167.88 FEET TO A POINT; THENCE, SOUTH 88 DEGREES 41 MINUTES 41 SECONDS EAST, A DISTANCE OF 1065.77 FEET TO A POINT, SAID POINT ALSO BEING THE POINT OF BEGINNING (P.O.B.-3);
THENCE, NORTH 08 DEGREES 21 MINUTES 57 SECONDS EAST, A DISTANCE OF 2095.30 FEET TO A POINT; THENCE, SOUTH 17 DEGREES 12 MINUTES 33 SECONDS EAST, A DISTANCE OF 745.18 FEET TO A POINT; THENCE, SOUTH 27 DEGREES 56 MINUTES 49 SECONDS EAST, A DISTANCE OF 181.02 FEET TO A POINT; THENCE, SOUTH 17 DEGREES 14 MINUTES 19 SECONDS EAST, A DISTANCE OF 960.20 FEET TO A POINT; THENCE, SOUTH 52 DEGREES 16 MINUTES 14 SECONDS WEST, A DISTANCE OF 137.50 FEET TO A POINT; THENCE, SOUTH 69 DEGREES 14 MINUTES 48 SECONDS WEST, A DISTANCE OF 325.90 FEET TO A POINT; THENCE, SOUTH 59 DEGREES 55 MINUTES 07 SECONDS WEST, A DISTANCE OF 183.43 FEET TO A POINT ALONG THE APPARENT NORTHERN RIGHT OF WAY OF LA HIGHWAY 28; THENCE, NORTH 88 DEGREES 41 MINUTES 41 SECONDS WEST, A DISTANCE OF 322.57 FEET TO A POINT, SAID POINT BEING THE POINT OF BEGINNING (P.O.B.-3).

Being the same as described on the plat prepared by CSRS a Westwood company dated March 10, 2026 and recorded in Rapides Parish with the Rapides Parish Clerk of Court under File Number: 1803128;

together with all the buildings and improvements located thereon and all the rights, ways, privileges, servitudes and appurtenances thereon to belonging or in anywise appertaining and any and all rights and claims, whether personal or real, against third parties arising out of damages of any type to said property or arising in any other manner including, but not limited to, the right to enforce obligations regarding the past, present, or future environmental condition of said property.

- Do and perform all such other things, and take such other actions, as the Vice President, acting alone and in his sole discretion, determines to be satisfactory to the Company, and proper to accomplish the purposes of the foregoing resolutions, including without limitation thereto execution of such documents as may be required as part of the closing on any said transaction, including without limitation thereto settlement statements.

The undersigned, Michael Lurker, in his capacity as a Vice President of the Company, does hereby further certify that:

(A) Any and all acts authorized pursuant to the foregoing resolutions and performed prior to the signing of this certificate by the Authorized Representative are hereby ratified and approved, and

(B)These resolutions shall remain in full force and effect and all parties examining the conveyance records of the Clerk of Court of Rapides Parish, Louisiana, may rely on these resolutions until written notice of his revocation shall have been recorded in the conveyance records of the Clerk of Court of Rapides Parish, Louisiana, provided, that any such notice shall not affect any of the Company's agreements or commitments in effect at the time notice is recorded with the Clerk of Court of Rapides Parish, Louisiana.

The undersigned, Michael Lurker, as the Vice President of the Company, does hereby further certify to all persons examining the records of the Clerk of Court of Rapides Parish, Louisiana, that (a) he has been appointed as a Vice President of the Company pursuant to the Company's Articles of Organization and that there has been no amendment to that document removing him as the Vice President of the Company; (b) all third parties may rely on all certificates by the undersigned, in his capacity as the Vice President of the Company, regarding the authority of any person to act for and on behalf of the Company; and (c) this Certificate of Authority is not intended to revoke or rescind any Certificates of Authority previously recorded.

THUS DONE AND SIGNED, on this 10th day of August, 2026, in Birmingham, Alabama.

COCA-COLA BOTTLING COMPANY UNITED-GULF COAST, LLC

By: _____

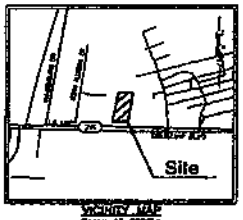
Michael Lurker, Vice President

1803128
CONV Page 1 of 1
FILED & RECORDED
KARAN A. CORLEY
RECORDER

8/10/2026 - 12:29 PM

BY _____
CLERK & RECORDER
RAPIDES PARISH LA

CONV Instr# 1803128 Page 1 of 1



VICINITY MAP
Scale: 1"=2000'

GENERAL NOTES:

1. FLOOD NOTE: IN ACCORDANCE WITH FEMA, FLOOD INSURANCE RATE MAP, PANEL NO. 22061+0001+00 OF RAPIDES PARISH, LOUISIANA, LAST REVISED 9/27/1997, PROPERTY IS DESIGNATED AS "CITY OF ALEXANDRIA (01 INCLUDES)", NEAREST BASE FLOOD ELEVATION IS 79'. BASE FLOOD ELEVATION IS SUBJECT TO CHANGE AND SHOULD BE VERIFIED WITH THE LOCAL AUTHORITY'S FLOOD PLAIN ADMINISTRATOR BEFORE ANY IMPROVEMENTS TO THE PROPERTY ARE CONTEMPLATED.

2. ZONING: N/A
ZONING INFORMATION WAS OBTAINED FROM
https://www.alexandriala.com/ ZONING IS SUBJECT TO CHANGE AND SHOULD BE VERIFIED WITH THE LOCAL AUTHORITY'S ZONING ADMINISTRATOR BEFORE ANY IMPROVEMENTS TO THE PROPERTY ARE CONTEMPLATED.

