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# SAFEGUARDING TOMORROW THROUGH ONGOING RISK MITIGATION (STORM) REVOLVING LOAN FUND GOHSEP FY23 INTENDED USE PLAN

STATE OF LOUISIANA – GOVERNOR’S OFFICE OF HOMELAND SECURITY AND  
EMERGENCY PREPAREDNESS (GOHSEP)



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# Introduction

## 1.1 First Year of Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) Hazard Mitigation Revolving Loan Fund (RLF) Program

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide information about the following items:

- Summary of Intended Use Plan Purpose, including the fiscal year it covers
- Entity agency responsible for emergency management and oversight of programmatically administering the fund
- Body in charge of financially administering the fund (if financial administration is combined as described below)
- Any other entity, agency, or other party involved in administering the fund

### 1.1.1 Summary of Intended Use Plan Purpose and Responsible Agency

The purpose of this Intended Use Plan (IUP) is to describe the Louisiana GOHSEP approach to the administration of the Louisiana’s Hazard Mitigation Revolving Loan Fund (RLF) Program, hereto referred to as the RLF. This IUP outlines GOHSEP’s priorities, policies, and evaluation criteria that GOHSEP will use to effectively manage the program in its first year (FY2023). GOHSEP is the agency responsible for administering the RLF.

On June 16, 2022, Governor John Bel Edwards signed [House Bill No. 1052 Act No. 524](#) which authorized GOHSEP to establish a revolving loan fund program to provide assistance for projects that will reduce disaster risks for homeowners, businesses, nonprofit organizations, and communities in order to decrease the loss of life and property, the cost of insurance, and Federal disaster payments, or as otherwise required by federal law or grant agreements. This program complements GOHSEP’s other existing hazard mitigation assistance (HMA) programs.

This IUP supports GOHSEP’s application for funding through the Safeguarding Tomorrow through Ongoing Risk Mitigation (STORM) Act and proposed administration of the RLF. It covers GOHSEP’s programmatic and fiscal priorities for Fiscal year 2023.

### 1.1.2 Summary of Oversight and Administering Activities

#### 1.1.2.1 Oversight

GOHSEP is the body in charge of both programmatic oversight and fiscal administration of the RLF. As the agency responsible for emergency management for the State of Louisiana, GOHSEP is responsible for establishing priorities for the use of the RLF.

The RLF program will use monitoring and oversight controls in line with existing GOHSEP processes for grant management. These processes involve communication with the loan applicants and recipients

throughout many phases of a project, application evaluation, financial monitoring, reporting, and programmatic oversight. GOHSEP's approach includes:

- An evaluation of applicant's requested use of the RLF and ability to repay the loan,
- Executing a loan agreement with the applicant which includes loan repayment terms, schedule, and interest rates,
- Regular communication with loan recipients for both programmatic and financial tracking,
- Required quarterly reporting from loan recipients.

Should they be needed, additional programmatic oversight and monitoring strategies will be implemented to assist the compliant administration of the RLF.

#### *1.1.2.2 Administering the RLF*

GOHSEP will establish one separate financial account for the capitalization grant received. This account will house funds related to this program, including capitalization funds, interest earned on the account balance, principal repayments, and interest repayments. The capitalization grant will then be disbursed to eligible loan recipients for projects included on the proposal list in the State's application, selected for funding in accordance with the priorities established by the State.

For the first 2 years of the loan, the loan recipient will pay interest, then after the second year will begin to pay principal. The loan recipient will be billed twice per year, one is just an interest payment, the second is principal and interest. Each loan recipient will have between 20 – 30 years to repay the loan based on the project scope and/or if the project is completed in a low-income geographic area, in accordance with the FY23 Safeguarding Tomorrow RLF Program Notice of Funding Opportunity (NOFO).

Additionally, GOHSEP and the loan recipient may agree on an amortization schedule for a lesser period, as may be more appropriate for loans of smaller funding amounts. GOHSEP is responsible for the preparation of the invoices for submission to the loan recipients. GOHSEP will track payments using Microsoft Excel as well as our grants database, GOHSEP Grants. GOHSEP will also perform financial planning. In addition, there is a structure in place (including legal team) for delinquent payments whereby GOHSEP's financial team will (along with the legal team) work with the loan recipient to adjust payment schedule, along with other strategies to assist in the repayment of loans.

## II Intended Use of the RLF

### 2.1 GOHSEP RLF Program Objectives

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

How will the entity loan fund provide loans to local governments most in need of financing assistance?  
How will the entity loan fund support hazard mitigation projects and activities to reduce risks from natural hazards for homeowners, businesses, nonprofit organizations, and communities by decreasing the loss of life and property, the cost of insurance, and federal disaster payments?

GOHSEP has established a set of priorities/criteria for the first year of the Revolving Loan Fund (RLF) program. The project priorities are:

1. Disadvantaged, Underserved and Socially Vulnerable (as defined below) areas proposing projects to foster resilience (defined in XI. Appendix D)
2. [Non-federal cost share for existing hazard mitigation projects](#)
3. Mitigation projects that address risk reduction from the hazards that impact the State of Louisiana – flooding and wind-related hazards.
4. Projects not eligible under other HMA grants

#### 2.1.1 Providing Loans to Local Governments Most in Need of Assistance

In line with priority 1, 2 and 3 and using the frameworks for the Justice40 initiative - adherence to federal implementation guidance, Executive Order 14008, and other relevant regulations, GOHSEP will designate 40% of the benefit of projects financed through the fund accrue in disadvantaged communities. GOHSEP will provide loan funds to local governments in need of financing by:

- Strategic stakeholder engagement with a formal stakeholder engagement plan for year 2 that includes outreach to disadvantaged parishes, under-resourced municipal governments, and tribal entities. In the first year of the program, GOHSEP will measure participation from vulnerable communities, assess gaps and barriers that prevented further participation and use the outcomes to set improvement metrics to enhance loan participation by disadvantaged communities in future cycles.
- Evaluating loan applications based on social, economic, and environmental vulnerability. The scoring criteria assess loan applications using the Center for Disease Control (CDC) Social Vulnerability Index (SVI).

#### 2.1.2 Supporting Hazard Mitigation Projects and Activities to Reduce Risks from Hazards

In line with priority 3, this program is a compliment to GOHSEPs existing suite of HMA programs. Beyond the three main objectives for the first year of the RLF, GOHSEP will also support projects that:

1. Are collaborative in nature and that are otherwise ineligible for other funding sources
2. Fund mitigation and adaptation planning projects and provide technical assistance for development of future projects

- 3. Innovative project types including those that pair green and gray infrastructure techniques and provide multiple benefits

To achieve these objectives, GOHSEP developed scoring criteria inclusive of the above objectives. The criteria also evaluates the loan applications based on alignment to the [State Hazard Mitigation Plan](#) (HMP). This helps prioritize projects that are in line with existing programs and statewide priorities.

The priority hazards that cause significant economic damage and concern in Louisiana are flood and wind-events (including includes severe storms, hurricanes, and tropical storms). Effects from these events are exasperated by coastal land loss. Effective mitigation in Louisiana may decrease the loss of life and property, demonstrated in part by FEMA Loss Avoidance Studies as well as State inspection and other data. The RLF is extension of the existing mitigation program in the State.

*2.2 Program Goals*

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Describe the integration of entity planning efforts, including entity hazard mitigation plans and other programs and initiatives relating to mitigation of major disasters carried out by such entity per 42 United States Code Section 5135(g)(2)(A).

The following section outlines GOHSEPs long- and short-term goals for the RLF program. In addition, this section summarizes the ways that GOHSEP uses this RLF to complement existing policies and initiatives. The Hazard Mitigation RLF is not a standalone program in Louisiana, rather, it’s one more.

**2.2.1 Summary of GOHSEP’s Planning Efforts**

GOHSEP believes planning is the cornerstone of reducing the impacts of hazards and disasters. Planning efforts are continuous and evolving instruments to anticipate actions, realize opportunities, and guide response, recovery, and mitigation operations. The scoring criteria for loan application measures connection to the State’s Hazard Mitigation Plan, GOHSEP’s Strategic Plan, and the project’s ability to achieve overarching goals established in Louisiana. GOHSEP fosters a unified approach to planning by integrating the following plans and initiatives:

*2.2.1.1 Hazard Mitigation Plan*

In 2019, GOHSEP updated [State Hazard Mitigation Plan](#) (HMP), which lays out a framework for hazard mitigation strategy, risk assessment, and goals and objectives at the state and local level. The goals and objectives of the State’s HMP include improving resiliency through public awareness/education and supporting local and regional mitigation initiatives. Per 42 United States Code Section 5135(g)(2)(A), the Revolving Loan Fund (RLF) will align with the priority hazards outlined in the previous section (2.1).

GOHSEP envisions the RLF as an extension of the HMP and as an opportunity to assist local/tribal governments in the development and/or implementation of FEMA-approved Local or Tribal Hazard Mitigation Plans. Many mitigation grant programs are highly competitive, such as Building Resilient Infrastructure and Communities (BRIC), or are disaster dependent, as is the case with the Hazard Mitigation Grant Program (HMGP). The RLF can fund important mitigation efforts not funded by other



mitigation grants. GOHSEP will identify in the application process if applicants have a FEMA-approved Local or Tribal Hazard Mitigation Plan, which will be a RLF program requirement, except for local governments receiving a loan for hazard mitigation planning related projects.

The implementation of the first year of the RLF coincides with the required update of the State’s HMP, which expires in 2024. As part of the HMP update, the State will discuss goals and eligible projects with stakeholders, to include required information regarding the RLF in the updated State plan. GOHSEP recognizes the importance of working with local Parishes and Tribal nations to define the ongoing priorities of the RLF.

#### *2.2.1.2 GOHSEP Strategic Plan*

GOHSEP’s Strategic Plan for FY 2023-2024 covers FY 2023-2024 through FY2027-2028 and prioritizes the following goals.

1. **Prevent and protect against hazards or threats by detection, deterrence, and mitigation efforts.**
2. Prepare the state to respond to and recover from emergencies and disasters at the individual, local and state levels.
3. Lead and/or coordinate Louisiana’s response to all-hazards events.
4. Administer and coordinate all aspects of disaster recovery.
5. **Lead the effective and efficient delivery of Hazard Mitigation Assistance programs for the State of Louisiana to reduce risks to life and property by lessening the impacts from future natural disasters.**
6. Establish and maintain, through the Statewide Interoperability Executive Committee (SIEC) an infrastructure that provides an interoperable environment at the local, state, and federal level.
7. **Provide a Center of Excellence for GOHSEP and its stakeholders.**

The implementation of the STORM program directly aligns to GOHSEP Strategic Plan goals no. 1, 5, and 7 in bold above.

#### *2.2.1.3 Whole Community Approach*

GOHSEP adopts a Whole Community Approach, whereby the agency seeks to leverage relationships with communities to bolster planning, mitigation, and response efforts.

The Whole Community Approach recognizes that government alone is not enough to meet the challenges of an emergency or disaster event, especially those that are catastrophic. GOHSEP will prioritize projects leveraging resources and promoting collaboration among Federal local, Tribal, State and Territorial partners; non-governmental organizations (NGOs) like faith-based and nonprofit groups; and private-sector industry, individuals, families, and communities. GOHSEP included elements of the whole community approach in the selection criteria. This includes prioritizing projects that have included a diverse set of stakeholders in their design and project planning.

At the local level, planning efforts are assisted through local committees. Required by statute, each Parish, or Police Jury President through the Parish Director of a local office of homeland security and emergency preparedness (OHSEP) must form a Parish Emergency Management Advisory Committee

(PEMAC). The PEMAC offers advice and counsel on homeland security and emergency management issues and guides planning efforts.

*2.2.1.4 Other Disaster Response, Mitigation, and Recovery Plans and Initiatives*

In addition to the above plans, GOHSEP will use the priorities and principles of these adjacent plans to inform the RLF priorities:

- Emergency Operations Plan
- 2019 Louisiana State Mass Care Feeding Plan
- Louisiana Unified Shelter Plan
- Louisiana State Emergency Operations Plan (EOP) 2022
- Louisiana Statewide Communications Inoperability Plan (SCIP)
- Family Disaster Plan
- Louisiana Early Learning Center Basic Emergency Plan
- Louisiana Model Home Health/Hospice Emergency Plan
- Nursing Home Model Emergency Preparedness Plan
- After-Action Reports and Improvement Plans (AAR) for Hurricanes Katrina, Rita, Gustav, Ike, Isaac, Barry, Hurricanes of 2020, and Ida

*2.3 GOHSEP Safeguarding Tomorrow Revolving Loan Fund Goals*

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Mitigation and Resiliency Goals:

Provide information about the mitigation and resiliency benefits the entity intends to achieve per 42 United States Code Section 5135(g)(2)(B), such as:

- Reducing future damage and loss associated with hazards
- Reducing the number of severe repetitive loss structures and repetitive loss structures in the entity
- Decreasing the number of insurance claims in the entity from injuries resulting from major disasters or other natural hazards
- Increasing the rating under the National Flood Insurance Program’s Community Rating System (CRS) for communities in the entity

The mitigation and resilience goals GOHSEP intends to achieve per 42 United States Code Section 5135(g)(2)(B) for the Revolving Loan Fund (RLF) program align well with the priority projects, which are:

1. Disadvantaged, Underserved and Socially Vulnerable areas with projects to foster resilience
  - a. **Mitigation and Resilience Goal 1:** Support the inclusion of communities that historically are underserved.
2. Mitigation projects that address risk reduction from the hazards that impact the State of Louisiana – flooding and wind-related hazards.
  - a. **Mitigation and Resilience Goal 2:** Foster resilience across the state to reduce impact from hazards.

- 3. Projects traditionally not covered under competitive grants, such as non-Federal cost share
  - a. **Mitigation and Resilience Goal 3:** Support communities in funding historically underfunded projects that enhance resilience.

The three goals align well the overall State Mitigation Program. These are the Louisiana Disaster Act and the Coastal Zone Boundary in Louisiana Revised Statutes Article 49, §214.24.

The Louisiana Homeland Security and Emergency Assistance and Disaster Act (Louisiana Disaster Act) R.S. 29:721-739 remains the driving legislation that affects preparedness, response, recovery, and mitigation programs. The goals of the Louisiana Disaster Act related to mitigation are as follows:

- 1. To reduce vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural or man-made catastrophes, riots, or hostile military or paramilitary action,
- 2. To authorize and provide for cooperation in emergency or disaster prevention, mitigation, preparedness, response, and recovery,
- 3. To authorize and provide for management systems represented by coordination of activities relating to emergency or disaster prevention, mitigation, preparedness, response, and recovery by agencies and officers of this state, and similar state-local, interstate, and foreign activities in which the state and its political subdivisions may participate.

Among its many functions, the Louisiana Disaster Act established GOHSEP and its responsibilities. The Act authorizes GOHSEP’s Hazard Mitigation Assistance Division to administer the Hazard Mitigation Grant Program and the Non-Disaster Hazard Mitigation Assistance Grants. The Hazard Mitigation Assistance Division, managed by the Hazard Mitigation Assistance Division Assistant Deputy Director and the State Hazard Mitigation Officer (SHMO), conducts outreach to communities, provides technical assistance to applicants, and manages grants to sub-recipients. Sub-recipients may include state agencies, local governments, federally recognized Native American tribes, and private non-profit organizations.

Another notable policy is the establishment of the Coastal Zone Boundary in Louisiana Revised Statutes Article 49, §214.24. The Coastal Zone Boundary provides for state management of coastal resources in areas with a high level of coastal influence, promotes consistency with the Coastal Master Plan, and allows for reduction of coastal hazards and wetland impacts through permit review of development proposals. This work is conducted by DNR’s Office of Coastal Management - Permits & Mitigation Division and demonstrates Louisiana’s strong commitment to coastal sustainability and improves the state’s chances for federal funding for mitigation.

The Revolving Loan Fund Program falls under the administration of the GOHSEP’s Hazard Mitigation Assistance Division, and the above two policies help shape the first year of the RLF.

**2.3.1 Short-Term GOHSEP Safeguarding Tomorrow Revolving Loan Fund Goals**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Include a list of short-term goals that will guide the decision-making for the entity loan fund per 42 United States Code, Section 5135(g)(2)(G). Entities may define their specific short-term goals according to the needs of the entity or local communities. Short-term goals may include outputs and outcomes that can be measured during the period of performance.

- The following prompts may support creation of short-term goals:
- How will the entity loan fund support recipients with completing projects?
- How will the entity loan fund efficiently disburse loans to recipients?
- How will the entity loan fund monitor and evaluate recipient project implementation?
- How will the entity coordinate with low-income geographic areas and underserved communities? Refer to Appendix D for more information and definitions of these topics.
- How will the entity identify and arrange projects that advance program priorities quickly and efficiently?

GOHSEP has established the following short-term goals for the program:

*2.3.1.1 Short Term Goal 1: Support applicants with their hazard mitigation and resilience needs by closing the funding gap with other grant programs.*

GOHSEP recognizes that current grant funding programs fall short of fully addressing the State’s hazard mitigation and resilience needs. Local Parishes often lack resources to meet the non-federal cost share for hazard mitigation assistance (HMA) grants. In addition, local communities with innovative resilience and mitigation projects are not always effective in obtaining HMA grants due to very specific HMA grant requirements. The focus of this program is to expand eligibility and access to funding to complete resilience-focused projects that are otherwise ineligible for HMA funding and to provide the non-federal match for HMA grants.

*2.3.1.2 Short Term Goal 2: Implement a system for tracking project effectiveness through close monitoring and supervision of loan recipients*

GOHSEP will implement a loan monitoring system to monitor projects’ effectiveness and adherence to the intent of the loan program. This system will include regular check-ins with program participants in the form of quarterly reporting, annual site visits, and occasional outreach in line with the standard grant monitoring processes which GOHSEP employs for other HMA programs. Quarterly reports will include information such as project completion percentage, milestone tracking, and discussion of anticipated project challenges. Throughout the lifecycle of the project, GOHSEP will monitor progress and promote adherence to statewide resilience goals through progress reports, including project percentage complete updates; site visits; and frequent re-evaluating of project implementation timeline goals.

*2.3.1.3 Short Term Goal 3: Efficiently and effectively disperse funds to loan recipients*

Effectively dispersing funds to support projects is a priority for the program. To support this goal, GOHSEP will complete timely financial suitability reviews of applicants, review project plans for completion, and prioritize funding to meet GOHSEP’s equity goals. Upon federal grant award, GOHSEP strives to disperse funds within 9-12 months of receiving funding from FEMA. GOHSEP is prioritizing this program given the acute need of local Parishes to receive this funding.

