



FY 2023 Public Facilities Program

Louisiana Community Development Block Grant

Agenda

- ▶ FY 2023 Louisiana Community Development Block Grant Program
- ▶ Citizen participation requirements
- ▶ Federal requirements regarding procurement of professional services
- ▶ Public Facilities application for street improvements

Community Development Block Grant Program Requirements

- ▶ All activities funded must be an eligible activity and meet a national objective.
- ▶ National objectives
 - ▶ Principal benefit to low- and moderate-income persons
 - ▶ Eliminate or aid in the prevention of slums or blight
 - ▶ Urgent need

CDBG Eligible Activities

- ▶ Housing and Community Development Act of 1974 identifies all eligible activities for CDBG funding under federal guidelines.
- ▶ Within HUD regulations, the State of Louisiana has established priorities for program categories and activities.

FY 2023 LCDBG Proposed Distribution of Funds

- ▶ Administration and Technical Assistance - 3% + \$100,000
- ▶ Sustainable Water Management Consolidation Planning - \$120,000
- ▶ Economic Development - \$2,000,000
- ▶ Clearance - \$6,000,000
- ▶ Public Facilities (street improvements) - Remaining LCDBG funds

Sustainable Water Management Consolidation Planning Grant Program

- ▶ Provides funds to assist units of general local government in the consolidation of non-profit/municipal water systems to create sustainable, financially solvent, and stable potable water systems.
- ▶ Examples of eligible costs:
 - ▶ Engineering fees to develop a preliminary engineering report.
 - ▶ Legal and recordation fees.
 - ▶ Administrative costs relating to the consolidation of potable water systems.
- ▶ Examples of Ineligible costs:
 - ▶ Engineering fees to draft plans and specifications
 - ▶ Construction

Sustainable Water Management Consolidation Planning Grant Program

- ▶ Each planning activity must meet the national objective of principal benefit (at least 51 percent) to low and moderate income persons.
- ▶ Each eligible applicant may apply for (and receive) one SWMC planning grant.
- ▶ Applications will be accepted on a continuous basis.
- ▶ Local governments interested in applying should submit a Letter of Intent regarding the proposed planning project.
- ▶ Individual grant ceiling of \$40,000

Economic Development Program

- ▶ Provides financial assistance for individual projects that will result in job creation or retention in which a majority of the jobs (51 percent) will benefit persons of low to moderate income.
- ▶ Eligible costs:
 - ▶ Local government to sewer, water, gas, and street/road access on public property for the private industrial/business site boundaries
 - ▶ Acquisition, construction, or rehabilitation of a building and improvements for economic development (local government must retain ownership of the infrastructure)
 - ▶ Directly assist the business in the form of loans, as long as the business meets the necessary underwriting criteria
 - ▶ Public service employment training

Economic Development Program

- ▶ Ineligible costs:
 - ▶ Speculative development projects are prohibited.
 - ▶ Certain manufacturing and non-manufacturing projects will not be considered for funding based on past experience and the lack of potential for creating permanent positions - truck stops and/or “related activities” (such as gaming) as well as private prison developments, nursing homes, cut-and-sew operations, and hotels/motels.

Economic Development Program

- ▶ A minimum of ten jobs created or retained is required for LCDBG assistance.
- ▶ Must meet public benefit requirements - the cost per job created or retained cannot exceed \$20,000 in grant funds
- ▶ New or Startup Businesses:
 - ▶ \$700,000 (including administrative and pre-agreement costs) grant for publicly-owned infrastructure
 - ▶ \$700,000 (including administrative and pre-agreement costs) for purchase, rehabilitation or construction of a publicly-owned building
- ▶ Expansion of Existing Businesses:
 - ▶ \$1,100,000 (including administrative and pre-agreement costs) grant for publicly-owned infrastructure
 - ▶ \$1,100,000 (including administrative costs) for purchase, rehabilitation or construction of a publicly-owned building.

Clearance Program

- ▶ Provides funds to eligible applicants for clearance/demolition activities based on a competitive selection process to the extent that the funds are available.
- ▶ Deadlines will be established for submitting applications and all eligible applicants will be notified through a direct mailing/emailing, social media, and on the office's website.
- ▶ \$2,000,000 will be allocated to Towns/Villages and \$4,000,000 will be allocated to Cities/Parishes of the \$6,000,000 for the Clearance program.
 - ▶ Funding ceiling of \$250,000 for Towns and Villages and a funding ceiling of \$500,000 for Cities and Parishes

Public Facilities Program - Street Improvements

- ▶ The FY 2023 applications will be accepted for street improvements.
- ▶ There is no limit on the number of target areas for one application.
- ▶ Streets that have been funded within the last ten (10) years (since November 21, 2012) are not eligible to be funded.
- ▶ Each target area for street projects must have a minimum of fifty-one percent low- and moderate-income persons benefiting, be a minimum of seventy-five percent residential, and not more than fifty percent exempt.
- ▶ Gerrymandering will not be accepted.

