

ATTACHMENT A

CONTRACT ANALYSIS DOCUMENT

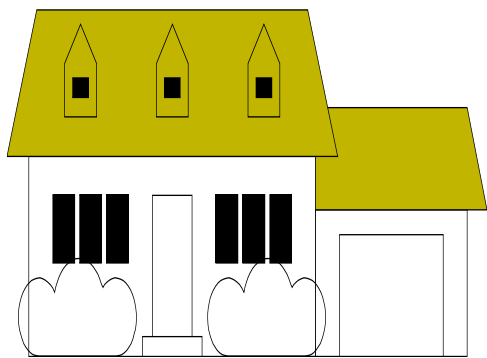
PROJECT DESCRIPTION

AND

BUDGET FORMS

FOR

COMMUNITIY DEVELOPMENT BLOCK GRANT (CDBG) CORONAVIRUS AIDS, RELIEF, AND ECONOMIC SECURITY (CARES) ACT



FOR OFFICE OF HOUSING POLICY & COMMUNITY DEVELOPMENT ONLY:

DATE: May 1, 2025

CONTRACT NAME: Young Women's Christian Association

CONTRACT NUMBER: _CDBG-CV12(25)

PROJECT INFORMATION SHEET

1.

Project

Name: YWCA Facility Redevelopment Project

Program Category: Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security (CARES) Act

Type of Service: Facility Rehabilitation
2.

Operating Agency

Name: Young Women's Christian Association of Greater New Orleans

Address: 601 S. Norman C. Francis Parkway

City, State, Zip: New Orleans, LA 70119

Telephone: (504) 482-9922 Fax: _____
3.

Contact Person

Name: Loyce Pierce Wright

Address: 601 S. Norman C. Francis Parkway

City, State, Zip: New Orleans, LA 70119

Telephone: 504-430-5410 Fax: _____

Email address: Loyce1st@gmail.com
4.

Executive Officer Name(s)

Name: Loyce Pierce Wright

Address: 601 S. Norman C. Francis Parkway

City, State, Zip: New Orleans, LA 70119

Telephone: 504-430-5410 Fax: _____

Email address: Loyce1st@gmail.com
5.

Bookkeeper or Accountant

Name/Firm: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Email address: _____
6.

Agency Type (Check One)

Non-Profit Corporation

For Profit Corporation

Public Agency

City of New Orleans Department

Other (please specify)

X

7.

Target Geographic Area Served by Project (e.g., Central City, Lower Nine, Gerttown, etc. List geographic boundaries): Orleans Parish

Program Funding

a. Program Income:

Identify and list amounts of projected/current program income (if applicable):
(As a result of HUD/Office of Community Development funds)

SOURCE	AMOUNT	TIME PERIOD
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
Total	\$	

***Program Income** means gross income received by a non-profit organization which is directly generated from the use of grant funds (i.e., CDBG, HOPWA, etc.). Example: Fees, rental payments and/or resale of a property acquired with HUD/Office of Community Development funds, etc.

b. Recommended/Anticipated Funding:
(Includes all other federal, state, and private funding to be used in the program)

SOURCE	AMOUNT	TIME PERIOD
1.CDBG-CV – Office of Housing Policy & Community Development	\$250,000.00	8/1/2025-7/31/2025
2. State of Louisiana Office of Community Development	\$1,000,000.00	
3.	\$	
4.	\$	
Total	\$1,250,000.00	

c. Leverage Funding: (Include all funds that are used as leverage for the awarded CDBG funds. If the leverage is a loan, please provide us with the interest rate and loan period.)		
SOURCE	AMOUNT	TIME PERIOD
1.	\$	
2.	\$	
3.	\$	
4.	\$	
Total		

d. Shared Costs: In the space provided below please list any and all items sharing costs with the CDBG program. This information will allow Office of Housing Policy & Community Development to determine the necessity of a cost allocation plan for your agency.