*2.3.1.4 Short Term Goal 4: Prioritize historically underserved communities for funding*

GOHSEP knows that historically the communities who have a high degree of need and disaster often lack the resources and the capacity to obtain hazard mitigation funding. To work towards overcoming this historic disparity GOHSEP has prioritized the communities in need of this program. Using guidelines from the CDC/ATSDR Social Vulnerability Index GOHSEP, which is also used in the current version of FEMA’s National Risk Index, provides weighted rankings to communities with the least capacity to address hazard mitigation and resilience. GOHSEP’s scoring criteria also considers the hazard vulnerability of the applicant in addition to the effectiveness of the project. To bolster these efforts, GOHSEP has leveraged its participation in summits around the state focused on informing underserved communities of the federal funding opportunities available to them. These summits, which occurred on April 3, 4, 5, 13, 14, and 24, provided GOHSEP the chance to connect with these underserved communities and to discuss the Hazard Mitigation Revolving Loan Fund (see Appendix VII for GOHSEP’s flyer from summits). These summits, along with GOHSEP’s targeted outreach efforts to Tribal communities, illustrate GOHSEP’s concern and focus on identifying these underserved communities and encouraging access to the resources they need to take advantage of the funding opportunity under this program. GOHSEP will continue to solicit project proposals from low-income and underserved communities through targeted and effective outreach.

*2.3.1.5 Short Term Goal 5: Advance program priorities through identification and funding of projects in line with strategic priorities*

As a disaster-prone state, GOHSEP has identified coastal storm, sea level rise, shoreline erosion, and severe storms as priority hazards in the state. GOHSEP has also prioritized projects that serve disadvantaged communities, provide the non-federal match for mitigation grants, address priority hazards in the state, and projects that are not traditionally covered through other HMA competitive grants. GOHSEP prioritizes projects that are aligned to statewide priorities in addition to ones that are identified in the Louisiana SHMP. By aligning projects to statewide priorities GOHSEP can promote the use of Federal funding in an effective manner that is in-line with state priorities.

**2.3.2 Long-Term GOHSEP Safeguarding Tomorrow Revolving Loan Fund Goals**

**This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.**

Include a list of long-term goals that will guide the decision-making for the entity loan fund per 42 United States Code Section 5135(g)(2)(G). Entities may define their specific long-term goals according to the needs of the entity or local communities. Long-term goals may include outputs and outcomes that can be measured during the period of performance, the advancement of construction and implementation in phasing, coordination with recipients, etc.

- The following prompts may support creation of long-term goals:
- How will the entity loan fund be managed to maintain a perpetual source of funds for future eligible uses?
- What are the financial metrics the entity will use to ensure the fund is efficiently managed and effective in perpetuity?
- How will the entity loan fund continue to prioritize projects effectively and transparently?
- How will the entity coordinate with local communities to ensure a consistent pipeline of eligible projects are submitted and ready for funding?

- How will the entity promote equity for low-income geographic areas and underserved communities throughout the life of the entity loan fund?
- How will the entity strategically align current and future assets with local projects in need of funding? What mechanisms will be included to ensure effective use of capitalization grants and revolving income?
- How will the entity maintain compliance with federal requirements of the loan fund?
- How will the entity support recipients in complying with federal requirements?

GOHSEP has also established long-term goals driving decision-making processes and guiding the State in meeting the different needs of local communities participating in this program. These goals also assist in establishing program benchmarks that are measured throughout the period of performance.

*Long Term Goal 1: Establish the Hazard Mitigation Revolving Loan Fund as a self-sustaining program*

To achieve this, GOHSEP will strategically issue project loans, utilizing the interest on loans to create a program that will become self-sustaining, funding additional mitigation projects for decades to come. Moreover, in subsequent fiscal years GOHSEP may continue to request capitalization grants from FEMA to spur additional lending. Finally, GOSHEP will consider requesting additional state appropriation to bolster the revolving loan fund to supplement the funds available through the program.

*2.3.2.1 Long Term Goal 2: Implement sound financial program mechanisms*

GOHSEP will establish sound financial metrics to manage the fund efficiently and effectively, including measurements of timely repayment of principal and interest, timely collection of overdue balances, quarterly review of the cash balance of the loan fund, status of funded projects through site visits and progress reports, and increased measurements of resilience. These fiscal measures are in line with industry standards and other RLF programs operating in Louisiana.

*2.3.2.2 Long Term Goal 3: Align projects to statewide resilience and hazard mitigation priorities*

As one program within GOHSEP's overall hazard mitigation suite of products supporting local communities in the State, the priorities of the program align with other HMA programs under GOHSEP's purview. These priorities include hazards likely to impact Louisiana, prioritizing community-based programs, and emphasizing equity in hazard mitigation.

*2.3.2.3 Long Term Goal 4: Create an inventory of scoped and/or shovel-ready projects to fund*

GOHSEP intends to maintain dialogue around the state to encourage entities to pursue funding opportunities for high-priority projects. This goal will be accomplished through an annual public notice of the funding opportunity under the STORM RLF, by including this RLF program in existing roadshows and monitoring programs and standardizing the project solicitation process to allow for applicants the option to pursue STORM funding with other grants. This goal includes maintaining a list of projects that were otherwise not selected for HMA funding due to eligibility issues or funding constraints.

*2.3.2.4 Long Term Goal 5: Prioritize funding for communities with the greatest need*

GOHSEP will continue to prioritize funding for low-income and underserved communities through an annual revisit of the project ranking criteria, as well as public dissemination of the project scoring for the funding period, an open comment period to add/adjust existing criteria, and adjustments or updates to social vulnerability indices and other criteria used to measure need. GOHSEP intends to provide

expedited financial aid to those systems qualifying as disadvantaged communities/low-income geographic areas throughout the life of the RLF. Additionally, GOHSEP will re-visit project prioritization criteria on an annual basis to promote engagement with disadvantaged communities.

*2.3.2.5 Long Term Goal 6: Ensure compliance with relevant federal laws, policies, and other key guidance*  
GOHSEP intends to implement a series of controls based on federal law and the intent of FEMA. This includes applying federal requirements (e.g., environmental review). These controls will be intertwined throughout the programmatic and fiscal management documents supporting the program overall.

## **2.4 GOHSEP Program Priorities**

### **2.4.1 Increase Resilience and Reduce Risk**

**This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.**

How will the entity loan fund support projects that increase resilience and reduce risk of harm to natural and built infrastructure per 42 United States Code Section 5135(d)(3)(A)? The following subsections offer potential actions to increase resilience and reduce risk.

As a part of the scoring criteria of the loan applications, GOHSEP will evaluate projects from the connection to risk reduction and increased resilience. Additionally, through email and public notification, GOHSEP has directly communicated with over 60 jurisdiction contacts about the program priorities. In this first year, the program will support GOHSEP’s existing program priorities for mitigation. These priorities include:

- Support the capacity of the State to implement mitigation policies, practices, and programs,
- Improve communication, collaboration, and integration among stakeholders,
- Identify technical feasibility and cost-effectiveness of proposed mitigation measures and projects.

These priorities feed the overall scoring criteria and prioritization of projects within this program (reflected in the scoring criteria in section III). The overall goal of this program is to support local jurisdictions as they work to address the priority hazards both in line with the Louisiana SHMP as well as local community HMPs and other strategic planning elements.

Scoring criteria for applications is based on a weighted scoring that allows GOHSEP to prioritize resilience and risk reduction. Categories assessed include:

- Alignment to SHMP priorities and strategic plan
- Flood and/or wind risk reduction
- Social vulnerability reduction
- Environmental vulnerability reduction
- Whole Community Approach
- Economic resilience enhancement
- Infrastructure resilience enhancement

**2.4.2 Hazard Mitigation**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide information that addresses the following prompts:

- How will the entity administer loans to support hazard mitigation planning efforts per 42 United States Code Section 5135(f)(1)(B)?
- How will the entity loan fund be used to support local hazard mitigation activities that reduce the impacts of natural hazards per 42 United States Code Section 5135(f)(3)? Include which hazards the entity plans to address. Eligible natural hazards mitigated may include:
  - Drought and prolonged episodes of intense heat
  - Severe storms, including hurricanes, tornadoes, windstorms, cyclones, and severe winter storms
  - Wildfires
  - Earthquakes
  - Flooding, including the construction, repair, or replacement of a nonfederal levee or other flood control structure
  - Shoreline erosion
  - High water levels
  - Storm surges

GOHSEP will administer loans to those high-priority hazard mitigation planning efforts in accordance with 42 USCS 5135 (f)(1)(B). Specifically, GOHSEP’s Finance department will provide fiscal administration the loans, including setting loan terms, coordinating repayment efforts, establishing amortization schedules for each loan recipient, and collecting payments. The RLF will support various hazard mitigation activities that address natural hazards pertinent to Louisiana, namely, severe storms and wind events (including hurricanes, tornadoes, and high windstorms), and flooding (including the construction, repair, or replacement of a nonfederal levee or flood control structure). Flooding additionally includes high water levels and storm surge. Loan applications will be evaluated against the state’s Hazard Mitigation Plan, last updated in 2019. The loan applications will also be scored using the criteria previously described.

Per 42 United States Code Section 5135(f)(3), one of the highest weighted scoring criteria of loan applications is relation of the project to Flood and/or Wind Risk Reduction.

**2.4.3 Administrative and Technical Assistance**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

If applicable, provide information that addresses the following prompts:

- How will the entity loan fund be used to pay the administrative costs for establishing and implementing the entity loan fund per 42 United States Code Section 5135(f)(6)(A)?
- What is the anticipated percentage of funding for this fiscal year that will be used as



- administrative costs?
  - How will the entity loan fund be used for technical assistance to recipients per 42 United States Code Section 5135(f)(6)(B)?
  - What is the anticipated percentage of funding for this fiscal year that will be used for technical assistance?

In accordance with the guidelines set forth in the Notice of Funding Opportunity, the State reserves \$100,000 for administration set-aside funds, which will be funded from this capitalization grant. The administration set-aside will be used to pay salaries and associated expenses of new and existing personnel devoting time to the administration of the program. GOHSEP will determine how many personnel are required and who that staff will be and will adjust as needed throughout the life of the program. The amount of the capitalization grant each year will determine the amount of administrative costs and staff required. Administration set-aside funds can also be used to procure supplies and required staff training. For more details refer to [Local Capacity Development](#).

**2.4.4 Partnerships and Loan Application Submission**

**This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.**

How will the entity loan fund involve a partnership between two or more eligible entities to carry out a project or similar projects per 42 United States Code Section 5135(d)(3)(B)?

GOHSEP encourages partnerships between eligible loan applicants to foster mitigation that benefits a larger area. However, GOHSEP requires that one applicable jurisdiction submit a loan application on behalf of any partnership and be the signatory for each project they are applying for. For instance, if a jurisdiction has three projects located within their community, they will submit three separate loan applications. Jurisdictions can partner with other eligible entities for projects; however, only eligible jurisdictions can submit the loan application and manage the loan fund, which includes the interest repayments. Even when a partnership exists between two or more jurisdictions for a project, one jurisdiction will have to submit on behalf of that partnership and be the responsible party. The maximum the loan amount per project proposal remains at \$5 million, regardless of any partnerships.


GOHSEP will require applicants to consolidate efforts to one loan application and establish a Memorandum of Understanding, Memorandum of Agreement, or Cooperative Endeavor Agreement between the entities involved in the project and will require only one entity to assume responsibility for the direct management of loan funds and interest repayment. The agreement will stipulate who the responsible entity is for repayment, what the terms of the partnership are, and the responsibilities of each entity. GOHSEP will ensure that this process complies with CFR 42 Section 5135(d)(3)(B).



**2.4.5 Regional Impacts**

**This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.**

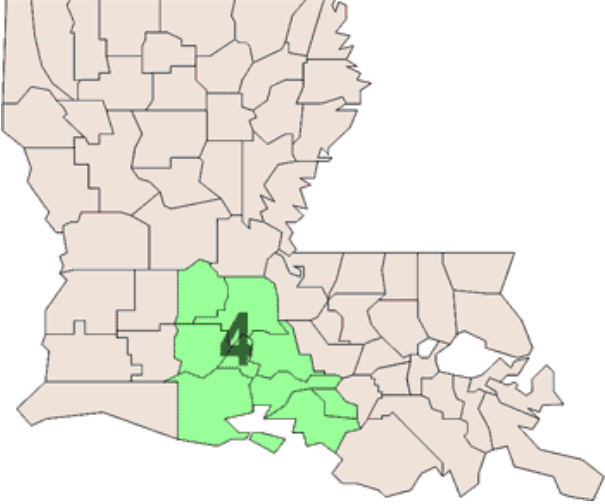

How will the entity loan fund support projects that consider regional impacts of hazards on river basins, river corridors, micro-watersheds, macro-watersheds, estuaries, lakes, bays, and coastal regions and areas at risk of earthquakes, tsunamis, droughts, severe storms, and wildfires, including the wildland–urban interface per 42 United States Code Section 5135(d)(3)(C)?

GOHSEP recognizes that building resilience requires regional solutions. In response GOHSEP will apply the Hazard Mitigation Revolving Loan Fund wherever prudent and feasible to support those projects that address the regional impacts of hazards. The scoring criteria of loan applications considers a whole community approach, which includes hazard risk reduction beyond a singular jurisdiction. Currently, GOHSEP has existing infrastructure in place to mitigate concerns effectively and efficiently regarding regional impacts of natural hazards. Louisiana is divided into nine homeland security and emergency preparedness planning regions which GOHSEP uses in conjunction with its Regional Support program. Each Region is supported by at least one Hazard Mitigation State Applicant Liaison (SAL) who is a GOHSEP employee. The SALs assist their regional Parishes with all aspects of implementing FEMA Hazard Mitigation Assistance grant funding and its related projects. Each SAL is trained to provide programmatic guidance on all hazard mitigation assistance grants including the Hazard Mitigation Grant Flood Mitigation Assistance and Building Resilient Infrastructure Communities Programs. This leadership infrastructure helps the state to effectively identify and implement regional hazard mitigation solutions that affect constituents across the state.


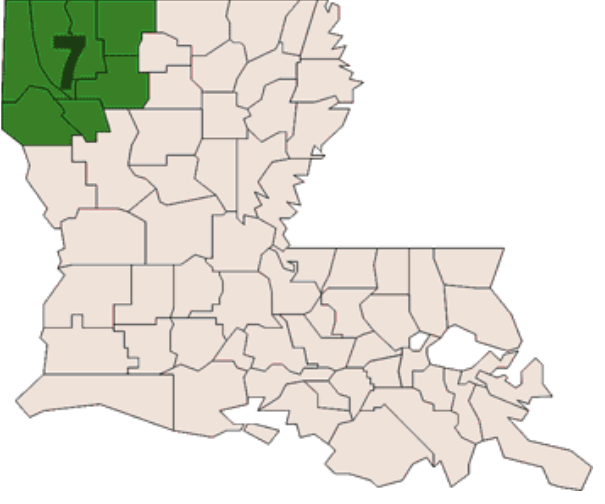
	<p>Region 1 Parishes: Orleans, Saint Bernard, Plaquemines, and Jefferson Parishes</p> <p>Regional Director Patrick Harvey (504) 934-6462 Email: pharvey@ppgov.net</p> <p>Hazard Mitigation State Applicant Liaison Lakeivea Warren, Section Chief* Email: lakeivea.warren@la.gov Mobile: 225-324-6073 Lakeivea is the Section Chief for all 9 Regions</p>
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	<p>Region 2 Parishes: East Baton Rouge, West Baton Rouge, Ascension, Iberville, Pointe Coupee, East Feliciana, and West Feliciana Parishes</p> <p>Regional Director Clay Rives, East Baton Rouge (225) 389-2100 Email: <a href="mailto:crives@brgov.com">crives@brgov.com</a></p> <p>Hazard Mitigation State Applicant Liaisons Brian McGovern (East Baton Rouge, and Livingston Only) Email: <a href="mailto:Brian.Mcgovern@la.gov">Brian.Mcgovern@la.gov</a> Office: (225) 267-2961 Mobile: (347) 645-6714</p> <p>Devonne Campbell Email: <a href="mailto:devonne.campbell2@la.gov">devonne.campbell2@la.gov</a> Mobile: 225-266-8626 Office: 225-267-2866</p>
	<p>Region 3 Parishes: Lafourche, Saint John, Saint Charles, Saint James, Assumption and Terrebonne Parishes</p> <p>Regional Director Joe Ganote, St. Charles 985-783-5050 Email: <a href="mailto:jganote@stcharlesgov.net">jganote@stcharlesgov.net</a></p> <p>Hazard Mitigation State Applicant Liaisons Lakeivea Warren, Section Chief Email: <a href="mailto:lakeivea.warren@la.gov">lakeivea.warren@la.gov</a> Mobile: 225-324-6073</p>

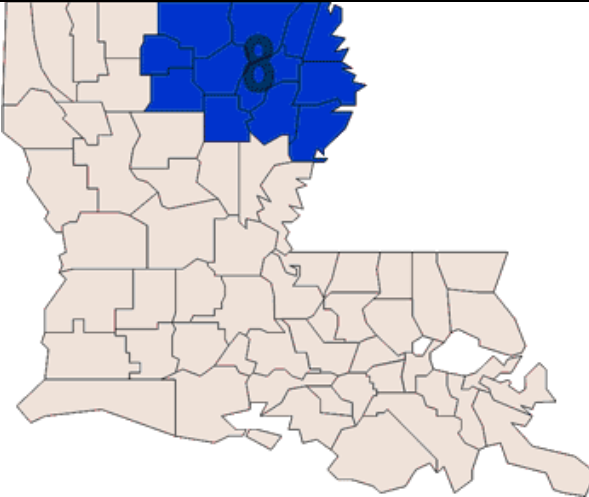

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	<p>Elba Meador Email: Elba.Cintron-Meador@iem.com Mobile: 225-405-5036 Office: 225-376-5104</p>
	<p>Region 4 Parishes: Lafayette, Evangeline, Saint Landry, Acadia, Saint Martin, Iberia, Vermilion, and Saint Mary Parishes</p> <p>Regional Director Liz Hill (337) 363-3267 Email: vangy911@epcd911.org</p> <p>Hazard Mitigation State Applicant Liaison Charlene Christophe Email: Charlene.Christophe@iem.com Office: 225-376-5387 Mobile: 225-620-7992</p>
	<p>Region 5 Parishes: Beauregard, Allen, Calcasieu, Jefferson Davis, and Cameron Parishes</p> <p>Regional Director Dick Gremillion, Calcasieu (337) 721-3800 Email: <a href="mailto:dick@cppj.onmicrosoft.com">dick@cppj.onmicrosoft.com</a></p> <p>Hazard Mitigation State Applicant Liaisons Charlene Christophe Email: Charlene.Christophe@iem.com Office: 225-376-5387 Mobile: 225-620-7992</p>