3. REFERENCE DOCUMENTS:
A.) "BOUNDARY SURVEY OF A 18.03± ACRE PORTION OF LOT 14 BY THE OWEN K. GORDON PARTITION" BY WILLIAM A. WOOD, III, P.L.S., DATED AUGUST 3, 1999, RECORDED IN RAPIDES PARISH CLERK OF COURT OFFICE, NO. 1003898.
B.) "DRAWING TO PROVIDE A 30' WIDE DRAINAGE SERVITUDE ACROSS THE PROPERTY OF ROBERT S. COOPER, JR." BY WILLIAM WOOD PLS, DATED SEPTEMBER 23, 1991, RECORDED IN RAPIDES PARISH CLERK OF COURT, CONV 1423, (482), EXHIBIT NO. 9507356
C.) "DRAWING TO INDICATE THE DEDICATION OF THE RIGHT OF WAY FOR AN EXTENSION OF JOHN ALLISON DRIVE AND DEDICATION OF ADJACENT 5'WIDE WIDTH OF ROW, LOCATED IN SECTIONS 76 AND 77, 10N10SOUTH, 4 NORTH, RANGE 2 WEST OF THE LOUISIANA MERIDIAN, CITY OF ALEXANDRIA, RAPIDES PARISH, LOUISIANA." BY PAR AMERICAN ENGINEERS

4. COORDINATES AND BEARINGS SHOWN HEREON ARE BASED ON LOUISIANA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (NAD 83), DISTANCES ARE U.S. SURVEY FEET.

5. NO ATTEMPT HAS BEEN MADE BY WESTWOOD PROFESSIONAL SERVICES INC. TO VERIFY TITLE, LEGAL DESCRIPTION, DEED RESTRICTIONS, EASEMENTS, COVENANTS, OR OTHER ENCUMBRANCES ON THE PROPERTY OTHER THAN THAT FURNISHED BY THE CLIENT OR HIS REPRESENTATIVE.

6. BOUNDARY LINES HAVE NOT BEEN VERIFIED IN THE FIELD AND ARE SHOWN ARE FOR GENERAL LOCATING INFORMATION ONLY.

7. WETLANDS:
A JURISDICTIONAL WETLAND DETERMINATION HAS NOT BEEN DONE BY CSRS, LLC. AND IS NOT PART OF THIS SURVEY.

8. UTILITIES:
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM VISIBLE SURFACE EVIDENCE AND/OR UTILITY PLANS. THE SURVEYOR MAKES NO GUARANTEE AS TO THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES, EXCEPT FOR ABOVE GROUND VISIBLE UTILITY FEATURES.

LOUISIANA ONE CALL WAS CONTACTED FOR UTILITY LOCATIONS ON 12/04/2025. UTILITIES TO BE MARKED BY 12/08/25. TICKET NO.: 20253104210
UTILITY RESPONSES TO BE CONTACTED BY LOUISIANA ONE CALL
CITY OF ALEXANDRIA – WATER
AT&T DISTRIBUTION – TELEPHONE
CITY OF ALEXANDRIA – GAS
ENTERGY POWER, LLC – ELECTRIC
CHARTER COMMUNICATIONS – CABLE

9. BUILDING SQUARE FOOTAGE SHOWN IS APPROXIMATE AREA OF BUILDING FOOTPRINT AND DOES NOT INDICATE TOTAL USABLE ENCLOSED AREA.

10. THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR EXPANSION OBSERVED DURING THE PROCESS OF CONDUCTING THE FIELDWORK.

11. THERE WAS NO EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS OBSERVED DURING THE PROCESS OF CONDUCTING THE FIELDWORK, AND PROPOSED CHANGES IN STREET RIGHT OF WAY LINES WERE NOT AVAILABLE TO THE SURVEYOR BY THE CONTROLLING AUTHORITIES.

