

**Habitat for Humanity St. Tammany West**  
**USDA Section 533 Housing Preservation Program Grant**  
**Proposed**  
**STATEMENT OF ACTIVITIES**

**1) Program Description**

The HPG (Housing Preservation Grant) program will provide assistance with critical home repairs, rehabilitation, and modifications to support aging-in-place and/or accessibility. This aid is available to low and very low-income rural homeowners in St. Tammany Parish who live in owner-occupied homes.

**2) Qualifying, Selection, and Process**

Each applicant will meet with a HUD Certified Housing Counselor who will provide housing counseling, collect evidence of homeownership, determine income eligibility, and collect initial information on the requested repairs. The Repair Manager will then conduct an onsite inspection of the property and create a photo-based inspection report and a cost estimate of work.

The final scope of work for each home will be defined by Habitat for Humanity STW Repair Committee who will outline in detail the required rehabilitation for the homes. Eligible repairs include roofing, heating, ventilation, air conditioning ("HVAC"), plumbing, electrical, flooring, insulation, siding, sub-flooring, sheetrock, and other necessary repairs incidental to the approved repairs and/or replacement and handicap accessibility features. Further eligible repairs will not exclude any repairs allowable under 7 CFR 1944.664 (c).

The Repair Manager will monitor the work as it progresses and a disinterested third-party evaluator, whether a local building/code enforcement official or a qualified contract/fee inspector, will make a final inspection of the repairs.

**3) Potential Environmental Impacts and Historical Places**

Once income eligibility and appropriate evidence of homeownership are collected, an environmental review will take place and be recorded on an environmental review checklist. In accordance with 1944.672, each home will be evaluated to determine the following:

- a) Does the home exist in a 100-year flood plain? This analysis will be conducted by the grantee through researching the home's location on FEMA's website. In addition, RHS will obtain a FEMA Standard Flood Hazard Determination form.
- b) Is the home located in a wetland or immediately adjacent to wetland? The grantee will follow the instructions in 1970 Subpart G in order to make this determination.
- c) Is the dwelling located in the CBRS? According to the National Wildlife and

Fisheries office, there are no areas in St. Tammany Parish located in the CBRS.

- d) Does the dwelling or property have any historical or archaeological value? The grantee will submit an email request to Louisiana's SHPO office to evaluate and clear each property. In the unlikely event that a property is found to be historically significant, the grantee will comply with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings to the extent practicable.

#### **4) Development Standards**

The development standards for housing preservation work required by St. Tammany Parish will be followed.

#### **5) Program Time Schedule**

Beginning November 1, 2024, or commencing on the date of execution of the grant agreement by the RHS approval official, through December 31, 2025.

#### **6) Program Staffing**

Repair Manager, Homeownership Counselor (Repair Specialist), Director of Homeowner Services

#### **7) Expected Number of Households Served**

The HPG funding will serve approximately 35-40 households. Based on the demographic data recorded on previous repair program beneficiaries, 70% of program beneficiaries will be minorities and 30% will be non-minority beneficiaries.

#### **8) Geographical Service Area**

St. Tammany Parish, Louisiana

#### **9) Program Budget**

The HPG program budget is \$204,000. Habitat for Humanity St. Tammany West will utilize 15 percent, \$30,600 of the grant amount for administrative fees.

In addition, Habitat for Humanity St. Tammany West will match and exceed the requested grant amount with additional program funding of \$247,000.

Draws against grant funds will be made monthly or quarterly, with financial and program reports submitted quarterly.

**10) Indirect Cost Proposal**

Not applicable. At this time, other federal funding received covers only direct costs; therefore, there is no indirect cost proposal in place.

**11) Accounting System**

Habitat for Humanity St. Tammany West will utilize QuickBooks to track all activity, receipts, and disbursements related to the HPG program.

**12) Evaluation**

Habitat for Humanity STW will submit quarterly reports to the local point of contact to be designated by USDA. The report will contain all information and action required to be taken as required by 7CER 144.683 (b) (c).

**13) Other Financial Resources for this Program**

Habitat for Humanity St. Tammany West will utilize \$247,000 of Community Development Block Grant funding, awarded by St. Tammany Parish, to facilitate the HPG Program.

**14) Program Income**

Does not apply. No program income will be received.

**15) Disposition of Security Instruments**

Does not apply. No security instruments will be used in this program.

**16) Outreach Efforts**

In accordance with 7 CFR 1944.671(b), a separate file will be maintained by the grantee that will include the following outreach activities:

- a) Community contacts to community organizations, community leaders, including minority leaders, by name, race, and date contacted;
- b) Copies of all advertising in local newspapers, and through other media. Any advertising must reach the entire service area. Rural Development encourages the use of minority-owned radio stations and other types of media, if available, in the service area. The grantee's file shall also include the name of the media used, and the percentage of its patronage by race/national origin; and

- c) Copies of any other advertising or other printed material, including the application form used. The application form shall include the nondiscrimination slogan: "This is an equal opportunity program. Discrimination is prohibited by Federal Law."