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	<p>Claudia Kirtikar (Calcasieu Only) Email: <a href="mailto:Claudia.Kirtikar@la.gov">Claudia.Kirtikar@la.gov</a> Office: 225-267-2584 Mobile: 225-939-7228</p>
	<p>Region 6 Parishes: Vernon, Sabine, Natchitoches, Winn, Grant, Rapides, LaSalle, Catahoula, Concordia, and Avoyelles Parishes</p> <p>Regional Director Kenneth Moore, Vernon (337) 238-0815 Email: <a href="mailto:kmoore@vernonso.org">kmoore@vernonso.org</a></p> <p>Hazard Mitigation State Applicant Liaison Roland Spano Email: <a href="mailto:Roland.Spano@la.gov">Roland.Spano@la.gov</a> Office: 225-337-3729 Mobile: 225-337-0139</p>
	<p>Region 7 Parishes: Caddo, Bossier, Webster, Claiborne, Bienville, Red River and DeSoto Parishes</p> <p>Regional Director Robert Jump, Caddo (318) 675-2255 Email: <a href="mailto:Robert.Jump@caddosheriff.org">Robert.Jump@caddosheriff.org</a></p> <p>Hazard Mitigation State Applicant Liaison Chris Olvey Email: <a href="mailto:Christopher.Olvey@la.gov">Christopher.Olvey@la.gov</a> Office: 225-267-2757</p>

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	<p>Cell: 318-237-8333</p>
	<p>Region 8 Parishes                  Ouachita, Union, Lincoln, Jackson, Caldwell, Richland, Morehouse, Franklin, West Carroll, East Carroll, Madison, and Tensas Parishes</p> <p>Regional Director                  Archie Neal Brown, Ouachita                  Office: (318) 322-2641                  Email: <a href="mailto:anbrown@ohsep.org">anbrown@ohsep.org</a></p> <p>Hazard Mitigation State Applicant Liaison                  Chris Olvey                  Email: Christopher.Olvey@la.gov                  Office: 225-267-2757                  Cell: 318-237-8333</p>
	<p>Region 9 Parishes:                  Livingston, Washington, Saint Tammany, Saint Helena, and Tangipahoa Parishes</p> <p>Regional Director                  Dawson Primes, Tangipahoa                  (985) 748-3211                  Email: <a href="mailto:dawson.primes@tangipahoa.org">dawson.primes@tangipahoa.org</a></p> <p>Hazard Mitigation State Applicant Liaison                  Kristal Craig                  (225) 267-2595                  Email: Kristal.Craig@la.gov</p>

*2.4.5.1 Additional Regional Collaborations*

GOHSEP will also work with trusted partners to support regional hazard mitigation projects. For example, GOHSEP coordinates with partners such as the Acadiana Planning Commission and Imperial Calcasieu Regional Planning & Development Commission and the Capital Region Planning Commission (CRPC) which is a Council of Governments serving eleven Louisiana parishes (Ascension, East Baton

Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, Tangipahoa, Washington, West Baton Rouge, and West Feliciana). Through planning and communication, CRPC coordinates and collaboratively addresses regional issues related to transportation, land use, economic development, and the environment. In addition, the Coastal Wetlands Planning, Protection and Restoration Act (CWPPRA) passed in 1990 is designed to identify, prepare, and fund construction of coastal wetlands restoration projects, managed by the CWPPRA Task Force. As a future action and part of this enduring program, GOHSEP will work with the CWPPRA Task Force to specifically support projects which mitigate impacts of hazards on river basins, river corridors, micro-watersheds, estuaries, lakes, bays, and coastal regions.

In addition, GOHSEP has leveraged its relationship with the Louisiana Water Initiative (LWI) to support regional hazard mitigation projects. In 2018, the state launched the Louisiana Watershed Initiative, introducing a new watershed-based approach to reducing flood risk in Louisiana, guided by the following principles:

- Using scientific tools and data,
- Enabling transparent, objective decision-making,
- Maximizing the natural function of floodplains, and
- Establishing regional, watershed-based management of flood risk.

LWI is pursuing a holistic approach to watershed management, one that goes beyond conventional mitigation measures and incorporates nature-based solutions. LWI is also developing computer models to better understand flood risk and help select projects best suited for investment in each watershed region. By investing in efforts that build statewide flood defense, Louisiana will better safeguard its communities and culture for generations to come, as well as provide an example for other states facing similar flood risk challenges. GOHSEP will continue to work for better coordination and collaboration between the state and regional planning entities.

**2.4.6 Major Economic Sectors and Critical Infrastructure**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

How will the entity loan fund support projects that increase the resilience of major economic sectors or critical national infrastructure, including ports, global commodity supply chain assets (located within an entity or within the jurisdiction of local governments, insular areas, and Indian tribal governments), power, and water production and distribution centers, and bridges and waterways essential to interstate commerce per 42 United States Code Section 5135(d)(3)(D)? Reference [FEMA’s Community Lifelines resources](https://www.fema.gov/emergency-managers/practitioners/lifelines) (<https://www.fema.gov/emergency-managers/practitioners/lifelines>) to inform the content.

Louisiana is home to some of the nation’s leading economic sectors and critical infrastructure. The economy of Louisiana employs 1.92M people. The largest industries in Louisiana are Construction (141,923 people), Elementary & secondary schools (136,232 people), and Restaurants & Food Services (129,630 people), and the highest paying industries are Securities, commodities, funds, trusts & other

financial investments (\$124,276), Metal ore mining (\$121,274), and Oil & gas extraction (\$118,292) (Data USA).

Through GOHSEP’s past and currently updating Hazard Mitigation Plan, yearly Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR), GOHSEP understands the importance of protecting these assets to improve resilience. The RLF is an extension of these programs that will allow GOHSEP to fund projects that mitigate risks and potential impacts.

In public meetings related to updating of the Louisiana SHMP GOHSEP will provide information to applicants on the acceptable and encouraged usages of the RLF. In the RLF scoring criteria, GOHSEP will assess loan applications for the proposed outcome to operationalize strategy that will reduce impacts and address capability gaps to improve disaster outcomes. The State’s HMP denoted that the primary hazard that impacts that is projected to cause the most loss to state assets are 100-year floods (projected at a loss of over \$9.1 million in critical facilities and state assets by 2043) followed by wind (projected at a loss of over \$20.5 million in assets by 2043) (LAHMP, page 20). As such, connection to reduction in flood and/or wind are included in the loan application scoring criteria.

#### 2.4.7 Cost Share

**This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.**

An entity loan fund may provide a loan to a local government for its non-federal cost share requirement of a grant under one of FEMA’s HMA grant programs, provided that the use is otherwise in accordance with all applicable legal and programmatic requirements. An applicant should list any potential projects where a loan may be utilized for this purpose in the project proposal list submitted with its application. Federal funds that are used to meet the non-federal cost-share requirement must meet the purpose and eligibility requirements of both the relevant HMA grant program and the Safeguarding Tomorrow RLF program. Local governments interested in using loan funding as matching funds for a HMA grant should work with the applying entity to understand funding priorities, ensure the project is captured in the entity’s Intended Use Plan and project proposal list, and to align loan funding with project and grant timelines. Entities are not limited in the percentage of funding that can be dedicated for this eligible use of funds by loan recipients.

If applicable, provide information that addresses the following prompts:

- How will the entity loan fund be used to support loan recipients paying the cost share for federal and nonfederal grants? What is(are) the name(s) of the other grant program(s) for which the loans will provide matching funds?

GOHSEP will consider and encourage loans by local governments to satisfy a local government’s non-federal cost-share requirement for other FEMA Hazard Mitigation Assistance (HMA) grant programs, such as the Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities and Flood Mitigation Assistance grant programs.

To align with the timelines for these programs, GOHSEP will ask loan applicants to list all possible cost share loans in their application materials to allow options to award loans to those projects. GOHSEP will list any potential projects where a loan may be utilized for this purpose in the project proposal list submitted in the capitalization grant application.



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Federal funds that are used to meet the non-federal cost-share requirement must meet the purpose and eligibility requirements of both the relevant HMA grant program and the Safeguarding Tomorrow RLF program.

GOHSEP will work with local governments interested in using loan funding as matching funds for an HMA grant. This includes providing information about available funding for use to match and if applicable assisting with the timing of grant award and loan award. Loan applicants will have the opportunity to submit project applications for cost share, as well as all other proposed projects until the closure date. For FY23, the deadline was April 21, 2023, at noon CST. GOHSEP reserves the right to amend application deadlines or add an additional application cycle to the fiscal year within the bounds of federal guidance and requirements.

GOHSEP will not limit the percentage of funding that can be dedicated to cost share projects, except as may be applicable during project proposal scoring using the criteria previously described. GOHSEP will not provide loans to a local government for the non-federal cost share requirement for any other federal grants/cooperative agreements, or for lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, no grant funds may be used to sue the federal government or any other government entity.

## III Criteria and Method for Distribution of Funds

### 3.1 Loan Management Information

This table shows requirements from FEMA's IUP template and are included as a reference for reviewers during public comment period.

Provide the following information:

- What is the availability of financial assistance from the entity loan fund per 42 United States Code Section 5135(g)(2)(C)?
- What is the loan application process for financial assistance from the entity loan fund per 42 United States Code Section 5135(g)(2)(C)?
- How will the entity use financial planning to ensure funding is available in the future?
- What does the entity's short-, medium-, and long-term financial projections look like?

NOTE: If available, provide detailed loan application process and/or financial planning methodology and supporting materials in Appendix A and include a reference in your explanation above.

#### 3.1.1 Availability of financial assistance from the entity loan fund per 42 United States Code Section 5135(g)(2)(C)

For the initial year, GOHSEP anticipates \$5.4 million in loan funds being available for entities to apply for. Existing infrastructure in place for other grant programs will drive the loan application process for the Hazard Mitigation Revolving Loan Fund.

#### 3.1.2 Loan Application Process

GOHSEP accepted proposed projects until April 21, 2023, at 12:00 (noon) CT using the STORM Project Proposal Survey link: [STORM Project Proposal Survey](#).

Following the funding authorization from FEMA, eligible loan applicants that submitted project proposals will be notified by GOHSEP for additional information (as needed), projects will be evaluated, and loan applicants will be notified about project evaluation results. Accepted loan applicants will then be asked to complete a full loan application. Program priorities and available funding are factors that will be considered when determining which project proposals are selected and may then complete a loan application.

#### 3.1.3 Financial Planning

As a part of the loan application, the applicant provides a project plan which details its strategy, goals, and implementation plans for the funds being received. Additionally, the applicant must provide its last 3 audits working alongside the bond commission to ensure the applicant can make interest and principal payments. The applicant must agree to have their financial statements reviewed annually, both prior to the loan as well as after the loan has been provided.

In addition, a requirement for the program by FEMA is that short-, medium-, and long-term financial projections be provided as tools to monitor and manage the program. These assumptions and projections were prepared for FEMA for the purpose of receiving capitalization grants for the management of the program; therefore, they should not be used for any other purpose. Furthermore, even if the hypothetical assumptions described in Appendix A materialize, there will usually be differences between the projected and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. Refer to Appendix A for financial projections for the FY23 Intended Use Plan.

**3.1.4 Short, Medium and Long-Term Financial Projections**

For the initial year, GOHSEP projects a total loan fund amount of \$5.5 million (\$5 million from the program with an additional \$500,000 (or 10%) in state match – per program requirements). GOHSEP intends to distribute \$5.4 million of the loan fund (withholding \$100,000 for administrative costs) with 40% of all grants to disadvantaged communities. GOHSEP may allocate up to 5% of program budget towards technical assistance (per NOFO guidance (D.12.e.4).

In the medium term, GOHSEP is projecting no repayments within the first 2 years. GOHSEP assumes all funded projects will be completed in 2025 (though per guidance projects do not need to be complete during this performance period), therefore per NOFO guidance (B.12.II.4.ii) will anticipate repayment to commence 1 year after project completion. “Year 1” of repayments against initial \$5.4 million of grants will effectively be the 3rd year of the program (not before 2026 where loan fund is distributed in 2024 and project completion in 2025).

Medium and longer-term projections do not anticipate GOHSEP receiving any additional capitalization grants into the loan fund beyond the \$5 million (or \$5.5 million including cost share) in the 1st year. Depending on the average loan amount (modeling presently assumes a \$450,000 average) GOHSEP intends to use loan repayments to create additional loans (number of loans per year in outer years will vary depending on actual loan values vs. expected fund balance from repayments). Further, GOHSEP is driving financial modeling on the assumption which all additional loans beyond the first year will be to underserved or disadvantaged communities – which may have up to a 30-year repayment term.

**3.2 Criteria and Method for Loan Distribution**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide the following information:

- What are the entity’s criteria and methods for disbursing funds to loan recipients per 42 United States Code Section 5135(g)(2)(D)? The following prompts may support defining criteria and methods.
- How will the entity determine if loan applicants have the required technical, financial, and managerial capacity to ensure compliance?
- How will the entity loan fund target funding for low-income geographic areas and underserved communities? How will interest rates differ?
- How will the entity determine different types of assistance and interest rates for loan applicants based on their needs?

- How will the entity monitor the performance of the loan applicant and ensure compliance?

NOTE: If applicable, provide a complete loan distribution methodology in Appendix B.

GOHSEP, in coordination with the Louisiana Legislative Auditor, will perform a fiscal analysis of the local applicant that would be responsible for the loan at the local level. GOHSEP has existing structure in place to administer the loan funds, including repayment monitoring, progress of projects, and collection of payments. GOHSEP will be guided also by Louisiana Legislative Auditor resources, including fiscally distressed municipalities resources, to understand and evaluate loan applicants' fiscal scenarios.

### 3.2.1 Summary of Capacity Development Support

Per the NOFO, Louisiana can use up to 5% of the State Program Management set-aside funds to support its capacity development program. Staff positions and outside contractors will be funded to provide loan recipients with the tools and financial assistance they need to obtain and maintain the technical, financial, and managerial capacity needed to ensure compliance with USCS 5135(g)(2)(D). The goal of the program is to identify the technical, financial, and managerial impediments confronted by RLF participants. After identifying the impediments, GOHSEP will determine and implement solutions to capacity problems more appropriately. Such solutions could include technical or financial assistance or encouragement of consolidation, collaboration, regionalization, and contract operations and maintenance cooperatives. The State agrees to demonstrate compliance with the capacity development authority and the capacity development strategy. For more details refer to *Section V. GOHSEP Program Management*.

### 3.2.2 Summary of Strategy for Low-Income Areas & Underserved Communities

Following the prioritization put forth in the SHMP, the scoring criteria for loan application includes prioritization for communities at highest risk followed by communities undergoing development, and finally, community commitment to mitigation. GOHSEP will utilize the CDC/ATSDR's Social Vulnerability Index to identify the communities at a higher risk.

Additionally, prior to the application closure for FY23, GOHSEP conducted outreach to the Federally recognized tribes in Louisiana to ensure they can apply for loans. Federally recognized tribes in Louisiana include the following: Chitimacha Tribe of Louisiana, Coushatta Tribe of Louisiana, Jena Band of Choctaw Indians, and Tunica Biloxi Indian Tribe of Louisiana. GOHSEP distributed an email directly to these Tribes informing them of the funding opportunity through the Hazard Mitigation Revolving Loan Fund and detailing important information for project proposal and submission.

### 3.2.3 Strategy for Loan Structure and Loan Recipient Performance Monitoring

GOHSEP will apply a 1% interest rate across the board for proposed projects. Although interest rates will remain constant for all applicants, the State will address low-income geographic areas and underserved communities during the project-selection process, specifically considering the impact that mitigation projects could have on low-income and underserved communities. In terms of monitoring, GOHSEP has existing structure in place to administer the loan funds, including repayment monitoring, progress of projects, and collection of payments. GOHSEP regularly meets with representatives from FEMA Region VI to coordinate project monitoring activities. Each calendar quarter, GOHSEP sends correspondence to all sub-grantees with open projects requesting a project progress update. Each of the sub-grantees

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responds to the GOHSEP request by preparing a standard report that details progress on individual mitigation projects and indicates a percent complete estimate. GOHSEP compiles the loan recipient progress reports and produces a consolidated quarterly report that is sent to FEMA Region VI for review. The consolidated quarterly report identifies changes from previous report, areas of concern, and strategies to address problems.

Standard loans from the fund will have up to a 20-year repayment period; underserved or disadvantaged borrowers will have up to a 30-year repayment period.

Per the program NOFO, loan repayments will begin not more than 1-year beyond project completion, with GOHSEP modeling assuming the repayments will begin in the 2nd year after loan. For simplicity of modeling, project completion happens to coincide with performance period timeline. It is understood there are no requirements for project completion to occur within the performance period.

It is the goal of GOHSEP to fund future loans by interest and principal repayments then distribute loans solely to underserved communities.

As it stands presently, GOHSEP does not anticipate requiring origination or loan administration fees on a per loan basis.

*3.3 Creating a Project Proposal List*

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Entities are required to submit a list of project proposals that comprises local government hazard mitigation projects per 42 United States Code Section 5135(b)(1)(A). These lists should be prioritized to identify how the entity will use the capitalization grant funds.

The initial project proposal list, for the first cycle, will be based on the project proposals submitted to GOHSEP by April 21, 2023.

*3.4 Prioritization Methodology*

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide a summary methodology about how the entity loan fund prioritized projects in the Project Proposal Lists. FEMA recommends creating a ranking system to determine the priority order of projects to be funded. Categories for ranking may include, but are not limited to:

- Duration of a project (multi-year vs. annual)
- Population served
- Projects aligned with the statutory objectives
- Projects aligned with the Hazard Mitigation Plan
- Readiness to proceed
- Projects that promote equity objectives

NOTE: Provide a complete ranking system for prioritization in Appendix C.

GOHSEP has established a set of priorities/criteria to rank RLF loan applications submitted by entities across the state:

<b>1. EQUITABLE RESILIENCE</b>	Disadvantaged, Underserved and Socially Vulnerable areas with projects to foster resilience.
<b>2. COST SHARE</b>	Non-federal cost share for existing hazard mitigation projects funded by FEMA.
<b>3. RISK MITIGATION</b>	Mitigation projects that address risk reduction from the hazards that most impact the State of Louisiana – flooding and wind-related hazards.
<b>4. EXPANDING OPPORTUNITIES FOR RESILIENCE PROJECTS</b>	Projects traditionally not covered under competitive grants.

*Figure 1: Louisiana RLF priorities*

GOHSEP will implement a three-step process for assessing loan applications. GOHSEP will designate a minimum of three members to an RLF-Review Panel to score loan applications submitted to the RLF program. RLF-Review Panel evaluators may include an external representative (e.g., the State Chief Resilient Officer) and representatives from GOHSEP mitigation and finance teams. The same reviewers will review all the projects throughout the entire three step process.