12. NEAREST INTERSECTING LA HIGHWAY 78 & JOHN ALLISON DR.

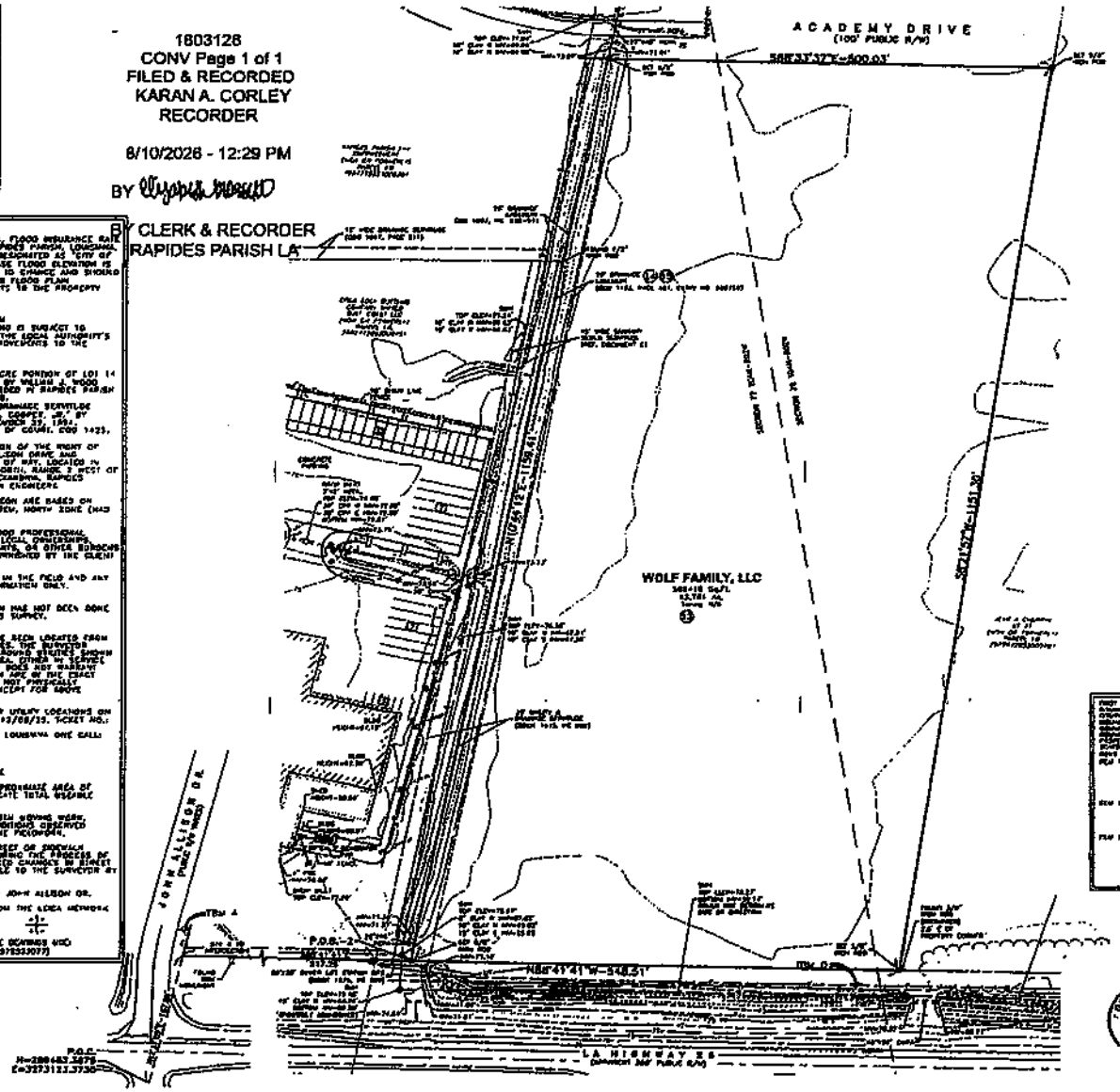
13. ELEVATIONS ARE LOCAL DATUM, DERIVED FROM THE CORS NETWORK SYSTEM USING TRIMBLE R8 DUAL FREQUENCY GPS UNITS AND NAVD 1988 DATUM, GEOID 18.

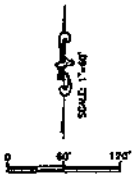
TO CONVERT TO FROM OLD GEOID TO THIS SCENARIO USE
O =P90*+L88168818* (SCALE FACTOR=0.9999375333077)

BENCHMARKS:

TBM A: BENCH TC IN POWER POLE
ELEVATION=77.34'

TBM D: BENCH TC IN POWER POLE
ELEVATION=77.54'





LEGEND:

SYMBOL	DESCRIPTION
	TOPOGRAPHY
	EDGE OF PAVEMENT
	CENTERLINE OF ROADWAY
	RIGHT OF WAY LINE
	PROPERTY LINE
	ADJACENT PROP. LINE
	SUBDIVISION LINE
	SURVEY TIE LINE
	BENCH LEVEL RUN
	BENCH TIE
	CODE OF ACCURACY
	CENTERLINE OF TELEPHONE
	SEWER MANHOLE
	SEWER LINE
	SEWER VALVE
	SEWER CLEANOUT
	POWER POLE
	POWER POLE & GUY POWER
	POWER TRANSFORMER
	POWER JUNCTION BOX
	POWER LINE
	GAS METER
	GAS VALVE
	GAS LINE
	TELEPHONE PEDESTAL
	TELEPHONE CROSS CON. BOX
	SIGN/SIGNAL/UTILITY POLE/LIGHT
	WATER VALVE
	FIRE HYDRANT
	WATER LINE
	TEMPORARY BENCH
	DIVISION LINE
	CLIENT LINE
	CREEK
	WELL
	WATER LINE
	NATURAL GRADES
	FENCELINE

LEGAL DESCRIPTION PER CORE ORTHOMOD –

LEGAL DESCRIPTION PER TITLE COMMITMENT –

CERTIFICATION:

CSRS
a Westwood company

MAP SHOWING
ALTA/NSPS
LAND TITLE SURVEY
OF
WOLF FAMILY, LLC
LOCATED IN
SECTIONS 76 & 77
SOUTH(10)NORTH(4)-RANGE(2)WEST
RAPIDES PARISH
LOUISIANA

FOR
BW DESIGN GROUP

1

ORDINANCE NO.

AN ORDINANCE ANNEXING 13.761 ACRE TRACT OF LAND AND 21.578 ACRE TRACT OF LAND OWNED BY COCA COLA BOTTLING COMPANY UNITED GULF COAST, LLC, LOCATED ON COLISEUM BOULEVARD LOUISIANA HIGHWAY 28 WEST AND OTHER MATTERS WITH RESPECT THERETO.

WHEREAS, Coca Cola Bottling Company United Gulf Coast LLC, has requested the annexation of a 13.761 acre tract of land and a 21.578 acre tract of land for the expansion of its bottling plant facilities located at the corner of Coliseum Boulevard and John Allison Drive in Alexandria; and

WHEREAS, it is requested that the property be zoned I-1 (Light Industrial) upon annexation into the City limits; and,

WHEREAS, the annexed property will be part of Council District ___.

SECTION I: BE IT ORDAINED by the Council of the City of Alexandria, Louisiana, in legal session convened, that the Council hereby authorizes annexation of 13.761 Acre Tract of land and 21.578 Acre of land owned by Coca Cola Bottling Company United Gulf Coast, LLC., located on Coliseum Boulevard Louisiana Highway 28 West.

