

# LOUISIANA MUNICIPAL ASSOCIATION

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Mayor, Delhi

First Vice President:  
*Clarence R. Fields*  
Mayor, Pineville

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Executive Director:  
*Tom Ed McHugh*

## MEMORANDUM

**DATE:** January 26, 2007

**TO:** Mayors

**FROM:** Tom Ed McHugh  
Executive Director

**SUBJ:** STATE BUILDING CODE APPLICATION INSTRUCTIONS / INFORMATION

**THE DEADLINE FOR APPLICATIONS FOR THE \$8 MILLION AID FOR BUILDING CODE IMPLEMENTATION IS FEBRUARY 9, 2007.** Approximately \$2.6 million was awarded recently, and the remainder (\$5.375 million) will be awarded by the Code Council at its February 13<sup>th</sup> meeting. Those of you who filed an application for Tier A funding but were not approved for Tier A funding will be considered for Tier B funding without the need to re-apply. The first round brought some better understanding as to what a "good" application should include in order to be given higher priority.

**In order to assist you in making an application or to help you up-date or amend your application if you would care to, the following points should be considered:**

1. Establishment of new program where one did not exist is priority.
2. An existing program that reaches out to add coverage to a community that did not have a program is a priority.
3. Applications with detailed budget information are more favorably considered.
4. Sustainability is a strong priority.
5. Historical "permit" data is important to sustainability.
6. Estimates of 2007 activity is necessary to establish sustainability.
7. Budgets will be based on 6 months by the Review Committee.
8. All salaries and benefits are based on a 6 month period.
9. Vehicles are limited to \$18,000 or less based on State contract rates.
10. No fuel or vehicle maintenance costs are allowed.

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RE: Building Code Applications  
January 26, 2007

11. All construction, remodeling, or building rental costs are limited to \$10,800.
12. Training costs (training materials, lodging, travel, etc.) shall not exceed \$5,000 per person.

These points should be considered when filing or up-dating your application. A draft of budget information sheets and sustainability informational sheets are attached and could be filed with the application to help address the points.

Also, (3) three requests on the application should be considered in light of the (13) thirteen points in this memo. Those brief descriptions should include those points and should reference your budget information and sustainability sheets to support your positions.

**Given the complex nature and short time frame, please do not hesitate to call us for additional explanations or assistance on this matter.** We will be actively involved with this issue and hopefully can help you succeed in meeting this new mandate.

TEM:cmb  
attachments

**GRANT APPLICATION FOR UNIFORM CONSTRUCTION CODE  
IMPLEMENTATION**

(File application with LA State Uniform Construction Code Council, 7979 Independence Blvd., Suite 106, Baton Rouge, LA 70806)

**Applicant may utilize attachments to provide the requested information**

**APPLICANT**

\_\_\_\_\_

**Address:**

\_\_\_\_\_  
\_\_\_\_\_

**JURISDICTION(S) TO WHICH THE APPLICATION APPLIES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide the name and contact information for the person to whom questions relative to the application should be directed.**

\_\_\_\_\_  
\_\_\_\_\_

**Total Grant Request**

**\$** \_\_\_\_\_

**Please provide a brief description of the current construction code enforcement in the jurisdiction(s) to which the application applies.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide a brief description of the nature of the proposed (or past) expenditures that the grant is proposed to fund.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Please provide a brief description of how the proposed expenditures will facilitate the goal of the implementation of a self-sustaining program to enforce in the jurisdiction(s), through on-site inspections, the LA State Uniform Construction Code.**

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**UCC GRANT APPLICATION INSTRUCTIONS**

The Grant Review and Award Committee has approved the attached Grant Application and established a two-tiered grant application period.

**Tier A**

The Committee has segregated \$3 Million for communities that are prepared to immediately begin an inspection based code enforcement program. To be considered for a Tier A award applications must be received by January 17, 2007. The applications must detail how the grant will be used to immediately initiate an inspection based code enforcement program.

Awards under Tier A will be made from the Tier A pool. If grant requests exceed \$3 Million, those grants not awarded shall be reconsidered as Tier B applications, without further action by the jurisdiction. If grant awards under Tier A do not exhaust the \$3 Million Tier A pool those funds will be reassigned to the Tier B pool

**Tier B**

The Committee has segregated \$5 Million for communities that are not ready to immediately implement an inspection based code enforcement program. To be considered for a Tier B award application must be received by February 9, 2007. (Tier A applications that are not awarded will be considered for Tier B awards and may be amended by the applicant prior to February 9, 2007.)