The following section describes GOHSEP’s three-steps approach to project prioritization. To better align projects to state priorities, GOHSEP in coordination with the RLF- Review Panel will use the following criteria to evaluate and prioritize projects.

The first step consists of a project and fiscal review:

**Step 1: Project & Fiscal Review**

Prior to the scoring below, GOHSEP will confirm that the applicant has either:

- a non-expired HMP or
- the funds are for updating the HMP.

Except for local governments receiving a loan for hazard mitigation planning, local governments that receive a loan under the Safeguarding Tomorrow RLF program must have a FEMA-approved Local or Tribal Hazard Mitigation Plan. If the applicant meets this requirement, the project will go through two scoring rounds.

For the first scoring round, if the applicant scores below a 3 on any category, GOHSEP will follow up with applicant to provide technical assistance to improve the application, where possible. If credit or repayment concerns are identified, GOHSEP will work with the applicant to determine if pursuit of a 1%

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interest loan is viable. Applicants will be provided a window of response time to ensure the loan review process is not delayed.

<b>Step 1: Project &amp; Fiscal Review</b>				
Category	Description & Methodology Reasoning	Highest Score	Lowest Score	Weighted Score (multiplier for priority)
Project Plan	5 = Fully executable project; 4 = Viable project with some revisions needed; 3 = Good basis for project with moderate revisions needed; 2 = Project plan requires significant revisions; 1= Unrealistic project with unattainable goals	5	1	x3 (highest 15; lowest 3)
Bond Rating	5 = Entity credit check fully clear; 4 = Minor credit check concerns; 3 = Some credit concerns; 2 = Significant concerns; 1 = Too many concerns to proceed	5	1	X3 (highest 15; lowest 3)
Outstanding Payments to GOHSEP Existing Grants	5 = No outstanding payments; 4 = Minor outstanding payments with plan for repayment in place; 3 = Some outstanding payments with plan for repayment in place; 2= significant repayments with somewhat of a plan to repay; 1 = Substantial repayment concerns with no repayment plans in place	5	1	X2 (highest 10, lowest 2)
Cost Effective	5 = Project is cost effective; 4 = Project is mainly cost effective; 3 = Project is somewhat cost effective; 2 = Project is minimally cost effective; 1 = Project is not cost effective	5	1	X1 (highest 5, lowest 1)
Fiscal Plan	5 = Strong repayment plan of 1% interest in place; 4 = Good repayment plan of 1% interest in place; 3 = Somewhat of a repayment plan of 1% interest in place; 2 = primarily unviable of repayment plan of 1% interest in place; 1 = no repayment plan	5	1	X1 (highest 5, lowest 1)
Highest Possible Score: 50 Lowest Possible Score: 10 Score threshold that necessitates GOHSEP provide technical expertise to support an improved and viable loan application: 25				

For the second step, the RLF-Review Panel with a minimum of three scorers will review the applications using the following criteria. The same reviewers will review all the projects. The scores are then averaged to create a project prioritization list. The highest score would be the top prioritized project while the lowest score would be the lowest prioritized project.

This process can proceed for any projects that did not necessitate follow up with the loan applicant for an improved project plan or fiscal concerns. Loan applicants demonstrating need of technical assistance

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will be referred to GOHSEP loan management capacity building initiatives. For details refer to section V. Entity Program Management, Local Capacity Development.

To comply with funding restrictions and to provide a diversity of initiatives, proposed projects moving to the second step will be also classified based on the “Allowable Use of Entity Loan Funds” per 42 United States Code Section 5135(f) (3-5) and FY23 NOFO Section D.12. These areas at the minimum will include 1) Zoning and land use planning; 2) Building codes; 3) Mitigation; 4) Non-federal cost share for FEMA’s HMA grant programs. However, per 42 United States Code Section 5135(f) (3-5), GOHSEP may use a maximum of 10% of the program’s budget both for 1) zoning/land-use planning and 2) mitigation project areas.

**Step 2: Assessment of project in terms of RLF Priority Projects and mitigation and resilience goals**

Step 2 includes assessing the project in terms of their alignment to program goals including:

1. Disadvantaged, Underserved and Socially Vulnerable areas with projects to foster resilience. **Mitigation and Resilience Goal 1:** Support the inclusion of communities that historically are underserved.
2. Mitigation projects that address risk reduction from the hazards that most impact the State of Louisiana – flooding and wind-related hazards. **Mitigation and Resilience Goal 2:** Foster resilience across the state to reduce impact from hazards.
3. Project traditionally not covered under competitive grants, such as non-Federal cost share. **Mitigation and Resilience Goal 3:** Support communities in funding historically underfunded projects that enhance resilience.

*A minimum of three of the same scorers evaluate each project and the scores are averaged to generate the project prioritization.*

<b>Step 2: Assessment of Project in terms of RLF priority projects and mitigation and resilience goals</b>				
Category	Description & Methodology Reasoning	Highest Score	Lowest Score	Weighted Score (multiplier for priority)
CDC/ATSDR Social Vulnerability Index	5 = High; 4 = Medium-High; 3= Low-Medium; 2 = Low; 1= No data <a href="#">CDC/ATSDR Social Vulnerability Index (SVI)   Place and Health   ATSDR</a> (To find the score, first input the Louisiana as the state, click “zoom to level 8” and click from counties to census tracts. Only use parish level data if the project impacts the entire parish)	5	1	X3 (highest 15; lowest 3)
Alignment to SHMP	5 = Highly aligned; 4 = Align with most goals; 3= aligned with	5	1	X3 (highest 15; lowest 3)



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<b>Step 2: Assessment of Project in terms of RLF priority projects and mitigation and resilience goals</b>				
Category	Description & Methodology Reasoning	Highest Score	Lowest Score	Weighted Score (multiplier for priority)
Priorities and Strategic Plan	some goals; 2 = Align with 1 goal; 1= Not aligned			
Flood and/or Wind Risk Reduction	5 = Exceptionally reduces risk; 4 = Greatly reduces risk; 3= Moderately reduces risk; 2 = Somewhat reduces risk; 1= No risk reduction	5	1	X3 (highest 15; lowest 3)
Social Vulnerability Reduction	5 = Exceptionally reduces vulnerability; 4 = Greatly reduces vulnerability; 3= Moderately reduces vulnerability; 2 = Somewhat reduces vulnerability; 1= No vulnerability reduction	5	1	X3 (highest 15; lowest 3)
Enhances the Natural Environment	5 = Exceptionally enhances; 4 = Greatly enhances; 3= Moderately enhances; 2 = Somewhat enhances; 1= No enhancement	5	1	X2 (highest 10, lowest 2)
Whole Community Approach	5 = Highly inclusive/includes strong partnerships; 4 = Greatly inclusive/includes good partnerships; 3= Moderately inclusive/includes partnerships; 2 = Somewhat inclusive/weak partnerships; 1= Not inclusive/no partnerships	5	1	X2 (highest 10, lowest 2)
Economic Resilience Enhancement	5 = Exceptionally enhances economic resilience; 4 = Greatly enhances economic resilience; 3= Moderately enhances economic resilience; 2 = Somewhat enhances economic resilience; 1= Does not enhances economic resilience	5	1	X1 (highest 5, lowest 1)
Infrastructure Resilience Enhancement	5 = Exceptionally enhances infrastructure resilience; 4 = Greatly enhances infrastructure	5	1	X1 (highest 5, lowest 1)

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<b>Step 2: Assessment of Project in terms of RLF priority projects and mitigation and resilience goals</b>				
Category	Description & Methodology Reasoning	Highest Score	Lowest Score	Weighted Score (multiplier for priority)
	resilience; 3= Moderately enhances infrastructure resilience; 2 = enhances infrastructure resilience; 1= Does not enhances infrastructure resilience			
Inclusive Planning	5 = Highly Inclusive; 4 = Many inclusive elements; 3 = Somewhat inclusive; 4 = Less than 2 elements of inclusion; 5 = no elements of inclusion. <i>(Projects that incorporate innovative, inclusive planning and preparedness approaches consider elements like physical access, language access, and information access)</i>	5	1	X1 (highest 5, lowest 1)
Highest Possible Score: 100 Lowest Possible Score: 20				
<b>Stop here unless EHP is a factor</b>				
Only score EHP if applicable to the project				
EHP Compliant	5 = Highly compliant; 4 = Medium-High compliance; 3= Moderately Compliant; 2 = Somewhat Compliant; 1= Not Compliant	5	1	X1
If a loan applicant scores a 1-3, GOHSEP will provide technical assistance to the loan applicant. If the score is not able to move above a 3 after technical assistance, the loan application will not move forward until EHP considerations are met.				

\*\*For projects requiring EHP reviews: GOHSEP will not issue a loan until an EHP review is completed for the proposed project. For more details refer to section, [V. Entity Program Management, Environment and Historic Preservation Compliance subsection.](#)

**Step 3: Tie Breaking Procedures**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide information about how the entity will determine which project to select if the projects have equal scores.

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In the event of a tie, GOHSEP will proceed to step 3. While unlikely, it is possible that two projects may achieve the same score. In this case, GOHSEP in coordination with the RLF- Review Panel will consider additional criteria and rank the projects using the following tie-breaking methodology.

Step 3: Tie-Breaking Procedure		
Application Identifier Number:		
Item	Description	Points
Environmental Justice Index	The community demonstrates substantial need as indicated by the census tract level data of the <a href="https://www.cdc.gov/eji/">Environmental Justice Index (EJI) (cdc.gov)</a>	25
Connection to local/state strategy	The project is part of a broader strategy identified by the community. The project is one piece in a larger project.	25
Application completeness	The loan applicant is not only a strong credit candidate, but the application is thorough, includes all key aspects of project planning	25
Labor Standards	The project incorporates strong labor standards to ensure high-quality work.	25

As the administrator of the program, GOHSEP reserves the right to exercise discretion when it comes to funding projects and prioritizing projects that are in line with Louisiana’s broader resilience and risk reduction goals. In addition, GOHSEP may choose not to fund projects where the loan applicant does not have the fiscal and/or programmatic capability to administer the program, including demonstrating that loan recipients have the capability and history of compliance with federal and state regulations promoting the protection of civil rights for protected populations (e.g., Federal civil rights statutes, Davis-Bacon Act and Labor Standards, along with other applicable DHS and FEMA regulations).

**3.4.1 Project Proposal List**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide confirmation that the entity submitted a Project Proposal List with the grant application.

NOTE: FEMA offers a Project Proposal List template spreadsheet to support the entity with drafting.

For this fiscal year, GOHSEP intended to fund the following proposed projects. While this list represents a snapshot in time, GOHSEP will continue to solicit projects for funding through this program.

Project Name	Jurisdiction	Description	Value

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Project Name	Jurisdiction	Description	Value

## IV Financial Management

### 4.1 Financial Status of GOHSEP Safeguarding Tomorrow Revolving Loan Fund

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Address the financial status of the entity loan fund per 42 United States Code Section 5135(g)(2)(G). FEMA suggests compiling a table using the following prompts:

- For the previous fiscal year:
  - Provide information about the sources of assets in the entity loan fund, including capitalization grant, entity match, bonds, loan principal repayments, loan interest repayments, and investment earnings.
  - Provide information about the uses of assets of the entity loan fund, including administrative expenses, transfers, capital projects, and bond debt service.
  - If applicable, include information about any loan refinancing activity.
- For the current fiscal year:
  - Provide information about the sources of assets in the entity loan fund, including capitalization grant, entity match, bonds, loan principal repayments, loan interest repayments, and investment earnings.
  - Provide information about the uses of assets of the entity loan fund, including administrative expenses, transfers, capital projects, and bond debt service.

If applicable, include information about any loan refinancing activity.

#### 4.1.1 Summary of Assets in GOHSEP Loan Fund (for Previous Fiscal Year)

This section is not applicable, as the fund does not yet exist. The 10% capital contribution from GOHSEP is addressed in the below section regarding FY23.

#### 4.1.2 Summary of Assets in GOHSEP Loan Fund (for Current Fiscal Year)

The below table provides information regarding the sources and uses of GOHSEP loan fund for FY23:

Provide information about the <b>sources of assets</b> in the entity loan fund	Capitalization grant	\$5,000,000 in funding sourced from FEMA.
	Entity match	10% capital contribution (cost share) from GOHSEP.
	Bonds	No assets in the loan fund are sourced from bonds.
	Loan principal repayments	Loan principal repayments are projected to replenish the available fund balance. Specifically, payments to principal and interest are allocated to the Available Total Amount in each consecutive year for 20- or 30-year repayment period, depending on type of loan (Standard vs. Underserved).
	Loan interest repayments	Loan interest repayments commence in 2027 or 2028, or one year after project completion and are projected to contribute to the available fund balance. Specifically, payments to principal and interest are allocated to the Available Total Amount in each consecutive year for 20- or

		30-year repayment period, depending on type of loan (Standard vs. Underserved).
	Investment earnings	The fund is administered through one interest-bearing bank account. This account is for the administration of the RLF program, and it is separate from the entity’s other accounts. Investment earnings are reallocated to the available total amount each fiscal year.
Provide information about the <b>uses of assets</b> of the entity loan fund	Administrative expenses	Entity fund loan administrative costs in the amount of \$100,000 are to be used for eligible administrative activities in accordance with the 2023 Hazard Mitigation Assistance Program and Policy Guide, the Stafford Act, and other applicable guidance or regulations.
	Transfers	Transfers (regarding payments) are used to provide the borrower with the initial fund disbursement. Subsequently, payments are typically made to GOHSEP’s account via transfer (traditionally EFT).
	Capital projects	The loan funds local government projects that reduce vulnerability to natural disasters, foster greater community resilience, and reduce disaster suffering. While most projects financed through this loan are for capital projects, loans may be awarded for HMA-eligible, non-capital investments, that bolster community resilience.
	Bond debt service	This does not apply; principal and interest for bonds will not be incurred by GOSHEP as part of this loan program.

**4.2 Financial Terms of Loans**

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

- Provide information on standard loan terms per 42 United States Code Section 5135(g)(2)(F).
- Provide information about loan terms for communities that are categorized as low-income geographic areas or underserved.

**4.2.1 Standard Loan Terms per 42 USC Section 5135(g)(2)(F)**

*4.2.1.1 Eligible Borrowers*

Local jurisdictions in the State of Louisiana, i.e., parishes and municipalities (cities/towns or other census-designated places) are eligible to apply for loan funding. Direct applications from the residential sector (homeowners) are not eligible to apply for loan funding. Per NOFO guidance (D.10.b), except for local governments receiving a loan for hazard mitigation planning, local governments that receive a loan under the RLF program must have a FEMA-approved Local or Tribal Hazard Mitigation Plan (HMP).

*4.2.1.2 Lender*

State of Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP).

#### 4.2.1.3 Eligible Uses

Allowable projects generally fall under the four project categories below. A full description of allowable costs can be found under the FY23 NOFO Section D.12 and **42 USC 5135 (f) (3-5)**.

According to **42 USC 5135 (f) (3-5)**, funds may be used for:

1. Mitigation:

- Costs associated with projects or activities that mitigate the impacts of natural hazards including, drought, intense heat, severe storms (including hurricanes, tornadoes, windstorms, cyclones, and severe winter storms), wildfires, floods, earthquakes, and other natural hazards.
- Eligible activities may include the construction or modification of natural or built infrastructure to increase resilience and reduce risk of harm.

2. Zoning and land-use planning:

- Development and improvement of zoning and land-use codes that incentivize and encourage low-impact development, resilient wildland-urban interface land management and development, natural infrastructure, green stormwater management, conservation areas adjacent to floodplains, implementation of watershed or greenway master plans, and reconnection of floodplains;
- Study and creation of agricultural risk compensation districts where there is a desire to remove or set-back levees protecting highly developed agricultural land to mitigate for flooding, allowing agricultural producers to receive compensation for assuming greater flood risk that would alleviate flood exposure to population centers and areas with critical national infrastructure;
- Study and creation of land-use incentives that reward developers for greater reliance on low impact development stormwater best management practices, exchange density increases for increased open space and improvement of neighborhood catch basins to mitigate urban flooding, reward developers for including and augmenting natural infrastructure adjacent to and around building projects without reliance on increased sprawl, and reward developers for addressing wildfire ignition; and
- Study and creation of an erosion response plan that accommodates river, lake, forest, plains, and ocean shoreline retreating or bluff stabilization due to increased flooding and disaster impacts.

3. Building codes:

- To enable units of local government to establish and carry out the latest published editions of relevant building codes, specifications, and standards for the purpose of protecting the health, safety, and general welfare of the building's users against disasters and natural hazards.

4. Non-federal cost share:

To provide for a local government's non-federal cost share requirement of a grant under one of FEMA's HMA grant programs, provided that the use is otherwise in accordance with all applicable legal and programmatic requirements.

#### *4.2.1.4 Prohibited Uses*

Recipients of FEMA federal financial assistance are prohibited from obligating or expending federal award funds on certain telecommunications and video surveillance products and from contracting with certain entities for national security reasons. Effective August 13, 2020, FEMA recipients may not use any FEMA funds under open or new awards to:

1. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system
2. Enter, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
3. Enter, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. For more details about telecommunications equipment or services please refer to NOFO (D.12.a).

Furthermore, as per NOFO guidance (D.12), GOHSEP may not provide loans to a local government for the non-federal cost share requirement for any other federal grants/cooperative agreements (excluding FEMA HMA Programs), or for lobbying, or intervention in federal regulatory or adjudicatory proceedings. Finally, no grant funds may be used to sue the federal government or any other government entity.

#### *4.2.1.5 Minimum Loan*

There is no specified minimum amount for the first year of the RLT program. GOHSEP may amend this standard for future program cycles.

#### *4.2.1.6 Maximum Loan*

*GOHSEP shall not provide a loan greater than \$4,999,999 to finance a single hazard mitigation project (42 USC Section 5135 (7)).*

#### *4.2.1.7 Project Financing*

100% of the loan amount is disbursed to approved borrowers, after loan closing, in a lump sum.

#### *4.2.1.8 Loan Tenors*

Loans will be fully amortized 20 years after project completion for standard loan recipients and 30 years after project completion for disadvantaged loan recipients.

#### *4.2.1.9 Interest Rates*

Interest rates shall be 1% fixed for both standard and disadvantaged loan recipients. Annual principal and interest payments will commence not later than 1 year after project completion.

#### *4.2.1.10 Payment Schedules*

After the execution of the loan agreement, borrowers are provided amortization schedule(s), which project payments to principal and interest, as well as loan balances. based on quarterly payments over the loan tenor.

#### *4.2.1.11 Prepayment Option*

Borrower has the option to prepay the outstanding loan(s) in whole without penalty.