One Certain 13.761(+/-) acre parcel or tract of land in part of Lot 14 of the David K. Cooper Partition of the J. F. Ball Plantation in Section 76 & 77 of Township 4 North, Range 2 West, Southwestern Land District, Rapides Parish, Louisiana, said 13.761 acre tract being more particularly described as follows:

Beginning at the southwest most corner of said Lot 14 of the David K. Cooper Partition, also being a point on the northern right of way line of

Coliseum Boulevard (La. Hwy. 28 West) common to the southwest most corner of the 13.761 acre Coca-Cola Bottling Company United-Gulf, LLC. tract proceed North 10 degrees 44 minutes 12 seconds East a distance of 1159.41 feet along the west boundary of said Lot 14 of the David K. Cooper Partition; thence South 88 Degrees 33 minutes 37 seconds East a distance of 500.03 feet to the east boundary of Lot 14 of David K. Cooper Partition; thence South 08 degrees 21 minutes 57 seconds West a distance of 1151.30 feet along the east boundary of said Lot 14 to a point on the northern right of way line of Coliseum Boulevard; thence North 88 degrees 41 minutes 41 seconds West a distance of 548.51 feet along said northern right of way line of Coliseum Boulevard to the point of beginning. Said 13.761 (+/-)acre tract being shown on the ALTA/NSPS Land Title Survey by K. Christian Armstrong, PLS, dated March 10, 2026 and filed under Instrument Number 1803128 of the Rapides Parish Cler of Court Records.

One Certain 21.578(+/-) acre parcel or tract of land situated in part of Lot 13 of the David K. Cooper Partition of the J. N. Ball Plantation in Section 76 of Township 4 North, Range 2 West and Section 26 of Township 4 North, Range 1 West, Southwestern Land District, Rapides Parish, Louisiana said 21.578 acres parcel being more particularly described as follow:

Beginning at point on the northern right of way line of Coliseum Boulevard (La. Hwy 28 West) common to the southwest most corner of the said 21.578 acre tract and the southeast most corner of the said 21.578 acre tract and the southeast most corner of the 13.76 acre tract formerly owned by Wolf Family, LLC, proceed North 08 degrees 21 minutes 57 seconds East a distance of 2095.30 feet to a point; thence South 17 degrees 12 minutes 33 seconds East a distance of the 745.18 feet; thence South 27 degrees 56 minutes 49 seconds East a distance of 181.02 feet; thence South 17 degrees 14 minutes 19 seconds East a distance of 960.20 feet; thence South 52 degrees 16 minutes 14 seconds West a distance of 137.50 feet;

thence South 69 degrees 14 minutes 48 seconds West a distance 325.90 feet; thence South 59 degrees 55 minutes 07 seconds West a distance of 183.43 feet to the northern right of way line of said Coliseum Boulevard; thence North 88 degrees 41 minutes 41 seconds West along said Coliseum Boulevard to the point of beginning, as shown on the ALTA/NSPS Land Title Survey by K. Christian Armstrong, PLS, dated March 10, 2026 and filed under Instrument Number 1803110 of the Rapides Parish Clerk of Court Records.

SECTION II: BE IT FURTHER ORDAINED, etc. that the property annexed shall have a Zoning Classification of I-1 (Light Industrial) and shall be within Council District _____ of the Alexandria City Council districts.

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 this Ordinance shall become effective thirty days after final publication pursuant to R. S. 33:173 and otherwise as provided by the Charter of the City of Alexandria.

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 3rd day of November, 2026.

NOTICE PUBLISHED on the 6th day of November, 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 November, 2026 and final publication was made in the Alexandria Daily Town Talk on the _____day of November, 2026.

_____ _____

CITY CLERK PRESIDENT

_____

MAYOR'S
APPROVAL/VETO

4) Introduction of an ordinance to declare surplus a certain city owned 0.821 acre tract, parcel and lot of ground retaining utility servitudes adjacent to 3rd Street and Casson Street.

Alexandria Louisiana

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

Date: October 23, 2026

Title: AN ORDINANCE TO DECLARE SURPLUS A CERTAIN CITY OWNED 0.821 ACRE TRACT, PARCEL AND LOT OF GROUND RETAINING UTILITY SERVITUDES ADJACENT TO 3RD STREET AND CASSON STREET

Explanation of Proposal: *Additional Information Attached* ☑

Southern Woodcraft (1711 3rd St.) has offered to purchase a 0.821 acre tract of City-owned land between 3rd St., Casson St., and 2nd (Main) St. adjacent to its place of business (see attached Legal Description). Notice procedures and delays for publication are set out as requirements in La. R.S. 33:4712. This tract is undeveloped vacant land that is not needed by the City for any current or anticipated public purpose. The City would retain two (2) utility servitudes on the land (see attached Plat). Selling the land would benefit both the business's expansion and the City by placing the land into taxable commerce. The property has a current appraised value of $13,600 after the utility servitudes are taken into account. The sales price is $14,950 which includes appraisal fees.

