

Love Louisiana Outdoors Application Workshop

Office of Community Development-Local Government
Assistance

Agenda

- Housekeeping item
- Eligible Activities
- Ineligible Costs/Activities
- Procurement
- Citizen Participation
- Common Mistakes from Round 1
- Final Notes/Questions

Housekeeping for LLOP

- If we requested revisions in Round 1, those have to be in to us no later than March 11, 2022 at 4:30 to be considered for Round 1. If they are not received by that date, they will be automatically moved to Round 2 for consideration.

Love Louisiana Outdoors CDBG-CV Guidelines

- \$16,750,000 has been allocated from the CARES Act to develop, rehabilitate outdoor fitness and recreational parks in jurisdictions that meet the National Objective requirements of Low to Moderate Income Area Benefit [24 CFR 570.208 (a)(1)(i) and 570.483 (b)(1)(i) to provide suitable space for activities to encourage physical distancing and support social distancing guidance

Love Louisiana Outdoors CDBG-CV Guidelines

- \$10,000,000 will be available on a competitive basis to municipalities that are at least 51% low/mod, based on HUD summary data
- Per Entity Grant Amounts by Population
 - 5,000 or more: \$400,000
 - 1,000-4,999: \$225,000
 - 1-999: \$125,000

Eligible Activities

- Public Facilities Improvements – 24 CFR 570.201(c) Construction, reconstruction, or rehabilitation of a park, playground, or greenspace that is publicly-owned or to be publicly owned, where the service area is primarily residential and serving an LMI area, to provide outdoor recreation and fitness opportunities to residents while enabling appropriate social distancing to prevent the spread of COVID-19.
- Acquisition – 24 CFR 570.201(a) Property must be vacant prior to application.
- Clearance & Demolition – 24 CFR 570.201(d)
- Administration – 24 CFR 570.206
 - Up to \$50,000
 - Pre-agreement not allowed

Eligible Activities

- Outdoor fitness and recreation parks must be open and available for public use by all residents of the jurisdiction.
- Options for handicap/disabled persons are required to be included in the design and construction of the facility.
- Reasonable fees may be charged for the use of the facilities assisted with CDBG funds, but charges such as excessive membership fees, which will have the effect of excluding low and moderate income persons from using the facilities are not permitted.

Ineligible Costs

- Clearance and demolition on property with no end use related to COVID-19
- Purchase of equipment and other movable property (only permanent fixtures allowed)
- Indoor facilities, with the exception of bathrooms (must not be only improvement)
- Fields or facilities for organized sports (basketball, baseball, etc.)
- Costs that have or will be paid by another source

Procurement

- If you are planning on using federal dollars to procure administrative, engineering, or architectural firms, you must follow federal procurement guidelines.
- If you are using federal dollars to procure consultants, engineers, or architects, OCD-LGA must review and approve all RFP/RFQ's.
- If only one response is received, please contact our office.
- We are available for technical assistance.

OCD-LGA Procurement Staff

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Citizen Participation

- All applicants and grantees must develop and adopt a Citizen Participation Plan prior to application preparation in order to be in compliance with Section 508 of the Housing and Community Development Act of 1974.
- A copy of the public notices and proofs of publication must be included in the application package (one for the Citizen Participation requirements and one making the application available for review).

Citizen Participation

- First Public Notice
- Public hearings must be scheduled early in the planning process to ensure adequate public participation and still have time to develop an application. The purpose is for the public to have input into the application process and to the decision for use of funding.
- A minimum of five calendar days notice shall be given. In addition, the applicant/grantee must provide citizens with reasonable and timely access to the public hearings. The location and times of these hearings must be scheduled in such a manner as to be convenient to potential or actual beneficiaries with accommodations for the handicapped and non-English speaking persons.

Citizen Participation

- A second public notice must be published after the first public hearing has been held and prior to the application being submitted.
- **Citizens must be given the opportunity to review and comment on the completed application.**
- This notice must be published a minimum of seven calendar days prior to application submittal.
- The second notice must inform citizens of the proposed objectives, proposed activities, the location of the proposed activities, and the amounts to be used for each activity.
- The application must be available for review when the notice is published in the newspaper.