Public Facilities Size of Grants

- ▶ Maximum grant amount of \$800,000 for municipalities with a population up to 12,000 and parishes with an unincorporated population up to 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data).
- ▶ Maximum grant amount of \$1,600,000 for municipalities with a population more than 12,000 and parishes with an unincorporated population more than 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data).
- ▶ A minimum construction amount of \$200,000 must be included in the project.
- ▶ Within these ceiling amounts, the applicant is allowed to request funds for the reimbursement of administrative costs and engineering fees.
 - ▶ No pre-agreement costs are allowed under this program.
 - ▶ Up to \$50,000 for grant implementation.
 - ▶ Engineering fee schedule and policies are on our website.

Public Facilities - Eligible Applicants

- ▶ All non-entitlement units of general local government are eligible.
- ▶ All municipalities and parishes in Louisiana are eligible except: Alexandria, Baton Rouge, Bossier City, Terrebonne Parish Consolidated Government, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish, (including Abita Springs, Covington, and Madisonville), Shreveport, Slidell, and Thibodaux.

Public Facilities - Restrictions on Applying

- ▶ Past LCDBG programs awarded by the State prior to FY 2018 have been closed out or conditionally closed out by November 21, 2022.
- ▶ Audit and monitoring findings made by the State or HUD have been cleared.
- ▶ All required reports, documents, and/or requested data have been submitted within the timeframes established by the State.
- ▶ Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
- ▶ The unit of general local government cannot be on the list of sanctioned communities that is maintained by the OCD-LGA.

Citizen Participation Requirements

- ▶ Step 1 - Citizen Participation Plan
- ▶ Step 2 - Public Hearing
- ▶ Step 3 - Design the Project and Complete Application
- ▶ Step 4 - Application Available for Review Notice
- ▶ Step 5 - Submit Application to OCD-LGA

Step 1 - Citizen Participation Plan

Sample is available on OCD-LGA web under Forms and Information

CITIZEN PARTICIPATION PLAN

The _____ has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The _____ is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the _____ shall:

1. Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
2. Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
3. Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
4. Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
5. Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
6. Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the _____.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the _____ a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in (parish office buildings/town hall) and the hearing will be _____.

Citizen Participation Plan Continued...

beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION:

First Notice/Public Hearing

A. The public hearing to address LCDBG application submittal will be held approximately _____ calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

1. The amount of funds available for proposed community development;
2. The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
3. The plans of the _____ for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the _____ to persons actually displaced as a result of such activities; and
4. The _____ prior performance of LCDBG programs funded by the State of Louisiana.

In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

(address of local government)

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a _____ day notice is received by the _____.

Second Notice

A. Seven calendar days, at a minimum, prior to the submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

1. Proposed submittal date of the application;
2. Proposed objectives;
3. Proposed activities;
4. Location of proposed activities;
5. Dollar amount of proposed activities; and
6. Location and hours available for application review.

Citizen Participation Plan Continued

- B. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- C. The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the

_____ will provide an interpreter for dissemination of information to them providing the _____ is given sufficient notification of _____ day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the _____ to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the _____ with at least a one-week notification. The persons who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The _____ shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at the _____, Monday thru Friday, _____ a.m. to _____ p.m. Such documents may include the following:

- A. All meetings and promotional materials.
- B. Records of hearings and meetings.
- C. All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- D. Copies of the regulations (Consolidated Plans or Annual Action Plans) concerning the program.
- E. Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

Citizen Participation Plan Continued

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94005
Baton Rouge, Louisiana 70804

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The (designated local official) will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the (City/Parish) which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the (City/Parish) regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by (City/Parish) in regular session on this day of , 20xx.

(WITNESS)

(CHIEF ELECTED OFFICIAL)

SAMPLE

PUBLIC NOTICE for PUBLIC HEARING

_____(City/Parish)_____, Louisiana

The _____(City/Parish)_____ will hold a public hearing at _____ p.m. on _____, 20xx at the _____(City Hall/Parish Courthouse)_____. The purpose of the meeting is to obtain views on the housing and community development needs of the _____(City/Parish)_____ and to discuss the submission of an application for funding under the State of Louisiana FY 20xx/20xx Community Development Block Grant (LCDBG) Program. The following items will be discussed at the hearing:

- A. The amount of funds available for proposed community development and housing activities;
- B. The range of activities available that may be undertaken, including the estimated amount of funds proposed to be used for activities that will benefit persons of low and moderate incomes;
- C. The plans of the _____(City/Parish)_____ for minimizing displaced persons as a result of activities assisted with such funds and the benefits to be provided by the _____(City/Parish)_____ to persons actually displaced as a result of such activities; and,
- D. The _____(City/Parish)_____ past performance on LCDBG projects funded by the State of Louisiana.