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 Review: Form ☐ Content ☐

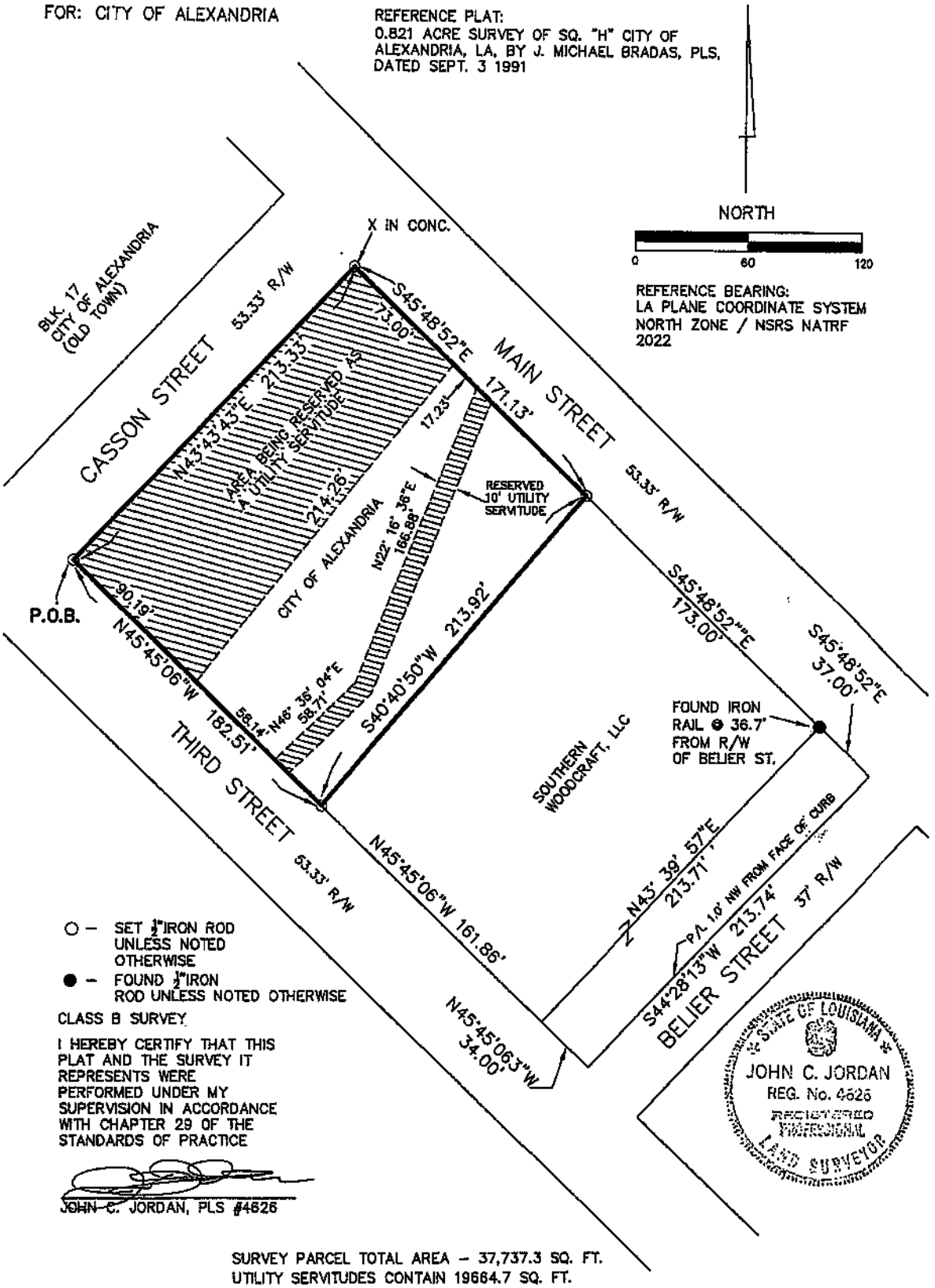
Information: Sufficient ☐ Insufficient ☐

Remarks:

Donna - check with Trey
3 advertisements Required

FOR: CITY OF ALEXANDRIA

REFERENCE PLAT:
0.821 ACRE SURVEY OF SQ. "H" CITY OF ALEXANDRIA, LA, BY J. MICHAEL BRADAS, PLS, DATED SEPT. 3 1991



○ – SET ½"IRON ROD UNLESS NOTED OTHERWISE

● – FOUND ½"IRON ROD UNLESS NOTED OTHERWISE

CLASS B SURVEY

I HEREBY CERTIFY THAT THIS PLAT AND THE SURVEY IT REPRESENTS WERE PERFORMED UNDER MY SUPERVISION IN ACCORDANCE WITH CHAPTER 29 OF THE STANDARDS OF PRACTICE

JOHN C. JORDAN, PLS #4626

STATE OF LOUISIANA
JOHN C. JORDAN
REG. No. 4626
REGISTERED PROFESSIONAL LAND SURVEYOR

SURVEY PARCEL TOTAL AREA – 37,737.3 SQ. FT.
UTILITY SERVITUDES CONTAIN 19664.7 SQ. FT.

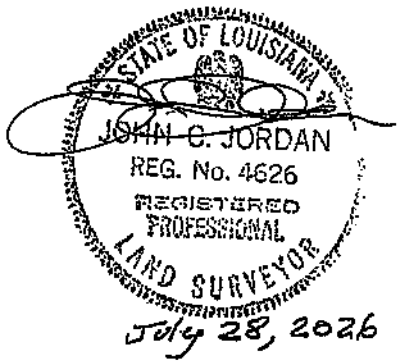
SURVEY OF A TRACT OF LAND BOUNDED BY MAIN STREET, THIRD STREET, CASSON STREET, AND THE SOUTHERN WOODCRAFT, LLC, TRACT IN SECTION 7, TOWNSHIP 4 NORTH, RANGE 1 WEST IN THE CITY OF ALEXANDRIA, RAPIDES PARISH, LOUISIANA

SCALE: 1"= 60'
DATE: JULY 28, 2026

One certain 37,737.3 square foot parcel of land bounded by the southeast right of way line of Casson Street, the southwest right of way line of Main Street, the northeast right of way line of Third Street, and the west boundary of a tract of land now or formerly owned by Southern Woodcraft, LLC, in the City of Alexandria, Rapides Parish, Louisiana, being more particularly described as follows:

