



**CONTRACT SUMMARY
TO ACCOMPANY REQUESTS FOR CONTRACT APPROVAL
BEFORE SUBMISSION TO CLERK OF COUNCIL**

Requesting Department or Agency: Office of Community Development

Name of Contact Person: Jeffrey E. Schwartz, Director

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Initials of Sponsoring Councilmember(s): _____

PROVIDE THE FOLLOWING CONTRACT DETAILS

1. The purpose and need for the contract: Provide a \$250,000 CDBG-CV forgivable loan to rehabilitate 601 S. Norman Francis Parkway as a public comprehensive resource center serving primarily low- and moderate-income residents through essential family services.

2. The parties involved: City of New Orleans, through the Office of Community Development (OCD), and Young Women's Christian Association of Greater New Orleans (YWCA), represented by Loyce P. Wright.

3. The obligations, expectations, and deliverables of the parties involved: City and YWCA duties:
City reimburses eligible costs up to \$250,000, provides technical assistance and monitors compliance.

YWCA rehabilitates the property, maintains its approved public use and services for 10 years, and submits required records.

YWCA complies with HUD/CDBG, procurement and labor rules and executes the note, mortgage and regulatory agreement.

4. The duration of the contract: Effective May 1, 2026; ends after the 10-year service period following project completion.

5. The cost and any fiscal implications of the contract for the City: \$250,000 CDBG-CV loan.
No general-fund cost is identified. Up to \$25,000 is forgiven annually; default, transfer or ineligible use can require repayment.

6. Describe disadvantaged business enterprise (DBE) participation: No specific DBE percentage.
YWCA must implement a minority- and women-owned business development plan with measurable goals and affirmative outreach, and comply with applicable Section 3 and federal contracting requirements.
The project scope also calls for hiring local firms and City of New Orleans residents.