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### *4.2.1.12 Minimum Borrower Capital Contribution*

There is no required capital contribution from the loan recipient.

### *4.2.1.13 Loan Application Procedures*

After the GOHSEP reviews prospective projects provided via the survey tool, GOHSEP will provide email notice to the loan applicant of its eligibility. If the applicant is an eligible jurisdiction and its proposed project is eligible, the applicant will receive an email invitation to apply for loan funding, along with a loan application. Applications must follow the specified deadlines and requirements set forth in this document.

1. Loan applicants must submit one electronic version of all documents (loan application and supporting documentation) via email to the GOHSEP Hazard Mitigation mailbox at:

[la-hm@la.gov](mailto:la-hm@la.gov)

Please copy (CC) Sean Wyatt at [sean.wyatt@la.gov](mailto:sean.wyatt@la.gov) on this email submission.

2. Should issues arise with the electronic submission, applicants may mail or deliver a USB flash drive containing all documents to the GOHSEP at the following address:

*c/o Sean Wyatt*

*Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)*

*Hazard Mitigation Revolving Loan Program*

*7389 Florida Blvd.*

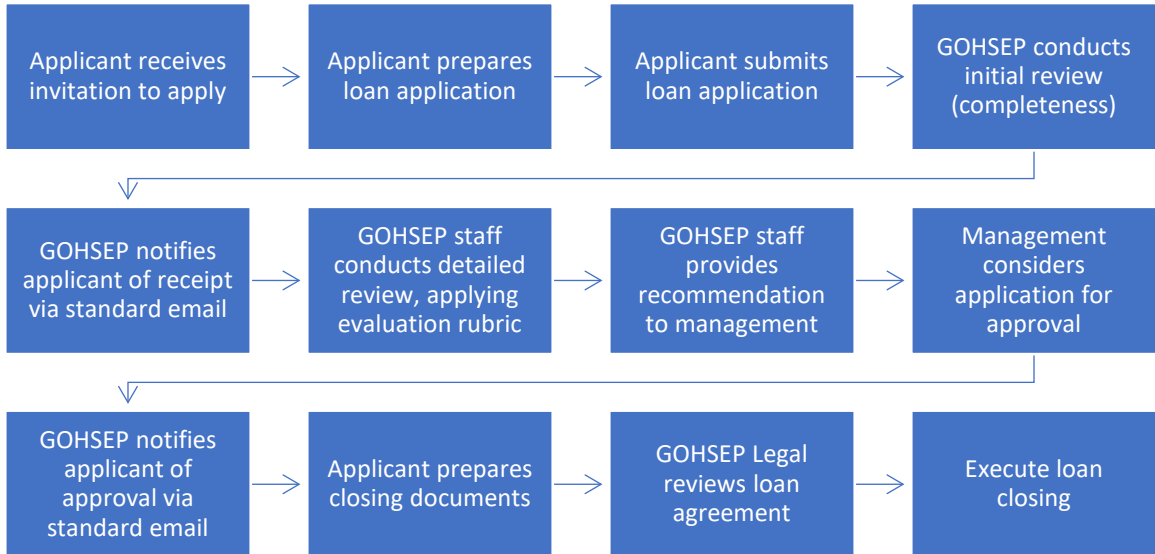
*Baton Rouge, Louisiana 70806*

Normal office hours are from 7:30 AM to 4:00 PM on weekdays. The GOHSEP office is located on the 8<sup>th</sup> floor – elevators are to the right after entering the main entrance at Bon Carre.

Please direct inquiries relating to the loan application and approvals process to Sean Wyatt via email at [la-hm@la.gov](mailto:la-hm@la.gov)

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Figure 2: Summary of Application Procedures through Loan Closing, for Approved Borrowers



4.2.1.14 Application Fees and Other Fees

Fees are not applicable for loan application processing, loan origination, or closing costs.

4.2.1.15 Default and Delinquency

If the borrower fails to comply with the financial or material provisions of this loan agreement, or with any of the laws or regulations that may hereafter be prescribed by the entity, or materially fails to comply with any of the duties imposed on the borrower by statute, state and federal law, or regulation, within the time period after delivery of written notice by the entity specifying the non-compliance and indicating the intention of entity to terminate the Agreement by reason thereof, GOHSEP may terminate this loan agreement.

If the borrower fails to pay principal and interest when due and the default continues for the time-period specified in the written notice thereafter, the entity may, at its option, declare the entire balance (compiling all quarterly payments applicable to this Agreement) of the loan payable hereunder to be immediately due and payable and may exercise any and all rights and remedies available to the entity at law or in equity and may immediately terminate this Agreement.

The borrower will be in default if: (a) Borrower does not pay principal and interest payments when due or other amounts that are owed; (b) Borrower violates this Agreement, rules, or applicable laws, regardless of whether arrest or conviction occurs; (c) Borrower gives incorrect or false information in the loan application; (d) Borrower or its agents are arrested, convicted, or given deferred adjudication for an offense involving the management of federal funds; (e) as otherwise allowed by law.

GOHSEP may, at its discretion, and in compliance with applicable state and federal law and regulation, arrange for amended payment plans or credit arrangements to facilitate the full repayment of the loan amount.

*4.2.1.16 Loan Application & Documentation*

Loan applicant shall submit to GOHSEP a completed loan application to include, at minimum, the following forms (as required by project type):

1. Standard forms contained in the appendices of this IUP
  - a. Revolving Loan Reporting Form
  - b. Davis Bacon Certified Payroll and Instructions
  - c. Davis Bacon Acknowledgement Form
  - d. Environmental Questionnaire
  - e. National Historic Preservation Act (NHPA)/State Historic Preservation Office (SHPO) Compliance Form
  - f. W-9 Form – Request for Taxpayer Identification and Certification
  - g. RR – 2023 Form (Reimbursement Request)
2. Written project plan – an implementation plan to carry out the project, specifically:
  - a. Description of the specific scope of work, including **Anticipated Project Completion Date**
  - b. Where available, detailed estimate including projected hours, estimated quantities, etc.
  - c. Experience completing similar mitigation or capital improvement projects.
  - d. Details on who will complete the work – is project internal, contracted, or a combination?
  - e. Copy of entity’s procurement policy.
  - f. If project involves contract work, approach to procure services – how will the work be bid in accordance with state, federal, and local contracting/procurement standards?
  - g. Proposed timeline to complete project.
  - h. The GPS coordinates of the proposed project.
    - i. If not applicable, a written description of the communities impacted.
  - i. Description of mitigation benefit, using performance metrics to gauge success (as detailed in the section below).
3. Management information that clearly indicates the parties responsible for loan administration AND project management. For example, an organizational chart with key contact details and their roles.
4. Credit history and financial statements.
5. Statement proving the entity has sufficient collateral to repay RLF funding.
6. Information regarding other guarantees on the project, if applicable.
7. Cash flow projections, including a statement that identifies a funding stream for repayment of the loan, along with projections for cash flow from that funding stream over the loan period.

*4.2.1.17 Performance Measures*

This RLF is intended to maximize public benefit, primarily through projects that contribute to the economic development and/or resiliency of a community. For this reason, loan applicants must address performance measures as part of the loan application. Loan applicants must be prepared for their projects to be evaluated on the below performance indicators and may choose to include further metrics to increase the likelihood of loan approval:

1. Number and type of jobs created or retained
2. Increase in tax revenue
3. Private funding relative to public investment

- 4. Benefits to low and moderate-income citizens, from business ownership to job opportunities
- 5. Number and type of partnerships

*4.2.1.18 Loan Servicing*

*Disbursement*

Within 7 business days of closing, GOHSEP will initiate payment of the lump-sum amount via EFT in accordance with GOHSEP’s *Payment Processing SOP*. Loan recipient must ensure bank information is current by corresponding with the assigned Problem Resolution Officer within GOHSEP Hazard Mitigation (PRO).

*Monitoring*

GOHSEP will use tracking mechanisms including Excel models, amortization schedules, and LAHM.com to monitor timeframes, calculate payments, and monitor payments associated with each loan.

*Notifications*

Official correspondence is administered from GOHSEP to the loan applicant’s authorized official’s email address. The borrower is asked to direct all inquiries relating to this loan to its assigned PRO.

*Reporting*

Per FY23 NOFO (F) (3-4) guidance on Federal Reporting Requirements, GOHSEP will prepare and share with FEMA and make available to the public (as required) financial and project progress reports to include details regarding vendor payment date, posting dates, and other pertinent information. Specifically, as required by the RFL program (FY23 NOFO (F)(3a.I-II), GOHSEP must report obligations and expenditures through a Federal Financial Reporting Form (FFR) to FEMA and file the FFR electronically using the Payment and Reporting Systems. The FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR will be due within 120 calendar days after the end of the POP. Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates will apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

In addition to the FFR reports, GOHSEP must report on the grant’s progress quarterly to DHS/FEMA using the Quarterly Performance Report in ND Grants, including partial calendar quarters and periods where no grant award activity occurs. Reports will be due within 30 days from the end of the first federal quarter following the initial grant award. For details about publication of information please refer to [Publication of Information](#).

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In terms of closeout reporting, per FY23 NOFO (F) (3.c.I), within 120 calendar days after the end of the period of performance for the award or after an amendment has been issued to close out an award before the original POP ends, GOHSEP must liquidate all financial obligations and must submit the following:

- i. The final request for payment, if applicable.
- ii. The final FFR (SF-425).
- iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance.
- iv. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

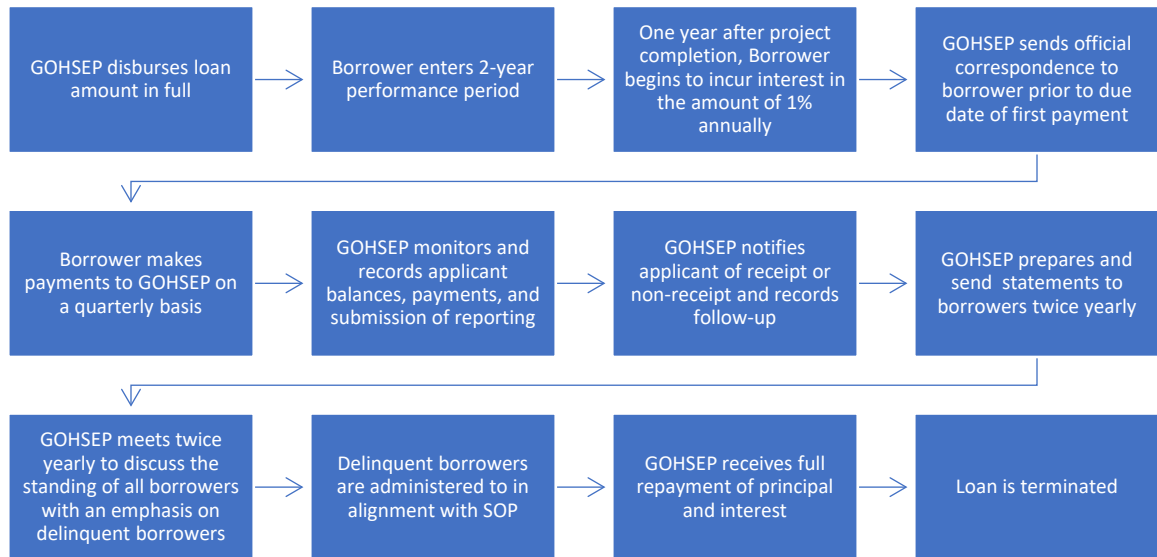
For more information about GOHSEP reporting requirements and auditing please visit [Audits and Reporting](#).

Loan recipients will be responsible to report to GOHSEP (lender) about the status of the project implementation and related costs. For details about loan recipient reporting responsibilities please refer to [Project Reporting](#), [Reporting Requirements](#) and [Loan Recipient Auditing and Reporting](#).

*Loan Termination*

Loans are terminated when the term of the original loan agreement reaches completion. Due to the unsecured nature of these loans, a Termination Statement is not required.

Figure 3: Loan Servicing from Initial Disbursement until Loan is Paid Off



4.2.1.19

4.2.1.20 Estimated Underwriting Criteria

- Evaluation of applicant’s character, for example: recovery/mitigation funds stewardship:

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- If the applicant received federal grants through a state-level pass through entity, was it compliant with reporting and documentation requirements? Does the entity have any substantial overpayments on outstanding grants? GOHSEP will apply risk criteria and historical information from the PART team in the evaluation of applications.
- Evaluation of the applicant’s audited financial statements with emphasis on:
  - Capital
  - Collateral
- Analysis of capacity using financial ratios based on audited financials, for example:
  - Quick Ratio (liquidity) to gauge the applicant’s ability to meet its short-term obligations
  - Net assets ratio (solvency) to gauge the applicant’s ability to meet its long-term obligations
  - Debt to assets (leverage) to evaluate if an applicant is overly reliant on debt for financing assets
- If the applicant has issued bonds, evaluation of municipal security (bond) risk using official statements and information from the Electronic Municipal Market Access (EMMA) website.

### *4.2.1.21 Loan Terms*

GOHSEP intends to offer 20-, 25-, and 30-year terms for standard loans depending on the scope and size of the project/work involved and the financial standing of the entity (Applicant must provide their last 3 annual audits as part of the loan process). For low-income geographic areas and underserved communities, GOHSEP intends to keep the interest rate of loans the same as all others, 1%, which is the capped amount allowed under the Revolving Loan Fund program. Project prioritization for underserved and historically marginalized communities are heavily weighted in the scoring criteria for project selection.

### *4.2.1.22 Environmental Review*

The Administrator may delegate to a participating entity all of the responsibilities for environmental review, decision making, and action pursuant to the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.), and other applicable Federal environmental laws including the Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.) and the National Historic Preservation Act of 1966 (54 U.S.C. 300101 et seq.) that would apply to the Administrator were the Administrator to undertake projects under this section as Federal projects so long as the participating entity carries out such responsibilities in the same manner and subject to the same requirements as if the Administrator carried out such responsibilities.

For projects requiring an EHP review, GOHSEP will not issue any loan until an EHP review is completed.

Extension requests can be submitted to FEMA for project that must undergo a complex environmental review that cannot be completed within the established period of performance (POP). Recipients should submit all proposed extension requests to FEMA for review and approval at least 60 days prior to the end of the period of performance and must follow guidelines provided in FY 2023 Safeguarding Tomorrow RLF NOFO (H.5).

### *4.2.1.23 Loan Recipient Responsibilities*

Loan recipients have several responsibilities including but not limited to:

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### Repaying the loan

Loan recipient must repay the loan at the annual percent interest rate, as set by the loan agreement. Electronic Code of Federal Regulations as updated January 7, 2014, states in part: §420.18(e)(2) Expenditure prohibitions and limitations “Loan documents shall ensure repayment of principal and interest within a reasonable period of time and shall not include provisions of loan forgiveness.”

### Completing project before the project end date

Loan recipient must complete the project within the project period, as specified in the loan agreement. Time extensions are required for any project which exceeds the completion date set forth in the loan agreement. Projected start date should be no later than "Anticipated Project Completion Date".

### Tracking loan expenditures

Loan recipient is responsible for maintaining an audit-ready record of transactions in accordance with Stafford Act Section 205 (42 U.S.C. 5135). For details regarding supporting documentation please refer to the [Record Retention](#) section. TKTKTK

### Project Reporting

Additionally, loan applicant must submit quarterly progress reports to the Hazard Mitigation department. Reporting will start at the execution of the loan agreement, continue through project completion, and cease upon receipt of a Project Completion Report from the loan recipient to GOHSEP. The terms and conditions of the loan agreement will specify the format, tools and information required for reporting programmatic metrics as identified by the Federal Emergency Management Agency and the state and federal government.

### Completing GOHSEP RRF Process in LAHM.com

Applicant is responsible for submitting required documentation as per GOHSEP policy, to demonstrate that project costs were incurred in accordance with GOHSEP’s payment policy:

1. Signed RRF Form (Standard form available from GOHSEP)
2. Appropriate summary forms, separating each cost incurred by FEMA’s 5 work types: Contract Work, Force Account Labor, Force Account Equipment, Materials, and Rented Equipment. Must sum to the amount requested on the signed RRF form.
3. Invoices and/or receipts (for Contract Work, Materials – if purchased, Rental Equipment)
4. Proofs of payment for each invoice claimed in the form of both front and back of canceled check(s) OR bank statement(s).
5. Records indicating the payments associated with FAL (e.g., payroll register), FAE (equipment report), Materials (material report) – if used from stock.
6. Proof of contract – (for contract work, materials – if purchased, rental equipment) – only applies to cases where borrower is expensing >\$10,000 for a specific vendor within one calendar year.
  - a. If contract is not available, please ensure proof of payment is included in submission as per the above.
7. Proof of procurement – (for contract work, materials – if purchased, rental equipment) – only applies to cases where borrower is expensing >\$30,000 for a specific vendor within one calendar year.

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- a. If procurement is not available, loan applicant may provide a cost analysis to demonstrate cost reasonableness in accordance with (cite standards for FEMA cost analyses), or GOHSEP may provide a cost analysis at the loan applicant’s request.

### *4.2.1.24 Program Requirements*

All loan recipients receiving funding under GOHSEP’s RLF program will be required to comply with the following program requirements:

#### *Terms and Conditions*

Loan recipient will agree to abide by the General Terms and Conditions highlighting requirements which are especially pertinent to federal grants and loans made by Louisiana GOHSEP.

#### *Project Completion*

All loans that receive funding from GOHSEP should be completed on, or before the “Anticipated Project Completion Date.”

#### *Required Registrations*

All loan recipient and Contractors must be registered and in good standing in accordance with the requirements below, and all Contractors must also be licensed in Louisiana and in good standing with the Louisiana Secretary of State's Office.

#### *Unique Entity Identification Number (UEI)*

Prior to beginning work, loan recipient, contractors, and subcontractors must obtain a UEI number or, if necessary, update their organization’s information. UEI Number assignment is FREE for all businesses required to register with the US Federal Government for contracts or grants. Once you receive this number, please be sure to file it appropriately as you will need it to register with the Central Contractor Registry/System for Award Management database (below). To request your UEI Number or update your information via the Web, please visit the following URL: <https://sam.gov/content/home>. For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com) or call the UEI Government Customer Response Center at 1-866-705-5711.

#### *Central Contractor Registry (CCR) / System for Award Management (SAM)*

In accordance with ARRA, §1512(h), all loan recipients, contractors, and subcontractors must Always maintain current registration in the CCR/SAM database during which they have an active award funded with ARRA funds. The CCR/SAM database is the Federal Government’s primary registrant database. It collects, validates, stores, and disseminates data in support of federal grants, cooperative agreements, and other forms of assistance. Registrants must update or renew their registration at least once per year to maintain an active status.