Beginning at a ½" iron rod set at the intersection of the northeast right of way line of Third Street and the southeast right of way line of Casson Street, proceed North 43 degrees 43 minutes 43 seconds East a distance of 213.33 feet to a "X" in the concrete at the intersection of the southeast right of way line of Casson Street and the southwest right of way line of Main Street; thence South 45 degrees 48 minutes 52 seconds East a distance of 171.13 feet along the southwest right of way line of Main Street to a ½" iron rod; thence South 40 degrees 40 minutes 50 seconds West a distance of 213.92 feet to a ½" iron rod on the northeast right of line of Third Street; thence North 45 degrees 45 seconds 06 minutes West a distance of 182.51 feet along the northeast right of line of Third Street to the point of beginning, as shown on the plat of survey by John C. Jordan, PLS #4626, dated July 28, 2026, said plat being attached hereto and made a part hereof for greater certain of location.

Within the above described tract of land are two (2) utility servitudes totaling 19,664.7 square feet that are being reserved by the City of Alexandria for gas, water, sewer, and electric utilities that are located on the property. Said utility servitudes are shown on the above referenced plat of survey.



Mike Bordelon, Appraiser

4121 Parliament Drive
Alexandria, LA 71303
Phone: (318) 487-0011
FAX: (318) 487-0686
Email: mikebordelonappraiser@suddenlinkmail.com

Residential, Commercial and Rural Properties

Mike Bordelon, SRA

September 16, 2026

Mr. Daniel Smith
Director of Planning Division
City of Alexandria
Post Office Box 1872
Alexandria, LA 71309

Re: Vacant lot located on the corner of Casson Street, Main Street and Third Street
Alexandria, Louisiana 71301
RE: City of Alexandria

Dear Mr. Smith,

In accordance with your request for an Appraisal, the undersigned Appraiser has made a personal and careful inspection of the above referenced property and has thoroughly investigated and analyzed matters pertinent to the estimation of the value of said property. The term " Market Value" as used herein is defined as " the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeable, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer."

The market value of the subject property as of September 16, 2026 is:

Estimated value:	$34,000
Less discount due to servitudes:	<$20,400>
Total:	$13,600

(The estimated value is based on the hypothetical condition that the servitudes are in place)

Thank you for this assignment. If you need any further assistance, please do not hesitate to call me.

Sincerely,

MIKE BORDELON, SRA
Louisiana State Certified #G0301
General Real Estate Appraiser
MB/bm

G. RESOLUTIONS

5) **RESOLUTION** authorizing advertisement for bids for Gas Meters.

Alexandria Louisiana

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:** 10/13/2026

Title: Re-Bid Resolution Authorizing Permission to Advertise Bid # 2597-Gas Meters

Explanation of Proposal: *Additional Information Attached* ☑

Request permission to advertise for Gas Meters and ITRON ERTS. Said material is 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: 401-00000-141180-00000
Central Warehouse Inventory

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 Review: Form ☐ Content ☐

Information: Sufficient ☑ Insufficient ☐

Remarks:

OCT [illegible]

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2597 GAS METERS & ITRON ERTS

Separate sealed bids for, Gas Meters & Itron ERTS, 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 15, 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.cityofalexandriala.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 2:00 PM CST, Thursday, December 3, 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, November 6, 2026
Friday, November 13, 2026
Friday, November 20, 2026

RESOLUTION NO.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR GAS METERS.

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 gas meters.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 15, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 3rd day of November, 2026.

/s/ Donna P. Jones, MMC
City Clerk

6) **RESOLUTION** authorizing advertisement for bids for 138 kV Gas Circuit Breaker for Willow Glen Substation.

Alexandria Louisiana

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:** **October 19, 2026**

Title: **138kV Gas Circuit Breaker for Willow Glen Substation**

Explanation of Proposal: *Additional Information Attached* ☐

We request permission to advertise for One (1) or more 138kV Gas Circuit Breaker for Willow Glen Substation for the Electric Distribution Department. The breaker shall be furnished with all accessories ready for mounting, connecting and energization. Bid prices shall be for materials only, NO installation. 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 Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:

RECEIVED
OCT 21 2025
CITY COUNCIL

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2603 138kV Gas Circuit Breaker for Willow Glen Substation

Separate sealed bids for **One (1) or more 138kV Gas Circuit Breaker for Willow Glen Substation**, 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 15, 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.cityofalexandriala.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 bobby Clifton, City of Alexandria Electric Distribution Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-473-1308; email to bobby.clifton@cityofalex.com and must be received by 4:00 PM CST, Thursday, December 3, 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, November 6, 2026
Friday, November 13, 2026
Friday, November 20, 2027

RESOLUTION NO.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR 138 KV GAS CIRCUIT BREAKER FOR WILLOW GLEN SUBSTATION.

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 kV gas circuit breaker for Willow Glen Substation.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 15, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 3rd day of November, 2026.

/s/ Donna P. Jones, MMC
City Clerk

7) **RESOLUTION** authorizing advertisement for bids for single phase polemount.

Alexandria Louisiana

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 19, 2026

Title: RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR SINGLE PHASE POLEMOUNT

Explanation of Proposal: *Additional Information Attached* ☑

Request permission to advertise for Single Phase Polemount Transformers. Said material to be inventoried by the Electric Distribution 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 Review: Form ☐ Content ☐

Information: Sufficient ☑ Insufficient ☐

Remarks:

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2600 SINGLE PHASE POLEMOUNT TRANSFORMERS

Separate sealed bids for, SINGLE PHASE POLEMOUNT TRANSFORMERS, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST, TUESDAY, DECEMBER 15, 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.cityofalexandriala.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 4:00 PM CST, Thursday, December 3, 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, November 6, 2026
Friday, November 13, 2026
Friday, November 20, 2026

RESOLUTION NO.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR SINGLE PHASE POLEMOUNT.