CATEGORY/COST ITEM	TOTAL AMOUNT	% CDBG	% OTHER
1.	\$		
2.	\$		
3.	\$		
4.	\$		
5.	\$		

STAFF

Fill in the table below listing the following:

- ☐Titles of persons who will be funded through this grant
- ☐If more than one employee with the same title and same percentage of time, please list only once and specify how many in the "number of each" column
- ☐The percentage (%) of time spent rendering the services for that project.
NOTE: If there are employees with the same titles but work disproportionate percentages (%) of time, please list the title and the percentage (%) of time for each employee.
- < Attach Job Description(s) for staff paid with City Funds.

TITLE	NUMBER OF EACH	% OF TIME	% OF SALARY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

PROFESSIONAL/CONTRACTUAL SERVICES

Fill in the table below listing the following:

- < Name of person/firm providing professional/contractual services through this grant
- ☐Type of service rendered (e.g., accounting, legal, evaluation, etc.)
- ☐The cost of the service to be provided
- < **NOTE:** Professional services must be bid by agency and approved by Office of Community Development.

NAME/FIRM	TYPE OF SERVICE	COST
TBD	Contractor	

PROJECT DESCRIPTION AND HISTORY

In the space provided below, describe the project/program to be implemented with CDBG funds and give the history of the project/program. Describe the entire project/program and identify the specific component/components funded through CDBG.

The YWCA Greater New Orleans is a tax-exempt 501(c)(3) nonprofit social services organization with a rich history spanning over 110 years. Since its founding, the YWCA has been a cornerstone of support and empowerment for individuals and families throughout the Greater New Orleans area. The organization's mission is to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all.

Historically, the YWCA has provided a wide range of programs serving women, children, the elderly, and families—delivering critical services such as early childhood education, after-school programming, senior outreach, health and wellness initiatives, and advocacy for marginalized populations. These programs have made a lasting difference in the lives of countless individuals, particularly those living in underserved communities.

However, the devastating impact of Hurricane Katrina led to the complete destruction of the YWCA's facilities. In the years since, the organization has worked tirelessly to maintain its presence in the community while planning for a full return to physical operations.

The Board of Directors of the YWCA Greater New Orleans is now focused on the construction of a new, permanent facility to restore and expand the organization's vital services. Funding for the base construction of the facility has been secured through FEMA and the State of Louisiana's Office of Community Development. While these funds are sufficient for the primary building costs, they do not cover necessary supplemental items, such as furnishings, specialized equipment, and program-specific infrastructure, which are critical for a fully operational, functional service center.

Current Project Purpose
The current project seeks Capital Outlay funding to address these remaining needs. The funds requested will ensure that the new facility is not only built but is also equipped to deliver high-quality services to the community upon opening. These enhancements are essential for the YWCA to resume full programming and meet modern service delivery standards.

Community Need and Impact
New Orleans continues to experience a significant gap in community-based services, particularly for vulnerable populations. While other service providers operate in the region, capacity limitations and resource constraints often leave urgent needs unmet. The YWCA is uniquely positioned to help fill this void by offering holistic, wraparound services that address the complex and intersecting needs of women, children, seniors, and families.

- This project will:
- Re-establish a trusted and historic social service institution in the Greater New Orleans region.
 - Enhance community resilience by providing direct services, educational programs, and family support.
 - Create jobs and stimulate economic development in a vulnerable and recovering area.
 - Support neighborhood revitalization along the Tulane/Jefferson Davis corridor.
 - Deliver long-term, sustainable solutions for social challenges across multiple parishes.
- Once completed, the YWCA facility will serve as a community anchor, offering continuity of care and support services that improve quality of life and strengthen families.

CONTRACT SCOPE OF WORK/SHORT TERM OBJECTIVES

List the specific objectives to be achieved during the contract period based on the level of awarded funds (use more pages as necessary). This information will be used to develop the scope of work section of the contract. This information will also be used to track, measure, and evaluate agency performance throughout the contract period.

1. Ensure that the completed project remains in continuous operation for at least five years.

2. Hire local individuals or firms and employ City of New Orleans residents.

3. Employ at least 40 workers to fill full-time and part-time positions.

4. Develop programming for the following:

a. Daycare services

b. Domestic violence counseling

c. Battered women's programs

d. Education programs

e. Youth enrichment programs

BUDGET

[illegible]

Note: Attached is a budget narrative sheet to be completed with the PPB3.