- 1) To register your UEI # for free to the SAM's database, visit the following link:  
<https://www.sam.gov>
- 2) Download the User Account Guide from the CCR/SAM website for instructions on creating or modifying a CCR/SAM account at: <https://www.fsd.gov/fsd-gov/home.do>



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- 3) From the CCR/SAM home page, select —Start New Registration or —Update or Renew Registration from the left-hand column. Follow instructions from the User Account Guide to complete the application process.

You must renew and revalidate your registration at least every 12 months from the date you previously registered. However, you are strongly urged to revalidate your registration more frequently to ensure that CCR/SAM is up to date and in sync with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.

NOTE: The Loan Recipient as well as every contractor paid under the loan must have a valid DUN's Number and be registered in the SAM's database as well Louisiana Revolving Loan Fund Program – Program Requirements & Guidelines

### [Transparency Requirements](#)

All files, progress reports, financial reports, and documents will be posted on federal and state websites for public viewing. Federal law mandates substantial reporting and documentation of funded activities as well as more intensive monitoring and auditing.

### [Reporting Requirements](#)

Congress has specifically mandated that all recipients must report on the use of said funds for purposes of transparency and oversight. All funds issued under the RLF program are subject to unparalleled scrutiny, with specific distribution and reporting requirements by the Federal Government and the State of Louisiana.

### [Quarterly Progress Reports](#)

Loan recipients will be required to submit quarterly progress and expenditure reports in accordance with the loan fund requirements. Progress reports for one quarter should be submitted by the loan recipient to GOHSEP by the second business day of the second month of the subsequent quarter. If this business day falls on a Saturday or Sunday, the loan recipient will submit their report on the following Monday. These reports will include, at a minimum, progress in the accomplishment of the scope of work and progress of each project. These reports should include sufficient information to complete the Federal Financial Report (FFR) form (SF-425) requested by FEMA. This reporting deadline is subject to change should FEMA reporting requirements become more often. GOHSEP reserves the right to structure reporting requirements on a project-specific basis. Reporting should be submitted electronically to [gohsephm@la.gov](mailto:gohsephm@la.gov) as well as mail the hard copies with original signatures to the Governor's Office of Homeland Security and Emergency Preparedness, Loan Recipient Monitoring, 7667 Independence Blvd., Baton Rouge, Louisiana 70806.

### Fiscal Reporting

Loan recipient is accountable for all funds received under the Louisiana Revolving Loan Fund Program including those expended by project partners, vendors, contractors, and subcontractors. The Borrower shall maintain effective control and accountability over all borrowed funds, equipment, property, and other assets under the loan as required by GOHSEP.

### Davis-Bacon Act

ARRA §1606 states that the Davis-Bacon prevailing wage requirement broadly applies to construction projects funded with ARRA appropriations. To receive any funding under this grant, the Borrowers must comply with the requirements of this Act. The Davis-Bacon Act (40 U.S.C. 3141-3148) requires payment of locally prevailing wages (including fringe benefits) to laborers and mechanics on federal government contracts more than \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works who are employed directly on the site of the work. Moreover, contractors and subcontractors on covered projects must pay all laborers and mechanics weekly and submit weekly certified payroll records to the designated project manager. The provisions of the Davis-Bacon Act apply to both contractors and subcontractors.

Section 1606 of the American Recovery and Reinvestment Act of 2009 specifically requires that all laborers and mechanics employed by contractors and subcontractors on any project —funded directly by or assisted in whole or in part by. Recovery Act funds be paid prevailing wages as determined by the Secretary of Labor.

Accordingly, loan recipients of the Louisiana Revolving Loan Fund Program must ensure that any laborers and mechanics employed on projects funded or assisted in whole or in part by ARRA funds are paid prevailing wages as determined by the Secretary of Labor for construction, alteration, and/or repair. Davis-Bacon labor standards clauses and applicable wage determinations need to be included in covered construction contracts. If the entity receiving ARRA assistance for such projects contracts out the work, it must ensure that the Davis- Bacon Act requirements flow down to the entities that employ the laborers and mechanics to do the work.

### Wage Determination

Louisiana Revolving Loan Fund Program Borrowers must submit to GOHSEP a document containing the most current Department of Labor (DOL) Wage Determination(s) as found at <http://www.wdol.gov/Index.aspx> for the worker classifications applicable to the work being performed by employees or contractors. Please note that the rates posted at the DOL site are minimums. A Borrower and contractors/subcontractors contracting out work on a covered project must provide the wage determination to the contractors or subcontractors 10 calendar days prior to issuing the solicitation. In addition, the Borrower must submit each subcontractor's UEI number, name, amount contracted, a description of the contract activity, and the subcontracts associated with any part of the services specified in each project's Scope of Work to the GOHSEP within ten (10) days from the selection of the subcontractor. This information should be submitted electronically to [la-hm@la.gov](mailto:la-hm@la.gov) as well as mail the hard copies with original signatures to the Governor's Office of Homeland Security and Emergency Preparedness, Loan Recipient Monitoring, 7667 Independence Blvd., Baton Rouge, Louisiana 70806.

#### Payroll Records

Loan recipients and contractors/subcontractors working on Louisiana Revolving Loan Fund Program projects shall maintain payrolls and basic records relating to payroll during the work and preserve them for a period of three years thereafter for all laborers and mechanics working on the project. They must also ensure that all laborers and mechanics on a project funded or assisted in whole or part with Recovery Act funds are paid on a weekly basis and must submit weekly certified payroll records. The U.S. Department of Labor (DOL) – Wage and Hour Division Form WH-347 shall be used to submit weekly certified payroll records. This form can be found at: <http://www.dol.gov/whd/forms/wh347.pdf>.

The certified payrolls must be completed and submitted to GOHSEP within 7 days of the pay date. All certified payroll forms submitted must be original documents and should be mailed to GOHSEP.

#### Borrower Acknowledgement of Davis-Bacon Act Requirements

This form must be completed by each Louisiana Revolving Loan Program Borrower and returned with your first reimbursement request to the GOHSEP at Governor’s Office of Homeland Security and Emergency Preparedness, Loan Recipient Monitoring, 7667 Independence Blvd., Baton Rouge, Louisiana 70806. For more information on the Davis-Bacon Act, please visit the Department of Labor’s website at:

<http://www.dol.gov/compliance/guide/dbra.htm>

#### Buy American Provision

In accordance with ARRA §1605, the Borrowers assure that it and its sub-recipient(s) will not use ARRA funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all the iron, steel and manufactured goods used in the project are produced in the United States.

The Buy American Recovery Act provisions only apply to projects funded under the Recovery Act for the construction, alteration, maintenance or repair of a public building or public work.

Loan recipients must comply with the Buy American Provisions of the American Recovery and Reinvestment Act. Determining whether the Buy American provisions under the Recovery Act apply to a particular project will depend on the specific details of the Borrower’s project. Once it is determined that the project is for the construction, alteration, maintenance or repair of a public building or public work, then all the iron, steel and manufactured goods used in the project must be produced in the United States unless one of the three listed exceptions applies, and U.S. Department of Energy (DOE) issues a waiver. There is no requirement about the origin of components or subcomponents in manufactured goods used in a project if the manufacturing occurs in the United States. (See 2 CFR 176.70(a) (2) (ii).

#### National Environmental Policy Act (NEPA) Requirements

The National Environmental Protection Act of 1970 (NEPA), as amended (42 U.S.C. 4371, et seq.), requires federal agencies to consider the potential environmental impacts of their proposed actions.

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Applicants may not act using federal funds for projects that may have an adverse effect on the environment prior to DOE providing a final NEPA determination regarding the selected projects. For more information see U.S. DOE's NEPA website: <http://www.gc.energy.gov/NEPA/>

Based on a review of the list of activities that funds can be utilized for under the SEP Program, DOE has determined that projects that meet certain criteria and conditions will likely be classified as categorical exclusions and will not require a NEPA review.

The following activities are considered Categorical Exclusions from NEPA Funding energy efficiency retrofits, provided that:

Projects Are Limited To: installation of insulation; installation of energy efficient lighting; HVAC upgrades; weather sealing; purchase and installation of ENERGY STAR appliances; replacement of windows and doors; high efficiency shower/faucet upgrades; and installation of solar powered appliances with improved efficiency.

Installation of alternative fueling pumps and systems (but not storage tanks) installed on existing facilities (other than a large bio-refinery); only the incremental costs of the purchase of alternative fuel vehicles can be included in the loan. Vehicle conversions from conventional fuel to alternative fuel are allowed with only the incremental costs included in the loan.

- Development, implementation, and installation of onsite renewable energy technology that generates electricity from renewable resources, if projects are limited to:
- Solar Electricity/Photovoltaic – appropriately sized system or unit on existing rooftops and parking shade structures: or 60 KW system or smaller unit installed on the ground within the boundaries of an existing facility.
- Wind Turbine – 20 KW or smaller.
- Solar Thermal – system must be 20 KW or smaller.
- Solar Thermal Hot Water – appropriately sized for residences or small commercial buildings.
- Ground Source Heat Pump – 5.5 tons of capacity or smaller, horizontal/vertical, ground, closed loop system.
- Combined Heat and Power System – boilers sized appropriately for the buildings in which they are located.
- Biomass Thermal – 3MMBTU's per hour or smaller system with appropriate Best Available
- Control Technologies (BACT) installed and operated.

Categorical Exclusions are not absolute. A project activity that falls within a categorical exclusion may require additional NEPA review if it involves—extraordinary circumstances that may affect the significance of its environmental effects. —Extraordinary Circumstances are defined as —unique situations presented by specific proposals, such as scientific controversy about the environmental effects of the proposal; uncertain effects or effects involving unique or unknown risks; or unresolved conflicts concerning alternate uses of available resources within the meaning of section 102(2)(E) of NEPA [42 U.S.C. §4332(e)].

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Applicants proposing projects that fall within the categories included above will not be required to submit any NEPA documentation currently.

If DOE determines that NEPA requires the preparation of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) for a proposed project, the Borrower will be responsible for paying the cost of preparing an EA or EIS. Preparation of these types of NEPA documents can require 6-24 months. Accordingly, Applicants should carefully consider whether such programs are consistent with the objectives of the ARRA.

### [National Historic Preservation Act & State Historic Preservation Office \(NHPA/SHPO\) Requirements](#)

Because Recovery Act funds are federal, all funding recipients must meet Federal Cultural Resource Review requirements under Section 106 of the National Historic Preservation Act. For more information regarding Section 106 contact the Louisiana Office of Cultural Development – Division of Archaeology at (225) 342-8170.

[http://www1.eere.energy.gov/wip/pdfs/state\\_historic\\_preservation\\_programmatic\\_agreement\\_la.pdf](http://www1.eere.energy.gov/wip/pdfs/state_historic_preservation_programmatic_agreement_la.pdf)

All projects that include renovations to existing buildings or improvements to developed property must submit a completed NHPA/SHPO Form with the application. Borrowers proposing projects involving a building or structure included in the National Register of Historic Places (NRHP) or one eligible for inclusion in the NRHP will also be required to complete Item 5 of EF-1 Environmental Questionnaire EF-1.

Borrowers should note that DOE will only consider the project in compliance with Section 106 of the NHPA when adequate background documentation has been submitted and written concurrence that the Louisiana Office of Cultural Development does not object to its Section 106 determination has been provided. In addition, Applicants should note that funding will be dependent on projects meeting Section 106 requirements.

### [Waste Management Plan](#)

Prior to the expenditure of federal funds to dispose of sanitary or hazardous waste, GOHSEP is required to provide documentation to U.S. DOE demonstrating that an adequate disposal plan has been prepared for sanitary or hazardous waste generated by the proposed activities.

Applicants are therefore required to submit information on the expected waste stream of their proposed project. Sanitary or hazardous waste includes, but is not limited to piping, roofing material, discarded equipment, debris, asbestos, metals etc.

Borrowers shall submit to GOHSEP a waste management plan that describes their plan to dispose of any sanitary or hazardous waste generated because of the proposed Project. GOHSEP shall make the waste management plan and related documentation available to DOE upon DOE's request (for example, during a post award audit). Projects shall ensure compliance with all federal, state, and local regulations for waste disposal.

### [Federal, State and Municipal Requirements](#)

All projects must obtain any required permits and comply with applicable federal, state, and municipal

laws, codes, and regulations for work performed and procurement under this award.

#### Procurement Processes

In accordance with ARRA, §1554, Borrowers must award contracts funded in whole or in part with ARRA funds as fixed-price contracts using competitive procedures. Borrowers must also provide a summary to GOHSEP of any contract awarded by the Borrower that is not fixed price and not awarded using competitive procedures for posting in a special section of the website established in ARRA, §1526.

#### Publications and Public Relation Events

All publications which are intended for distribution and are financed, wholly or in part, by SEP funds, must contain the following verbiage:

“Funds are made possible through the American Recovery and Reinvestment Act and the SEP Program administered by the Louisiana Department of Natural Resources”.

Additionally, ARRA, and GOHSEP logos, as provided by GOHSEP to the Borrower, must be included in all the aforementioned publications.

Borrower must notify GOHSEP five (5) business days in advance of all public relations events related to ARRA-funded activities whereby the public and/or media is invited to participate and provide opportunity for involvement.

#### Record Retention

Borrower should keep records sufficient to permit the tracking of funds to a level of expenditure adequate to ensure that funds have not been inappropriately expended. Borrower must maintain records for at least three (3) years following the loan close-out date, unless GOHSEP notifies the Borrower that a longer period is required.

Record retention may include digital and electronic data, documents, receipts, invoices, and other relevant materials. The Borrower agrees to provide full access to all relevant materials and provide copies upon request by GOHSEP.

To receive funds, the recipient will complete a Request for Reimbursement loan form. The request must include the loan award number, a sequential invoice number assigned by the subgrantee, and be accompanied by documentation supporting the request. The reimbursement request must be based on actual costs incurred.

Requests for Reimbursement shall include:

- Final approved budget by category.
- Cumulative expenditures to date, previously reimbursed expenditures, and current expenditures per the request.
- Itemized invoices and/or receipts. Invoices must include company name, address, and zip code; along with proof of work performed, if applicable, this could include a report with a description of work and photos.
- Proof of payments for all invoices claimed in the reimbursement.

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- Proof of procurement for vendor invoices more than \$30,000 in a calendar year.
- Proof of compliance with any applicable state, local and federal regulations (e.g., Louisiana’s Public Bid Law; Louisiana Procurement Code; Louisiana Contractors Licensing Laws and Statutes)
- Proof of contract, if applicable, including change orders or task orders, that cover the full requested amount and time frame of the invoices – this applies to vendor invoices more than \$10,000 in a calendar year.

Example of back up documentation:

- Personnel – payroll spreadsheet showing time worked within the invoice period.
  - Spreadsheet shall contain salary information, applicable contract IDs, complete name of employee, percent of time applied to grant along with the number of hours, description of work performed and fringe benefits per person.
  - Fringe – include in payroll spreadsheet.
  - Proof of payment for personnel related expenses, e.g., paystubs or similar documentation with canceled checks and/or deposit receipts (deposit slip).
- Equipment and Supplies – Invoices and/or receipts and proof of payments. Equipment invoices shall be a detailed list over all equipment/materials purchases including quantity, model number, description, and unit price.
- Contractual – invoice and documentation that the item has been paid for (recipient shall verify invoice).
- Construction – invoices, receipts marked paid, proof of payments and any other documents that properly validate expenses.

### *4.2.1.25 Information about loan terms for communities that are categorized as low-income geographic areas or underserved*

to extend credit to a class of persons who, under the organization’s customary standards of creditworthiness, probably would not receive such credit or would receive it on less favorable terms than are ordinarily available to other applicants applying to the organization for a similar type and amount of credit. a creditor may affirmatively solicit or encourage members of traditionally disadvantaged groups to apply for credit, especially groups that might not normally seek credit from that creditor.

### *4.2.1.26 Loan Tenors*

For disadvantaged borrowers, loan may be repaid up to 30 years after the date on which the project is completed and no longer than the expected design life of the project.

### *4.2.1.27 Project Completions*

All loans that receive funding from the RLF should be completed on, or before the "Anticipated Project Completion Date".

### *4.2.1.28 Use of Additional Subsidy*

How much of capitalization grant to award as additional subsidy, establishing criteria for the distribution of additional subsidy; set asides to assist DACs

### 4.3 *Loan Disbursements*

This table shows requirements from FEMA's IUP template and are included as a reference for reviewers during public comment period.

Provide information on the following prompts:

- What is the anticipated amount of financial assistance the entity loan fund plans to disburse as loans for Fiscal Year (YEAR) per 42 United States Code Section 5135(g)(2)(E)?
- What is the entity loan funds' utilization goal?
- The fund utilization goal is a performance measure used to evaluate how efficiently entity loan funds are disbursing capitalization grants as loans. The calculation is cumulative assets divided by cumulative funds available for projects. Entities establish a target measure that best aligns with their specific needs. FEMA recommends that entities target pace levels near or above 100%. Entities that are lagging in this measure, or have declining pace levels, may need to review loan policies and procedures as well as outreach techniques. Entities with pace levels greater than 100% are generally practicing advanced loan commitment.
- Has the entity worked with local governments to understand potential revenue streams that can support projects and activities that are not revenue-producing per 42 United States Code Section 5135(f)(1)(A)(iii)?

#### 4.3.1 *Summary of Loan Disbursements and Utilization Target*

GOHSEP intends to disburse up to \$5 million in loans if awarded the full capitalization grant from FEMA. Louisiana intends to maintain our fund utilization rate at 85%. GOHSEP will prepare and send Loan Closing Documents for the borrower's signature. Once the executed Loan Closing Documents are received by GOHSEP, an initial disbursement may be made from GOHSEP Finance's dedicated bank account housing loan funds. The disbursement will be made directly to Applicants' bank account. A case manager will be assigned to work with the borrower through the disbursement process and schedule subsequent disbursements until the loan is fully disbursed. The loan may be adjusted after closing due to changing circumstances, such as increasing the loan for unexpected repair costs or reducing the loan due to additional insurance proceeds.

#### 4.3.2 *Local Government Potential Revenue Streams*

GOHSEP's technical assistance is available to support loan applicants, as needed, in identifying revenue streams for loan interest repayment.



# v GOHSEP Program Management

## 5.1 Local Capacity Development

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide information about how the entity loan fund is supporting local communities through capacity development.