Common Mistakes from Round 1

- *Each section of the application has specific instructions that need to be followed.*
- **General Information Form**
 - Chief Elected Official signature and date application signed (application should be signed prior to being made available for review)
 - Resolution approving submission of application and signatory authority for official documents.

Common Mistakes from Round 1

- **Budget/Cost Summary Form**

- Section 1

- Make sure that column E is completed showing the source of other funds (local, etc.)

- Section 2

- Show only CDBG-CV Funding

Common Mistakes from Round 1

- **Jurisdictional Maps**

- Show the outline of the entire jurisdiction (City, Town, Village)
- Show the number and percentage of Minority Population
- Show the number and percentage of Low to Moderate income population
- Show the concentrations of minorities and low to moderate income persons on the map (if even dispersed throughout jurisdiction, include such a statement on the map)
- Show the location of the proposed facility(ies)/improvements on the map
- Make sure map is legible

Common Mistakes from Round 1

- **Facility Form**

- Each facility needs a separate form
- Blocks 3 (total beneficiaries, # of LMI individuals, and LMI%) and 4 (Census Tracts, Block Groups and zip codes) need to be complete and information must be for entire jurisdiction/municipality
- Attachments 11, 12, 13 must be included in the application.
 - Attachment 11 is a complete project description
 - Documentation of Ownership
 - Engineer/Architect Cost Estimate (signed and stamped)

Common Mistakes from Round 1

- **Project Description**

- Follow the instructions provided (Item 11, pages 7 & 8) in application package
- All 9 items need to be addressed in the project description
- When explaining the plans for the use of the facility, specify what CDBG-CV funds will be used for. Supporting activities (bathrooms, parking lot, lighting, drainage, etc.) will need an explanation of the areas of the facility/park that will benefit from the improvements.

Common Mistakes from Round 1

- **Ownership Documentation**

- If the applicant is not the facility owner and will not acquire the property, either a long term lease agreement or in the case of the owner being a political subdivision, an intergovernmental agreement must be attached.
- Leases must be for a minimum of 15 years
 - If there are questions about whether a property or documentation is eligible and/or sufficient, please contact us.

Common Mistakes from Round 1

- **Cost Estimate**
- A detailed cost estimate prepared, signed, and stamped by a Professional Engineer or Architect licensed in the State of Louisiana.
- The cost estimate shall contain all project costs including: cost of construction, design fees, and any other project costs.
- The construction estimate shall be a listing of construction items (as a bid proposal), estimated quantity, unit of measure, unit price, and amount.
- Maximum contingency of 10%
- Include the number of weeks of construction

Common Mistakes from Round 1

- **Engineering/Architectural Costs Certification**
 - If local government is paying for these costs, the Chief Elected Official must sign and date the form and provide the resolution by the local government.
- **Administrative Costs Certification**
- If the local government is paying for administration, attach the resolution by the local government.

Self Administering Grant

- If the local government is self-administering, provide the staff person(s) who will be responsible for program administration, their job title or position, and a brief listing of their previous experience in administering CDBG-CV or other federal programs.
- A copy of the resolution passed by the local government stating that local funds will be used to pay all administrative costs incurred by the local government must be included in the application.
- OCD must approve any municipalities that will self administer based on the following criteria:
 - Scope/Size of project, Audits, Experience of Staff Member(s) administering project, Past Performance with LCDBG projects.

Self Administering Grant

- If the local government decides to self administer, they are responsible for the Environmental Review Record. OCD will not reimburse for this expense.
- Other responsibilities include but are not limited to
 - Clearing Contract Conditions
 - Request for Payments
 - Monitoring Preparation and Response
 - Maintaining Grant Files
 - Closeout

For more information

Citizen Participation Requirements

Application Package

Guidelines

This Slideshow will be posted after webinar.

<https://www.doa.la.gov/doa/ocd-lga/lcdbg-cv/>

Questions?

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