Budget Narrative

Briefly describe in each service category listed below the use of budgeted line item(s) listed on the PPB3.

1000 - Personnel Services

2000 - Contractual Services

3000 - Supplies and Materials

4000 - Equipment & Property

4201- \$250,000.000 Rehabilitate building located at 601 S. Norman C. Francis Parkway

***General Comments: Should include information not discussed in the budget narrative such as cost allocation plan.
Example - your agency sharing the same office space with another program. Therefore, rent, utilities, etc. are shared.***

CLASSIFICATION OF EXPENDITURE AND LINE-ITEM NUMBERS

<u>PERSONNEL SERVICES (1000)</u>	
1010	Salaries
1011	Sick Leave
1020	Overtime
1021	Part-Time Payroll
1110	Mun. Employees' Retirement Plan
1200	Social Security Taxes (FICA)
1300	Group Hospital Insurance
1400	Workers Comp. Insurance
1600	Terminal Leave
1710	Auto Allowance
1720	Uniform Allowance
1730	Chauffeurs Licenses
1740	Tool Allowance
1760	Pay Increment
1790	Life Insurance
1900	Sick Leave

<u>CONTRACTUAL SERVICES (2000)</u>	
2010	Advertising
2020	Cleaning and Waste Removal
2030	Contributions & Prizes
2040	Convention & Travel Expen.
2041	Conv. & Travel Reimb.
2050	Dues and Subscriptions
2060	Education
2080	Fees of Board Members
2090	Fees, Taxes, and Assessment
2091	Photograph Expense
2092	Conveyance Certificates
2093	Mortgage Certificates
2094	Recordation Wens Exp.
2095	Demolition Expense
2110	Ins-Liab & Prop Damage
2111	Adj Contact
2112	Stop Loss Policy
2113	Physical Dam Auto
2114	Gen Liab Claims Reserve
2115	Auto Claims Reserve
2120	Ins-Surety Bonds
2130	Postage Freight Express
2140	Printing and Binding
2150	Professional Services
2160	Rents & Leases-Land Bldg
2170	Rents & Leases Other Prop
2180	Motor Vehicle Rep General
2181	Motor Vehicle Rep PM Insp.
2182	Mtr Vehicle Rep-Component
2185	Repairs and Maintenance
2187	Loan Subsidy
2190	Telephone - Local
2210	Telephone - Long Distance & Tel.
2240	Utilities
2600	Miscellaneous
2800	Indirect Cost

<u>SUPPLIES AND MATERIALS (3000)</u>	
3010	Books and Pamphlets
3020	Building Supplies
3030	Clothing
3040	Education Supplies
3050	Electrical Supplies
3060	Electronic Supplies
3070	Engineering Supplies
3080	Parts-Not Motor Vehicle
3110	Food Supplies
3120	Fuel-Not Motor Vehicle
3130	General Plant Supplies
3140	Hand Tools and Instrument
3150	Horticulture & Farm Supplies
3160	Household Supplies
3170	Ident Plates and Badges
3180	Janitor & Cleaning Supplies
3190	Medical Supplies
3210	Motor Vehicle-Gasoline
3211	Motor Vehicle-Diesel
3212	Mtr Vehicle-Hydrlic Oil
3213	Motor Vehicle-Lubricants
3214	Motor-Vehicle-Fluids
3215	Motor Vehicle-Other
3220	Motor Vehicle-Parts
3240	Photographic Supplies
3250	Office Supplies
3260	Safety Supplies
3271	Vehicle Supplies-Battery
3272	Vehicle Supplies-Tires
3273	Vehicle Supplies-Welding
3274	Lawn Equip. Parts
3999	Capital Projects Expend

<u>EQUIPMENT & PROPERTY (4000)</u>	
4101	Land
4201	Buildings & Improvements
4352	Bldg. & Power Plant Equip
4354	Cleaning & Laundry Equip
4356	Communications Equip
4358	Construction Equip
4362	Educ. & Recreation Equip.
4364	Engineering Equipment
4368	General Plant Equip.
4374	Medical Equipment
4376	Motor Vehicle
4378	Office Furniture & Equip.
4382	Refrig. & Air Cond. Equip.
4390	Miscellaneous