Per 42 United States Code Section 5135(f)(6)(B) Louisiana can use up to 5%, for each fiscal year, of the State Program Management set-aside funds to support its capacity development program. GOHSEP local capacity development program may consist of a combination of technical assistance focusing on loan management related capacity and technical assistance to assist local governments to build the capacity needed to develop and implement hazard mitigation plans and policies. In the first year GOHSEP may focus on loan and program management technical assistance. Staff positions and outside contractors may be funded to provide entities with the tools and financial assistance they need to obtain and maintain the technical, financial, and managerial capacity needed to ensure compliance with USCS 5135(g)(2)(D). The goal of the program will be to identify the technical, financial, and managerial impediments confronted by the local communities. After identifying the impediments, GOHSEP will be able to determine and accomplish solutions to capacity problems, including the need for hazard mitigation technical assistance more appropriately. Such solutions could include technical or financial assistance or encouragement of consolidation, collaboration, regionalization, and contract operations and maintenance cooperatives. GOHSEP agrees to demonstrate compliance with capacity development authority and the capacity development strategy.

After the second year, GOHSEP will contemplate the provision of Hazard Mitigation Technical Assistance to existing or potential RLF participants. In the 2019 Hazard Mitigation Plan, the analysis of local mitigation planning tools revealed that the capacity to implement mitigation varies across Louisiana parishes and tribes. Many local entities face challenges in their attempts to implement mitigation policies and programs as they often do not have the necessary resources to implement certain mitigation activities. For instance, many parishes lack the time and/or expertise to carry out mitigation policies and programs. Many local municipalities have one staff member or perhaps a part time staffer focused on mitigation policies and programs. Some do not have staff with the required expertise to include GIS, floodplain management, planning, etc., which makes it difficult to apply for funding and/or carryout mitigation tasks.

The State of Louisiana views the Revolving Loan Fund as an avenue to provide support to local and tribal governments with the mitigation needs not previously met. As noted in GOHSEP’s HMP (2019), GOHSEP works with the Louisiana Economic Development (LED)’s Community Competitiveness Initiative to offer support to community adherence to emergency preparedness principles including mitigation and emphasizes its importance in an “economic development” capacity building program. The Revolving Loan Fund can support identified projects that enhance local existing capacities.

## *5.2 Environment and Historic Preservation Compliance*

This table shows requirements from FEMA's IUP template and are included as a reference for reviewers during public comment period.

Describe the entity's plan for implementing Environmental Planning and Historic Preservation (EHP) compliance procedures, including how proposed projects will be pre-screened, and which activity types will be submitted to FEMA for EHP review.

NOTE: FEMA will provide entities with guidance and materials to complete this section.

### **5.2.1 Environmental Planning and Historic Preservation (EHP) Compliance**

The Environmental and Historic Preservation review of loan projects occurs after the award of the capitalization grant. Entities will be asked to indicate within their loan application materials which projects would require Environmental and Historic Preservation review. GOHSEP recognizes that projects that may impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must ensure projects participate in the Environmental and Historic Preservation review process. Per NOFO guidance (F.2.c), projects requiring an EHP review, GOHSEP will not issue any loan until an EHP review is completed.

Additionally, loans may be used as a non-federal cost match for another Hazard Mitigation Assistance (HMA) grant application. In this situation, FEMA will complete the Environmental and Historic Preservation review process following the procedures of the FEMA HMA grant program.

GOHSEP will ensure that all approved loans that include renovations to existing buildings or improvements to developed property submit a completed National Historic Preservation Act/State Historic Preservation Office Form with the application and the required checklist FEMA is creating for the Revolving loan Fund program. Borrowers proposing projects involving a building or structure included in the National Register of Historic Places (NRHP) or one eligible for inclusion in the NRHP will also be required to complete Item 5 of EF-1 Environmental Questionnaire EF-1. GOHSEP will only consider the project in compliance with Section 1-6 of the NHPA when adequate background documentation has been submitted and written concurrence.

Project types that do not require Environmental and Historic Preservation reviews include mitigation planning, building code adoption and enforcement, and zoning and land-use planning.

## VI Public Participation

### 6.1 Public Meetings and Comment Activities

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide information on the following items:

- How has the entity incorporated public comment and review, and consultation, with appropriate government entities and interested groups, prior to annual Intended Use Plan submission?
- How has the entity engaged public meetings and comment activities performed in support of entity loan fund implementation?
- Describe the public notice process and actions taken to address public comments for project proposals.

Prior to submission of this Intended Use Plan, GOHSEP launched an integrated outreach methodology, which included leveraging partnerships with key stakeholders and organizations and outreach efforts such as, facilitating public meetings and calls, conducting public feedback mechanisms, uploading online content, and disseminating key outreach materials.

As an example, GOHSEP made a survey available to all eligible loan applicants in the state to gather project proposals to be funded through the RLF ([GOHSEP STORM Survey](#)). This survey was the most efficient and effective means to obtain public feedback and insight on the priorities the state should focus on in this Intended Use Plan. GOHSEP also hosted multiple outreach calls during the week 3/20/23 through 3/24/23 with potential loan applicants around the state, informing them of the funding opportunity through this revolving loan fund, during which the state answered questions and provided feedback to the attendees. In addition, GOHSEP placed an ad in The Advocate on March 20 and March 21, 2023, informing the public of the opportunity to submit project proposals under this RLF. The state also posted announcements detailing the funding opportunity and the chance to submit project proposals on the GOHSEP website, as well as an email announcement directly to local directors. In addition to these actions, GOHSEP’s posted information to its grants portal ([grants.la.gov](#)), distributed an email blast to all account holders, and issues a press release on March 14<sup>th</sup>, 2023. As such, this Intended Use Plan reflects the mitigation project priorities of government entities and interested groups around the state.

GOHSEP also used several in-person conferences to spread the word about the loan program, such as the Police Jury’s Conference and the A Rural Summit for Ruston, Winnsboro, and Opelousas Parishes.

To ensure that the public had an opportunity to review our proposed plans for the Hazard Mitigation Revolving Loan Fund, the draft IUP was available to the public on April 14, 2023, for public comment and review. This period of access for comment and review was held “open” for one week through April 21, 2023. State entities were given the chance to review the IUP, provide comments and feedback on its language and priorities, and raise concerns directly to GOHSEP. Overall, GOHSEP held multiple comment periods during formulation of the Intended Use Plan and before the grant application deadline to garner interest, receive comments and feedback, and implement changes to the Plan.

# GOHSEP Public Participation Approach

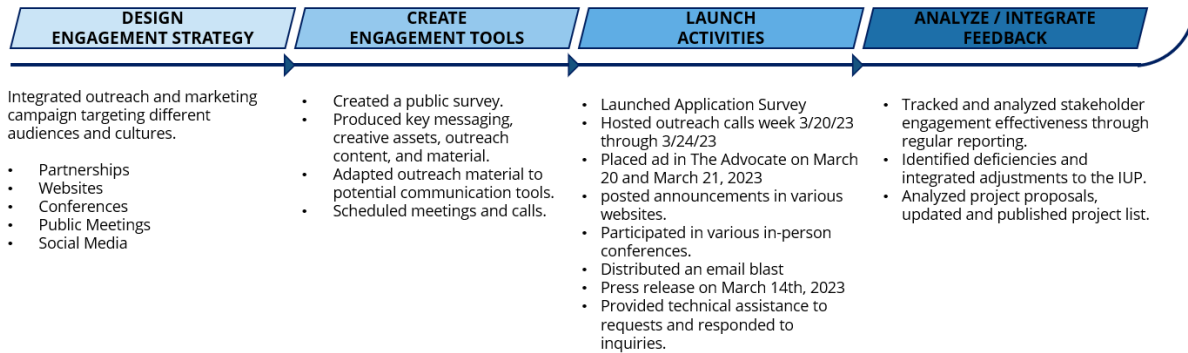


Figure 4: Summary of GOHSEP Public Participation Approach

## VII Audits and Reporting

### 7.1 Compliance with Federal Reporting Requirements

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Complete the template language below:

Ensuring transparency and accountability, all program materials are posted on our website (Entity Website). We will utilize the services of an (enter preferred auditing agency [e.g., outside Certified Public Accounting firm]) to conduct an independent audit to ensure financial integrity for the Annual and Biennial Audits.

We commit to entering project and benefits data into the FEMA Non-Disaster Grants system (ND Grants) and financial data in Payment and Reporting System (PARS) to support the evaluation of the (Entity Name) Safeguarding Tomorrow RLF program. Among other parameters, FEMA will use the data from the audits and reporting to evaluate how the entity loan funds:

- Efficiently administer the fund
- Provide project benefits to local communities
- Promote equity

We will enter project benefits data into ND Grants by the end of the quarter in which the capitalization grant is received. After the period of performance, we will enter required project benefits data into FEMA’s ND Grants by the end of the fiscal year for this Intended Use Plan.

As GOHSEP intends to expend \$750,000 or more from all federal funding sources during the fiscal year, GOHSEP understands the requirement to submit an organization-wide financial and compliance audit report, also known as the single audit report (NOFO, 33). Ensuring transparency and accountability, all program materials are posted on GOHSEP website (gohsepgrants.la.gov). GOHSEP intends to utilize the services of the Louisiana Legislative Auditor to conduct an independent audit to ensure financial integrity for the Annual and Biennial Audits.

GOHSEP commits to entering project and benefits data into the FEMA Non-Disaster Grants system (ND Grants) and financial data in Payment and Reporting System (PARS) to support the evaluation of the GOHSEP Safeguarding Tomorrow RLF program. Among other parameters, FEMA will use the data from the audits and reporting to evaluate how the entity loan funds:

- Efficiently administer the fund
- Provide project benefits to local communities
- Promote equity

GOHSEP will enter project benefits data into ND Grants by the end of the quarter in which the capitalization grant is received. After the period of performance, GOHSEP will enter required project benefits data into FEMA’s ND Grants by the end of the fiscal year for this Intended Use Plan.

### 7.2 Publication of Information

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide information about the frequency and location of the Publication of Information requirement per 42 United States Code Section 5135(h)(2).

NOTE: The recipient should publish information publicly on a preferred platform and at intervals most suitable to the recipient during, and after, the period of performance.

GOHSEP will utilize existing infrastructure to publish transparent, relevant, and accurate information pertaining to the Hazard Mitigation Revolving Loan Fund (SharePoint site). In accordance with CFR 42 United States Code Section 135(h)(2) this site will house relevant project information such as,

- Project Name
- Location of the Project
- Periodic status updates,
- Site visits,
- Documentation requests,
- Type and amount of assistance provided for each project from the revolving loan fund,
- Expected funding schedule,
- Anticipated date of completion of the project,

This existing website infrastructure will allow GOHSEP to clearly communicate information regarding projects funded through this revolving loan fund with real-time comments, notes, progress reports, and uploads. Information about projects being funded under this RLF will be published for public view on a quarterly basis during and after the period of performance for the project. This frequency of reporting will allow the public to have a clear view into project information and progress and funding information, including funding schedule and the amount of funding provided for the project.

*7.3 Loan Recipient Auditing and Reporting*

This table shows requirements from FEMA’s IUP template and are included as a reference for reviewers during public comment period.

Provide information about how the entity loan fund will monitor and evaluate the performance of loan recipients in their use of funds, if applicable.

In accounting for the receipt and expenditure of funds under the loan program, the loan recipient shall follow Generally Accepted Accounting Principles (“GAAP”). As defined by 2 C.F.R. § 200.49, GAAP “has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).”

When conducting an audit of a loan recipient’s performance under this loan program, the parties may use, but are not limited to the use of, Generally Accepted Government Auditing Standards (“GAGAS”). As defined by 2 C.F.R. § 200.50, GAGAS, also known as the “Yellow Book,” means generally accepted

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government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.”

If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this loan program, the loan recipient shall be held liable for reimbursement to GOHSEP of all funds not spent in accordance with these applicable regulations and loan program provisions within thirty days after GOHSEP has notified the loan recipient of such noncompliance.

The loan recipient shall have all audits completed by an independent auditor. The independent auditor shall state that the audit complied with the applicable provisions noted above. The audit must be received by GOHSEP no later than nine months from the end of the loan recipient’s fiscal year. The loan recipient shall ensure that copies of reporting packages for audits conducted in accordance with 2 C.F.R. Part 200, by or on behalf of the loan recipient, are forwarded to GOHSEP at the following address:

VIA EMAIL:

[la-hm@la.gov](mailto:la-hm@la.gov)

VIA MAIL:

Governor’s Office of Homeland Security and Emergency Preparedness  
Attn: Loan Recipient Monitoring  
7667 Independence Blvd.  
Baton Rouge, LA 70806

The loan recipient shall send Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at:

<http://harvester.census.gov/fac/collect/ddeindex.html>

The loan recipient shall ensure that any management letter issued by auditors is sent to GOHSEP at the following address:

VIA EMAIL:

[la-hm@la.gov](mailto:la-hm@la.gov)

VIA MAIL:

Governor’s Office of Homeland Security & Emergency Preparedness  
Attn: Subrecipient Monitoring  
7667 Independence Blvd.  
Baton Rouge, LA 70806

## VIII Appendix A

### 8.1 Loan Application Process

Refer to [Section IV](#) of the main body

### 8.2 Financial Planning Methodology

GOHSEP will leverage a scenario-based financial model to inform loan amounts, expected repayments (and therein future loan amounts), etc. The methodology assumes GOHSEP intends to distribute the full grant amount (assumed to be \$5.5M including state match) in the first year of participation in the program. The Financial Planning model considers the 60/40 split of Standard/Disadvantaged loans. Further, as GOHSEP intends to prioritize loans for disadvantaged applicants, all loans funded through repayment of initial distribution(s) are in line with the afforded 30-year length. GOHSEP can inform capacity for continued loan distributions based on projected repayments. Should the amount loaned in the first year differ from the assumed \$5.5M, the model can be updated casting refreshed projections for future loan amount availability.

### 8.3 Financial Model

Assumptions for modeling purposes:

- All funds distributed in first year with no repayment, or interest accrual, beginning until construction completes in 3rd year after distribution (this first year of repayment is "Year 1")
- No money being borrowed, and therefore no principal/interest payments FROM GOHSEP, to fund the STORM RLF program
- All future loans (beyond original \$5M, or \$5.5M including state match) will be Underserved Loans valued at the "Average Loan Amount"



GOHSEP STORM  
ELF - Financial Mod

Double click the above file to view the financial model, standard amortization schedule, disadvantaged amortization, and additional models.



**IX Appendix B**

*9.1 Loan Distribution Methodology*

Prerequisite: Loan applicant submits an eligible project during application period (determined and published publicly by GOHSEP) and the Revolving Loan Fund (RLF) has funding

Tools Required: LAHM

References: Safeguarding Tomorrow through Ongoing Risk Mitigation (STORM) Act, Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Phase	Responsible Party	Step	Tool
		<b>NOTE:</b> <b>Eligible jurisdictions submit applications during application period.</b>	
<b>Review of the Loan Application</b>	<b>RLF-Review Panel</b>	<ol style="list-style-type: none"> <li>1. Review the applications for completeness and appropriateness.                             <ol style="list-style-type: none"> <li>1.1 If the application is selected, move to next step</li> <li>1.2 If any reviews flagged technical support from GOHSEP, assign a technical team member to the loan applicant before moving the loan applicant to the next step.</li> <li>1.3 If the application is not accepted, alert the loan applicant of the reasoning.</li> </ol> </li> </ol>	
<b>Initiate Loan</b>	<b>HMA, GOHSEP Legal</b>	<ol style="list-style-type: none"> <li>2. Extend formal loan application with agreements to the accepted loan applicants.</li> </ol> <p><b>Note:</b> This step can only be initiated following the funding of the RLF program.</p>	
<b>Manage Loan</b>	GOHSEP Finance	<ol style="list-style-type: none"> <li>1. Disburse funds from GOHSEP RLF bank account to borrower’s account.</li> <li>2. Monitoring of the funds                             <ol style="list-style-type: none"> <li>2.1 Ensure the funds are used for authorized purpose.</li> <li>2.2 To establish a benchmark metric that are intended to ensure that the borrower remains financially healthy.</li> <li>2.3 Set a minimum standard of communication, for instance regular delivery of financial statements, reports.</li> <li>2.4 Use of tracking mechanisms including Excel models, amortization schedules, and</li> </ol> </li> </ol>	

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Phase	Responsible Party	Step	Tool
		<p>LAHM.com to monitor timeframes, calculate payments, and monitor payments associated with each loan.</p> <ol style="list-style-type: none"> <li>3. Follow-up</li> <li>4. Delinquency               <ol style="list-style-type: none"> <li>4.1 “Delinquency status” defined in the initial loan agreement.</li> <li>4.2 Loan recipients can cure a delinquency by making all overdue payments and paying all assessed interest, and related costs per loan agreement.</li> <li>4.3 Under special circumstances GOHSEP may consider loan recipient’s request for a reasonable repayment agreement, and/or may contemplate adjustments to loan terms, this only under GOHSEP’s discretion and following any FEMA and RLF program and other federal applicable policies</li> </ol> </li> </ol>	

**x Appendix C**

*10.1 Project Proposal List Prioritization Methodology*

Step 1: Project & Fiscal Review				
<p>Prior to the scoring below, GOHSEP will confirm that the loan applicant either has a non-expired HMP or the funds are for updating the HMP. Except for local governments receiving a loan for hazard mitigation planning, local governments that receive a loan under the Safeguarding Tomorrow RLF program must have a FEMA-approved Local or Tribal Hazard Mitigation Plan. If the loan applicant meets this requirement, the project will go through two scoring rounds.</p> <p>For the first scoring round, if the loan applicant scores below a 3 on any category, GOHSEP will follow up with loan applicant to provide technical assistance to improve the application, where possible. If credit or repayment concerns are identified, GOHSEP will work with the loan applicant to determine if pursuit of a 1% interest loan is viable. Loan applicants will be provided a window of response time to ensure the loan review process is not delayed.</p>				
Category	Description & Methodology Reasoning	Highest Score	Lowest Score	Weighted Score (multiplier for priority)
Project Plan	5 = Fully executable project; 4 = Viable project with some revisions needed; 3 = Good basis for project with moderate revisions needed; 2 = Project plan requires significant revisions; 1= Unrealistic project with unattainable goals	5	1	x3 (highest 15; lowest 3)
Bond Rating	5 = Entity credit check fully clear; 4 = Minor credit check concerns; 3 = Some credit concerns; 2 = Significant concerns; 1 = Too many concerns to proceed	5	1	X3 (highest 15; lowest 3)
Outstanding Payments to GOHSEP Existing Grants	5 = No outstanding payments; 4 = Minor outstanding payments with plan for repayment in place; 3 = Some outstanding payments with plan for repayment in place; 2= significant repayments with somewhat of a plan to repay; 1 = Substantial repayment concerns with no repayment plans in place	5	1	X2 (highest 10, lowest 2)
Cost Effective	5 = Project is cost effective; 4 = Project is mainly cost effective; 3 = Project is somewhat cost effective; 2 = Project is minimally cost effective; 1 = Project is not cost effective	5	1	X1 (highest 5, lowest 1)
Fiscal Plan	5 = Strong repayment plan of 1% interest in place; 4 = Good repayment plan of 1% interest in place; 3 = Somewhat of a repayment plan of 1% interest in place; 2 = primarily unviable of repayment plan of 1% interest in place; 1 = no repayment plan	5	1	X1 (highest 5, lowest 1)
Highest Possible Score: 50				

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Lowest Possible Score: 10  
 Score threshold that necessitates GOHSEP provide technical expertise to support an improved and viable loan application: 25

Step 2: Assessment of Project in terms of RLF Priority Projects and mitigation and Resilience Goals:

1. Disadvantaged, Underserved and Socially Vulnerable areas with projects to foster resilience. **Mitigation and Resilience Goal 1:** Support the inclusion of communities that historically are underserved.
2. Mitigation projects that address risk reduction from the hazards that most impact the State of Louisiana – flooding and wind-related hazards. **Mitigation and Resilience Goal 2:** Foster resilience across the state to reduce impact from hazards.
3. Project traditionally not covered under competitive grants, such as non-Federal cost share. **Mitigation and Resilience Goal 3:** Support communities in funding historically underfunded projects that enhance resilience.