All residents, particularly low and moderate income persons and residents of slum and blighted areas of the _____(City/Parish)_____ are encouraged to attend this meeting.

Accommodations will be made for persons with disabilities and non-English speaking individuals provided that three day notice of received by the _____(City/Parish)_____.

Those citizens unable to attend this hearing may submit their views and proposals until _____, 20xx in writing to:

_____(City/Parish)_____

(Address of local governing body)

_____(name)_____, Chief Elected Official

Step 2 - Public Hearing

- Must give at least five days notice before hearing
- Notice must be published and an affidavit must be submitted with application
- Notify citizens in other ways

Step 3 - Design Your Project

PUBLIC NOTICE

LCDBG Application Available for Review

Step 4 - Notice of Availability of Application for Review

- Must be published after the first public hearing and before the application is submitted
- Must be published a minimum of seven (7) calendar days prior to submittal of the application to OCD-LGA
- Must inform citizens of the proposed objectives, proposed activities, the location of the proposed activities, and the amounts to be used for each activity
- Citizens must be given the opportunity to review the application and comment on the proposed application

The _____ (City/Parish) _____ announces that an application for the *FY 20xx/20xx* Louisiana Community Development Block Grant (LCDBG) funds will be submitted for the following:

Activity: LCDBG funds will be used to _____
Objective: To provide adequate service for low-moderate income residents of the _____ (City/Parish) _____
Location: The target area consists of _____
Amount: _____ (List each activity and the amount)

All citizens, particularly persons of low and moderate income and residents of blighted areas, are encouraged to submit their views and proposals by _____ (insert date) (this date must allow for a review period of a minimum of seven days prior to application submittal) to the _____ (Mayor/Parish President) at the following address:

Office of the Mayor/Parish President

(City/Parish) _____
Post Office Box _____
_____, Louisiana _____
Telephone: _____

The application is to be submitted to the Division of Administration, Office of Community Development on or about _____ (date application to be submitted). A copy of the application will be available for review at the _____ (City Hall/Parish Courthouse) between the hours of _____ (insert hours City/Parish is open for business) on _____ (insert days of the week application will be available for review).

Step 5 - Submit the Application

Common Citizen Participation Errors

- ▶ Not ensuring that notice was published
- ▶ Signing the application late
- ▶ Not following the Citizen Participation Plan
- ▶ Not having the application actually available for review
- ▶ Only publishing in the newspaper to inform citizens of the hearing

Questions

- ▶ Heather Paul
 - ▶ heather.paul@la.gov or 225-342-7418
- ▶ Resources
 - ▶ Citizen Participation Handout
 - ▶ OCD-LGA Website - Forms and Information Page
 - ▶ OCD-LGA YouTube Channel - Citizen Participation Video

Procurement 101

- ▶ Verify whether or not there is a procurement policy already in place.
- ▶ If there is, please follow it.
- ▶ If there is not, please create one. Each entity has different needs, you can tailor it to your needs.
- ▶ Our website has a procurement guide and a sample procurement policy outline.

§ 200.318 General procurement standards.

- ▶ “The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward.”



FORMS AND INFORMATION

Home / Division Offices / Office of Community Development - Local Government Assistance / LCDBG Programs / **Forms and Information**

- LCGA News
- LCDBG Programs ▲
- LCDBG Plans and Reports
- LCDBG 2015-2019
- LCDBG 2020-2024
- Grant Management
- 2021 Grantee Handbook Exhibits
- Forms and

Forms and Information

[Procurement and Citizen Participation Slideshow 1/28/2021](#)

 [LCDBG Procurement Procedures](#)

[Subrecipient Agreement for Administrative Activities](#)

[LCDBG Administrative Consultant Contract](#)

The Basics

- ▶ Office of Community Development's LCDBG Program is federally funded by the U.S. Department of Housing and Urban Development
- ▶ OCD-LGA's Procurement guidance is provided by HUD Handbook 7460.8
- ▶ Additional procurement guidance is found on the OCD-LGA website and YouTube Channel.