Applications which are not awarded under Tier A or Tier B will be eligible for consideration under the anticipated future grant program funded by the \$14 Million in federal funds redirected by the Louisiana Recovery Authority. Consideration under that subsequent program may require further application under independent criteria.

The Criteria for Grants under either Tier A or Tier B are set forth in the attachment. Some items of note:

- If a multiple jurisdiction application, the current status of all jurisdictions will be considered. Therefore, if the application includes the implementation of an inspection based code enforcement program in a jurisdiction where no code enforcement exists, that status will be considered in evaluating the application.
- The difference between an eligible Tier A application and a Tier B application will be the estimated time of implementation.
- Program self-sustainability will be a major factor in both Tier A and B applications. For this evaluation, applications should include proposed permit fees, revenue estimates and annual expense projections.
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## GRANT CRITERIA

Grants must be awarded to a political subdivision of the State of LA  
This includes direct grants to municipalities, parishes  
Planning Commissions are likewise eligible

Private companies are not eligible

Multiple political subdivisions may submit joint applications

One political subdivision that will be providing code enforcement for itself and for one or more jurisdictions may, with the concurrence of the other(s) jurisdictions, include the needs of the other jurisdiction(s) in the grant proposal

A Regional Planning Commission or other multi-jurisdictional political subdivision may, with the concurrence of those members, include the needs of those jurisdictions in the grant proposal

Jurisdictions Become Self-sustaining

A grant applicant shall detail how the grant award will result in the grant applicant's code enforcement program becoming self-sustaining from permit fees

The proposal shall detail the types of expenditures for which the grant funds will be made  
Eligible expenditures include but are not limited to vehicles, technology, personnel, materials

There will be no requirement that expenditures be made prior to grant review, approval or disbursement

Expenditures within the preceding 12 months by a grant applicant will be eligible for reimbursement

Applications for expenditures to establishment of code enforcement through inspections in jurisdictions that currently have no code enforcement will be given preference over applications for expenditures to expand existing code enforcement

**LA UNIFORM CONSTRUCTION CODE  
APPLICATION FOR AID**

**BUDGET INFORMATION**

**Proposed Personnel**

	<u>Quantity Required</u>	<u>Expense</u>
Building Official	_____	\$ _____
Plans Examiner	_____	\$ _____
Residential Inspector	_____	\$ _____
Plumbing Inspector	_____	\$ _____
Electrical Inspector	_____	\$ _____
Mechanical Inspector	_____	\$ _____
Residential/Commercial Inspector	_____	\$ _____
Permit Technician I	_____	\$ _____
Permit Technician II	_____	\$ _____
Others [Describe]	_____	\$ _____
Others [Describe]	_____	\$ _____
Others [Describe]	_____	\$ _____
<b>Total Salaries</b>		\$ _____
<b>Total Benefits</b>		\$ _____

**Training**

Number of Personnel included	_____
Number of Sessions	_____
Estimated cost per individual	\$ _____
<b>Total Cost (Annual)</b>	\$ _____

**Vehicles**

Number of Vehicles	_____
Estimated cost per vehicle	\$ _____
<b>Total Cost for Vehicles</b>	\$ _____

**Office Equipment**

	<u>Quantity Required</u>	<u>Expense</u>
Building Code Books	_____	\$ _____
Computers (Desktop)	_____	\$ _____
Computers (Laptop)	_____	\$ _____
Software	_____	\$ _____
Copy Machine	_____	\$ _____
File Cabinets	_____	\$ _____
Chairs	_____	\$ _____
Desks	_____	\$ _____
Tool Kits	_____	\$ _____
Miscellaneous Office Supplies	_____	\$ _____
<b>TOTAL</b>	_____	\$ _____

**Office Facilities**

Rent/Lease/Remodel	\$ _____
Utilities	\$ _____
<b>TOTAL</b>	\$ _____

**RE-CAP**

<b>Salaries</b>	\$ _____
<b>Benefits</b>	\$ _____
<b>Vehicles</b>	\$ _____
<b>Office Equipment/Supplies</b>	\$ _____
<b>Office Facilities/Utilities</b>	\$ _____



# BUILDING PERMITS

**NOTE:** In the absence of Building Permits, please use the Flood Plain Management Permits.

**2002 [Actual]**

JAN	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	

**2003 [Actual]**

JAN	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	

**2004 [Actual]**

JAN	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	

**2005 [Actual]**

JAN	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	

**2006 [Actual]**

JAN	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	

**2007 [Estimate]**

JAN	
FEB	
MARCH	
APRIL	
MAY	
JUNE	
JULY	
AUG	
SEPT	
OCT	
NOV	
DEC	