*A minimum of three (3) of the same scorers evaluate each project and the scores are averaged to generate the project prioritization.*

Category	Description & Methodology Reasoning	Highest Score	Lowest Score	Weighted Score (multiplier for priority)
CDC/ATSDR Social Vulnerability Index	5 = High; 4 = Medium-High; 3= Low-Medium; 2 = Low; 1= No data <a href="#">CDC/ATSDR Social Vulnerability Index (SVI)   Place and Health   ATSDR</a> (To find the score, first input the Louisiana as the state, click “zoom to level 8” and click from counties to census tracts. Only use parish level data if the project impacts the entire parish)	5	1	X3 (highest 15; lowest 3)
Alignment to SHMP Priorities and Strategic Plan	5 = Highly aligned; 4 = Align with most goals; 3= aligned with some goals; 2 = Align with 1 goal; 1= Not aligned	5	1	X3 (highest 15; lowest 3)
Flood and/or Wind Risk Reduction	5 = Exceptionally reduces risk; 4 = Greatly reduces risk; 3= Moderately reduces risk; 2 = Somewhat reduces risk; 1= No risk reduction	5	1	X3 (highest 15; lowest 3)
Social Vulnerability Reduction	5 = Exceptionally reduces vulnerability; 4 = Greatly reduces vulnerability; 3= Moderately reduces	5	1	X3 (highest 15; lowest 3)

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	vulnerability; 2 = Somewhat reduces vulnerability; 1= No vulnerability reduction			
Enhances the Natural Environment	5 = Exceptionally enhances; 4 = Greatly enhances; 3= Moderately enhances; 2 = Somewhat enhances; 1= No enhancement	5	1	X2 (highest 10, lowest 2)
Whole Community Approach	5 = Highly inclusive/includes strong partnerships; 4 = Greatly inclusive/includes good partnerships; 3= Moderately inclusive/includes partnerships; 2 = Somewhat inclusive/weak partnerships; 1= Not inclusive/no partnerships	5	1	X2 (highest 10, lowest 2)
Economic Resilience Enhancement	5 = Exceptionally enhances economic resilience; 4 = Greatly enhances economic resilience; 3= Moderately enhances economic resilience; 2 = Somewhat enhances economic resilience; 1= Does not enhances economic resilience	5	1	X1 (highest 5, lowest 1)
Infrastructure Resilience Enhancement	5 = Exceptionally enhances infrastructure resilience; 4 = Greatly enhances infrastructure resilience; 3= Moderately enhances infrastructure resilience; 2 = enhances infrastructure resilience; 1= Does not enhances infrastructure resilience	5	1	X1 (highest 5, lowest 1)
Inclusive Planning	5 = Highly Inclusive; 4 = Many inclusive elements; 3 = Somewhat inclusive; 4 = Less than 2 elements of inclusion; 5 = no elements of inclusion. <i>(Projects that incorporate innovative, inclusive planning and preparedness approaches consider elements like physical</i>	5	1	X1 (highest 5, lowest 1)

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	<i>access, language access, and information access)</i>			
Highest Possible Score: 100 Lowest Possible Score: 20				
<b>Stop here unless EHP is a factor</b>				
Only score EHP if applicable to the project				
EHP Compliant	5 = Highly compliant; 4 = Medium-High compliance; 3= Moderately Compliant; 2 = Somewhat Compliant; 1= Not Compliant	5	1	X1
If a loan applicant scores a 1-3, GOHSEP will provide technical assistance to the loan applicant. If the score is not able to move above a 3 after technical assistance, the loan application will not move forward until EHP considerations are met.				

\*\*Projects requiring EHP reviews: GOHSEP will not issue a loan until an EHP review is completed for the proposed project.

Step 3: Tie-Breaking Procedure		
Application Identifier Number:		
Item	Description	Points
Environmental Justice Index	The community demonstrates substantial need as indicated by the census tract level data of the <a href="https://www.cdc.gov/eji/">Environmental Justice Index (EJI) (cdc.gov)</a>	25
Connection to local/state strategy	The project is part of a broader strategy identified by the community. The project is one piece in a larger project.	25
Application completeness	The loan applicant is not only a strong credit candidate, but the application is thorough, includes all key aspects of project planning	25
Labor Standards	The project incorporates strong labor standards to ensure high-quality work.	25

## **XI Appendix D**

### *11.1 Underserved Communities*

GOHSEP will support historically marginalized and under-resourced communities through technical assistance on loan applications.<sup>1</sup> The scoring criteria for loan applications strongly weighs loan applications from underserved communities. For the first year, GOHSEP will utilize the 2020 Centers for Disease Control and Prevention (CDC)/Agency for Toxic Substances and Disease Registry (ATSDR)'s Social Vulnerability Index (SVI). The selection of this data set aligns with FEMA's National Risk Index 1.19 revision to use the CDC/ATSDR Social Vulnerability Index as the means to measure social vulnerability. The CDC/ATSDR Social Vulnerability Index (CDC/ATSDR SVI) uses 16 U.S. census variables to help local officials identify communities that may need support before, during, or after disasters.

The tie breaking procedures use the Environmental Justice Index (EJI) to measure the cumulative impacts of environmental burden through the lens of human health and health equity. The Environmental Justice Index uses data from the U.S. Census Bureau, the U.S. Environmental Protection Agency, the U.S. Mine Safety and Health Administration, and the U.S. Centers for Disease Control and Prevention to rank the cumulative impacts of environmental injustice on health for every census tract. The EJI is intended as a high-level mapping and screening tool that characterizes cumulative impacts and patterns of environmental injustice across the U.S.

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<sup>1</sup>NOFO guidelines defining low income and underserve communities:

Pursuant to 42 U.S.C. § 5135(m)(5), a "low-income geographic area" is an area, pursuant to 42 U.S.C. § 3161(a)(1) that meets one of the two following criteria: (1) "the area has a per capita income of 80 percent or less of the national average"; or (2) "the area has an unemployment rate that is, for the most recent 24-month period for which data are available, at least 1 percent greater than the national average unemployment rate."

Executive Order 13985: Advancing Racial Equity And Support For Underserved Communities Through The Federal Government, defines "underserved communities" as "populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life..." and includes communities such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. It also includes "communities environmentally overburdened," which are communities adversely and disproportionately affected by environmental and human health harms or risks, and "disadvantaged communities" as referenced in Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, and defined in Office of Management and Budget's Memo M-21-28: Interim Implementation Guidance for the Justice40 Initiative.

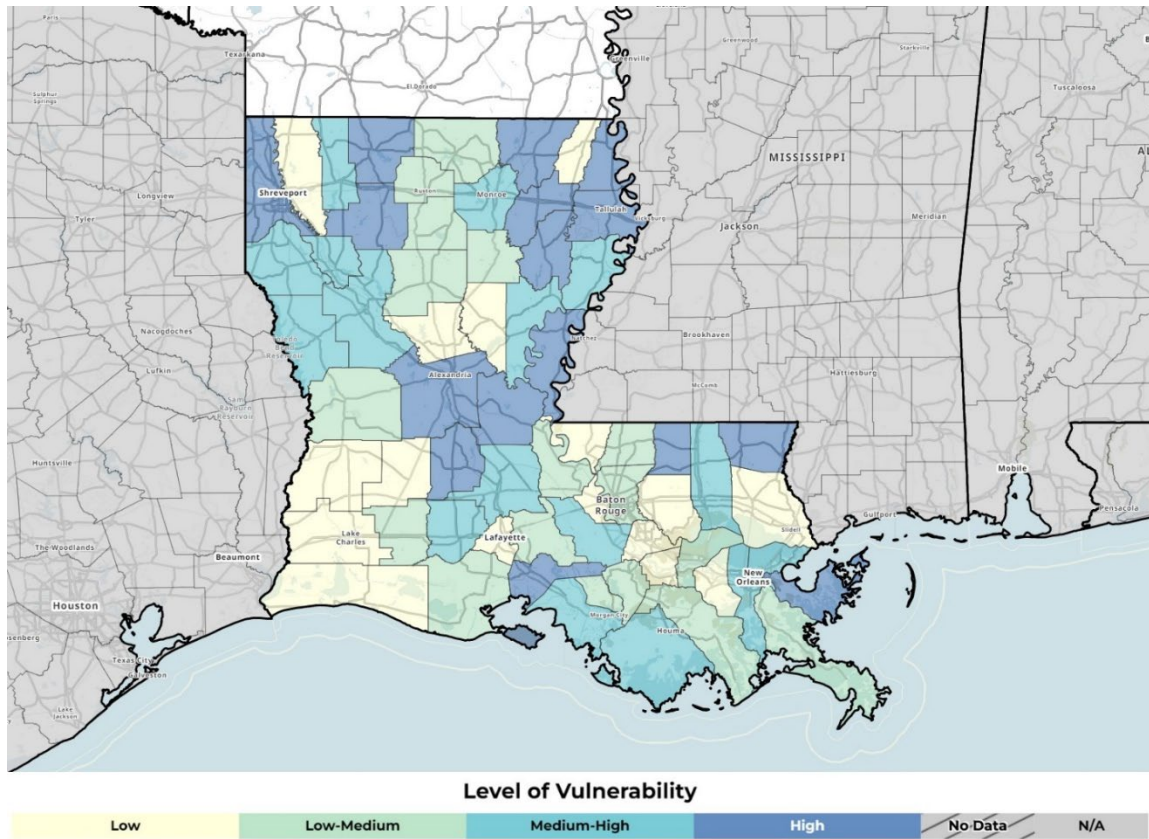


Figure 5: Louisiana 2020 CDC/ATSDR Social Vulnerability Index at Parish Level (Census Tract level requires zoom to level 8)

Source: CDC/ATSDR Social Vulnerability Index (CDC/ATSDR SVI) (2020)



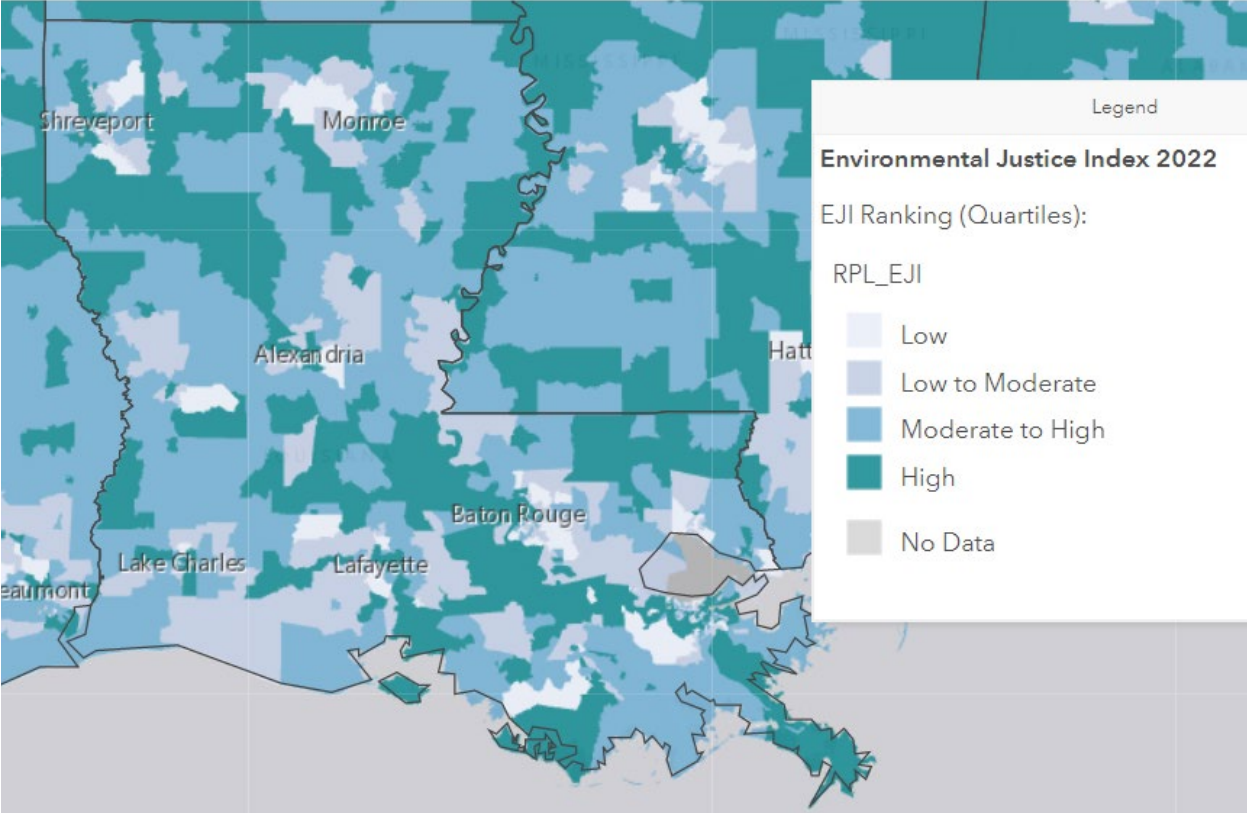



Figure 6: Louisiana 2022 Environmental Justice Index (EJI)

Source: CDC/ATSDR Environmental Justice Index (EJI) (2022)

## XII Appendix E

### 12.1 Public Outreach Materials



Flyer Utilized by GOHSEP at Rural Community Summit where RLF was promoted



**The Hazard Mitigation Assistance (HMA) Division of GOHSEP administers FEMA Hazard Mitigation Assistance (HMA) Programs for the State of Louisiana.**

**Hazard Mitigation** is considered any sustained action taken to reduce or eliminate long-term risks to people and property from natural hazards.

**Examples of Hazard Mitigation Project Types** are Elevation, Acquisition or Reconstruction of flood-prone properties, safe room construction, drainage improvements, infrastructure retrofit, project scoping, and redundant power for critical facilities.

Non-Disaster (available on annual funding cycles)	Post-Disaster
 Building Resilient Infrastructure & Communities (BRIC) Flood Mitigation Assistance (FMA)	 Hazard Mitigation Grant Program (HMGP)

**HMA Grant Programs**

**HMGP:** Funds only made available after a Presidentially-declared disaster. FEMA typically covers 75% of eligible project costs. See below for competitive opportunity.

**FMA:** Annual, nationally competitive grant program with projects benefiting the NFIP. FEMA provides between 75%-100% of eligible project costs. Expected 08/2023





**BRIC:** Annual, nationally competitive grant program to create resilience. Projects ranked by Technical & Qualitative criteria specified in the funding notice. FEMA provides between 75%-90%. Expected 08/2023

**STORM Act: Safeguarding Tomorrow through Ongoing Risk Mitigation** is a new program under development for Fiscal Year 2023. FEMA will provide grants to States to capitalize revolving loan funds which may be used to finance various types of hazard mitigation projects to reduce risks from natural hazards and disasters. This is a loan program where repayment terms may be 20-30 years, depending on certain factors.

**Current Open HMA Funding Opportunities**

- Hurricane Ida HMGP Application Period: Competitive, Letters of Interest due by April 11, 2023.
- STORM - Safeguarding Tomorrow RLF: Project proposals due by April 21, 2023.

**QR Codes to Access Additional Program Information**

HMA Guidance	BRIC FY22 NOFO	FMA FY22 NOFO	STORM Act RLF
			

For more information, please visit the “Resources” page on [GOHSEPGrants@la.gov](mailto:GOHSEPGrants@la.gov) or send an e-mail to [GOHSEPHM@la.gov](mailto:GOHSEPHM@la.gov).

# RURAL COMMUNITY FUNDING SUMMIT

HOSTED BY SENATOR CASSIDY, USDA RURAL DEVELOPMENT, AND LOUISIANA HOUSING CORPORATION

CONNECTING COMMUNITIES TO STATE AND FEDERAL FUNDING OPPORTUNITIES INCLUDING:

THE INFRASTRUCTURE INVESTMENT JOBS ACT  
BIPARTISAN INFRASTRUCTURE LAW  
INFLATION REDUCTION ACT

## RUSTON - APRIL 3

9:00 AM - 12:00 PM  
Ruston Civic Center  
401 N Trenton St. Ruston, LA, 71270

## RESERVE - APRIL 14

9:00 AM - 12:00 PM  
River Parishes Community College, Reserve Campus  
181 Regala Park Road, Reserve, LA, 70084

## WINNSBORO - APRIL 4

9:00 AM - 12:00 PM  
Jack Hammond Community Center  
810 Adams St. Winnsboro, LA, 71295

## LEESVILLE - APRIL 24

9:00 AM - 12:00 PM  
Vernon Parish Fairgrounds Auditorium  
276 HM Stevens Blvd., Leesville, LA, 71446

## OPELOUSAS - APRIL 5

9:00 AM - 12:00 PM  
Opelousas Civic Center  
1638 Creswell Ln, Opelousas, LA, 70570

## BOGALUSA - MAY 22

9:00 AM - 12:00 PM  
The Coke Plant  
213 Shenandoah St., Bogalusa, LA, 70427

## MORGAN CITY - APRIL 13

1:00 PM - 4:00 PM  
Morgan City Municipal Auditorium  
728 Myrtle St., Morgan City, LA, 70380

## LAKE CHARLES - MAY 24

9:00 AM - 12:00 PM  
Lake Charles Civic Center  
900 Lakeshore Drive, Lake Charles, LA, 70602



DEIDRE DECULUS ROBERT

SEN. BILL CASSIDY

JOSHUA G. HOLLINS



Louisiana Housing Corporation



USDA Rural Development

U.S. SENATOR **BILL CASSIDY, M.D.** FOR LOUISIANA



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