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 single phase polemount.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 15, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 3rd day of November, 2026.

/s/ Donna P. Jones, MMC
City Clerk

8) **RESOLUTION** authorizing advertisement for bids for single phase padmount.

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 19, 2026

Title: RESOLUTION AUTHORIZING PERMISSION TO ADVERTISE FOR SINGLE PHASE PADMOUNT

Explanation of Proposal: *Additional Information Attached* ☑

Request permission to advertise for Single Phase Padmount Transformers to be used by Electric Distribution. 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 Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2601 SINGLE PHASE PADMOUNT TRANSFORMERS

Separate sealed bids for, SINGLE PHASE PADMOUNT TRANSFORMERS, will be received by the CITY OF ALEXANDRIA at the CITY COUNCIL MEETING CHAMBERS, ALEXANDRIA CITY HALL, ALEXANDRIA, LOUISIANA, until 10:00 AM CST, TUESDAY, DECEMBER 15, 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.cityofalexandriala.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 4:00 PM CST, Thursday, December 3, 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, November 6, 2026
Friday, November 13, 2026
Friday, November 20, 2026

RESOLUTION NO.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR SINGLE PHASE PADMOUNT.

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 single phase padmount.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 15, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 3rd day of November, 2026.

/s/ Donna P. Jones, MMC
City Clerk

9) **RESOLUTION** authorizing advertisement for bids for 138kV Gas Circuit Breaker for D. G. Hunter Substation for the Electric Distribution Department.

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:** **October 19, 2026**

Title: **138kV Gas Circuit Breaker D.G. Hunter Substation**

Explanation of Proposal: *Additional Information Attached* ☐

We request permission to advertise for One (1) or more 138kV Gas Circuit Breaker for D. G. Hunter Substation for the Electric Distribution Department. The breaker shall be furnished with all accessories ready for mounting, connecting and energization. Bid prices shall be for materials only, NO installation. 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 Review: Form ☐ Content ☐

Information: Sufficient ☑ Insufficient ☐

Remarks:

ADVERTISEMENT FOR BID

CITY OF ALEXANDRIA, LOUISIANA
PURCHASING DEPARTMENT

BID # 2602 138kV Gas Circuit Breaker D.G. Hunter Generating Station

Separate sealed bids for **One (1) or more 138kV Gas Circuit Breaker D.G. Hunter Generating Station**, 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 15, 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.cityofalexandriala.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 bobby Clifton, City of Alexandria Electric Distribution Department, PO Box 71, Alexandria, LA 71309-0071; Fax 318-473-1308; email to bobby.clifton@cityofalex.com and must be received by 4:00 PM CST, Thursday, December 3, 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, November 6, 2026
Friday, November 13, 2026
Friday, November 20, 2027

RESOLUTION NO.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR 138KV GAS CIRCUIT BREAKER FOR D. G. HUNTER SUBSTATION FOR THE ELECTRIC DISTRIBUTION DEPARTMENT.

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 138Kv gas circuit breaker for D. G. Hunter Substation for the Electric Distribution Department.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 15, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 3rd day of November, 2026.

/s/ Donna P. Jones, MMC
City Clerk

10) **RESOLUTION** authorizing advertisement for bids for the Lance Lane Crossing at Good Earth Ditch

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: 16 October 2026

Title: Resolution for the Advertisement of the Lance Lane Crossing at Good Earth Ditch

Explanation of Proposal: *Additional Information Attached* ☑

The City Engineer's Office has prepared the plans and specifications for the City's Capital Improvement Project - Lance Lane Crossing at Good Earth Ditch. The City Engineer's Office is requesting permission to advertise the project for construction letting. Bids to be received on 15 December 2026.

Budget: ☐ Neutral ☑ Within Existing ☐ Requires Amendment

Account Number: 312-262701-707000

Expense Amount: $ 212,286.25 (estimate)

Account Line Item: $ 300,000.00

Remaining Amount: $ 87,713.75

Authorization:

1. Mayor
2. Chief Operating Officer
3. City Attorney
4. Finance Director
5. Division Director
6. Department Head
7. Purchasing Agent

Council Staff Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:

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 15th 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:

Lance Lane Crossing at Good Earth Ditch

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 – installation of 8'x 5' Reinforced Concrete Box and construction of Portland Cement Concrete Roadway. The contract duration shall be one hundred days (100) working days with an Assembly Period as needed for the manufacture of the Reinforced Box Culvert. The engineer's estimated cost of construction is $212,286.25.

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 December 3, 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
November 3, 2026

Please Publish November 6, 13 and 20, 2026

RESOLUTION NO.

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE LANCE LANE CROSSING AT GOOD EARTH DITCH.

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 Lance Lane Crossing at Good Earth Ditch.

BE IT FURTHER RESOLVED, etc., that the City Clerk proceeds with the advertisement according to law, with bids to be opened on December 15, 2026.

PASSED AND ADOPTED at Alexandria, Louisiana, this 3rd day of November, 2026.

/s/ Donna P. Jones, MMC
City Clerk

H. ORDINANCES FOR FINAL ADOPTION
SUBJECT TO PUBLIC HEARING

11) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for wire and cable.

Alexandria Louisiana

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: RESOULUTION 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:

1. *Mayor*
2. *Chief Operating Officer*
3. *City Attorney*
4. *Finance Director*
5. *Division Director*
6. *Department Head*
7. *Purchasing Agent*

Council Staff Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:

RECEIVED
SEP 01 2026

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.cityofalexandriala.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

12) To consider final adoption of an ordinance authorizing the renewal of the construction contract for the 2025-2028 Water Well Maintenance and Rehabilitation.

Alexandria Louisiana

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 Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:

RECEIVED

OCT 09 2025

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

202 W Louisiana Avenue

Rayne, Louisiana 70578

DATE: _____

PROJECT: City of Alexandria

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, Felter, 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/VETO

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

13) To consider final adoption 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 Review: Form ☐ 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: _____

14) To consider final adoption 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:

1. *Mayor*
2. *Chief Operating Officer*
3. *City Attorney*
4. *Finance Director*
5. *Division Director* David T Smith
6. *Department Head*
7. *Purchasing Agent*

Council Staff Review: Form ☐ Content ☐ **Information:** Sufficient ☐ Insufficient ☐

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

OCT [illegible] 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'S
APPROVAL/VETO

SEP 0 2 2020

SEP 0 5 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.cityofalexandriala.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 or 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.

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

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.

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	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 nor 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 limited 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 nor 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

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 Rapidos

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 / POC
ORIGINATION CHARGES					
Processing Fee		Borrower		$ 350.00	√ √
Underwriting Fee		Borrower		$ 550.00	√ √
Tax transcripts/Data Verify		Borrower		$ 35.00	√
Courier 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 Courier Fee/Wire Fee		Borrower		$ 50.00	√ √
Pest 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	Loan Amount (-)	95,848.00	Principal & Interest	430.40
Alterations (+)		Subordinate Financing (-)	30,000.00	Other Financing (P & I)	
Land (+)		Lender Credit	350.00	Hazard Insurance	100.00
Refi (incl. debts to be paid off) (+)				Real Estate Taxes	75.00
Est. Prepaid Items/Reserves (+)	1,852.85			Mortgage Insurance	62.25
Est. Closing Costs (+)	3,968.10			Homeowner Assn. Dues	
PMI, MIP, Funding Fee (+)	1,648.50			Other	
Total Estimated Funds needed to close			6,221.45	Total Monthly Payment	667.65

* 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

Calyx Form - FEEWS_fnl.frm (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 nor 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

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 sever 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 or 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

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, Prepaids)	
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

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

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.

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

_____ By: _____

WITNESS & DATE 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 mortagee; 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.

15) To consider final adoption 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.

Alexandria Louisiana

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 Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

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

RECEIVED
OCT 10 2026
CITY COUNCIL

Exhibit A

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

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

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,

Ronald J. Kurtz
Assistant Secretary
for Community Planning and Development

Exhibit B

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
New Orleans Field Office
500 Poydras Street
9th Floor
New Orleans, LA 70130

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) HOME Investment Partnerships (HOME)	$508,887.00 $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)

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:_____

16) To consider final adoption of an ordinance authorizing the mayor to accept the low bid submitted for chlorine handling truck with knuckle boom crane.

Alexandria
Louisiana

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 Dept.** Date: **September 9, 2026**

Title: **Request an Ordinance for Bid Award Recommendation for Chlorine Handling Truck w/ Knuckle Boom Crane - Water Dept.**

Explanation of Proposal: *Additional Information Attached* ☑

On Tuesday, September 8, 2026, at 10:00 AM, bids were received, opened and read aloud for Chlorine Handling Truck with Knuckle Boom Crane, for use by the Water Department. Four (4) bids were received. It is our recommendation to award Bruckners Truck & Equipment at price(s) bid. This bid price shall remain in effect for a period of ninety (90) days 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 Review: Form ☐ Content ☐

Information: Sufficient ☑ Insufficient ☐

Remarks:

RECEIVED
OCT 27 2026
CITY COUNCIL

City of Alexandria - Purchasing Department
2021 Industrial Park Road, Bldg. WH
P.O. Box 71
Alexandria, LA 71309-0071
Phone (318)441-6182 Fax (318)619-3412

BID TABULATION

Bid # & Name: #2593 Chlorine Handling Truck w/ Knuckle Boom Crane

Bid Opening Date: Tuesday, September 8, 2026, 10:00 AM CDT

Using Department: Water

	Vendor #1	*Vendor #2*	*Vendor #3*	*Vendor #4*
Price Quote & Options	**Texas Crane Repair**	**Timmons Truck Center**	**Timmons Truck Center**	**Bruckners Truck & Equipment**
Manufacturer's Brand Name	Freight Liner	Hiab	**Hiab**	Tadano-Manitez
Model No.:	M2106	228-E5	228-E5	PM 23525SP (Gold)
Cab/Chassis Brand Name:	Freight Liner	International	International	Mack
Model No and Year:	M2106 2027	HV507 2028	MV607 2028	MD7 2027
TOTAL BID PRICE:	$345,000.00	$315,284.52	$316,569.18	$318,671.00
Proof of valid Louisiana Motor Vehicle Dealer's License Number	No	Yes	Yes	Yes
Est delivery after receipt of PO:	Q2-Q3 2027 pending	1 Qtr of 2027	1st Qtr of 2027	4 Months (16 weeks)
	availability at time of			
	order or could be	Bid Withdrawn	Bid Withdrawn	
	sooner.			

Alexandria Louisiana

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:

1. Mayor
2. Chief Operating Officer
3. City Attorney
4. Finance Director
5. Division Director
6. Department Head
7. Purchasing Agent

Council Staff Review: Form ☐ Content ☐

Information: Sufficient ☐ Insufficient ☐

Remarks:

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.cityofalexandriala.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 I., 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

17) Adjourn

Alexandria City Council meetings and Council committee meetings are broadcast live and may be viewed live by the public on Optimum Cable Channel 4. A rebroadcast may be viewed on Optimum Cable Channel 4 and the City of Alexandria, LA website www.cityofalexandriala.com