The Basics

- ▶ First is to follow the procurement policy that you have or just adopted.
- ▶ Maintain ALL files related to the procurement. Each procurement should have a separate folder.
- ▶ What should be in the folder?
 - ▶ Solicitation
 - ▶ Publications of Solicitation
 - ▶ Proposals of submitters
 - ▶ Scoring sheets
 - ▶ Emails confirming direct solicitation

The Basics-The Solicitation

- ▶ The solicitation must be publicized!
 - ▶ Entity website, Facebook page, official journal, and closest journal in larger city that runs daily.
 - ▶ *Goal is to get more than one response!*
 - ▶ Direct Solicitation of a minimum of 10 firms (engineering and consulting)
 - ▶ If you need contact information for potential proposers, please contact me.
 - ▶ The federal regulations do not specify a time that the solicitation needs to be out there...just long enough to produce multiple proposals. However, we recommend a minimum of 14 days.

The Basics- Procurement & Competition

- ▶ 2 CFR 200.319 (b)
- ▶ “In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that **develop** or draft specifications, requirements, **statements of work**, or invitations for bids or requests for proposals must be excluded from competing for such procurements.”

Purpose of Solicitations

- ▶ The purpose of all solicitation types is to achieve effective competition; the receipt of two more responsive bids, proposals or offers in response to the solicitation.
- ▶ In order to have an effective competition, you must adequately publicize the RFP/RFQ.

RFP or RFQ? Which do you use?

- ▶ A **request for proposal (RFP)** is for professional services and includes administrative consulting firms when price is a factor in the selection process.
- ▶ A **request for qualifications (RFQ)** is for engineering or architectural services. Louisiana State law (R.S. 38:2318.1 A.) prohibits price or price related considerations as a selection factor. Qualification statements cannot be used to procure any other service (2 CFR 200.302 (d)(5)). Engineering and Architectural firms may be procured for administrative services but the RFP procedure must be utilized to procure administrative services.

Writing the Solicitation- Who, What, Where, and Why?

- ▶ **Purpose:** Explains *WHY* the local government is issuing the RFP/RFQ.
- ▶ **Objective:** Explains *WHAT* the procurement is seeking to obtain.
- ▶ **Background:** Explains *WHO* you are.
- ▶ **Definitions:** Explains any terms that are particular to the solicitation.
- ▶ **Project Description:** Explains in sufficient detail what the proposers work efforts and time needed to accomplish the job. They need to be able to understand their commitment to the job while submitting the proposal.
- ▶ **Schedule of Events:** Important dates for the RFP/RFQ.

The Solicitation Continued...

- ▶ **Scope of Services:** Explain the tasks, accomplishments, etc. that the contractor is expected to perform including all deliverables.
- ▶ **Contract & Payment:** Identify the type of contract and types of prices that will be utilized.
- ▶ **Proposer's Information:** Identify the relevant information about each proposer.
 - ▶ General firm background
 - ▶ General qualifications
 - ▶ General experience
 - ▶ References
 - ▶ Certain assurances and or stipulations

The Solicitation Continued....

- ▶ **Selection Process:** Identify who will be conducting the evaluation and the evaluation process.
- ▶ **Evaluation Criteria:**
 - ▶ **Threshold criteria:** Minimum requirements for someone to compete.
 - ▶ Qualifications
 - ▶ Education
 - ▶ Experience
 - ▶ Capabilities
 - ▶ Minimum of 5 years experience with LCDBG programs
 - ▶ Particular degree (engineering, architect, accounting, etc.)

The Solicitation Continued...

- ▶ Weighted Evaluation Criteria:
 - ▶ Qualifications
 - ▶ Experience
 - ▶ Capabilities (optional)
 - ▶ Past performance (optional and NOT recommended)
 - ▶ Approach (optional and NOT recommended)
 - ▶ Staffing/work plan (optional)

What does the Proposer need to submit?

- ▶ **Submission:** You must be very specific as to what you are requesting them to submit.
- ▶ **Cover Letter** - Proposers must submit a cover letter signed by an authorized representative of the entity committing proposer to provide the services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must include:
 - ▶ 1) Firm and location. Indicate the full, legal company name of proposer, the address of its headquarters and the address of the office to which this project will be assigned.
 - ▶ 2) Contact person. Clearly identify the name, address and telephone number of the proposer's contact person(s) for any and all communications pertaining to this RFP.
 - ▶ 3) Authorized submittal. Include name, signature, title, address, and telephone number of the person authorized to submit and sign proposer's proposal.

Evaluation Criteria

- ▶ What is the proposer qualified to do?
 - ▶ Academic achievement and or pertinent experience of firm's personnel to be employed by this project.
- ▶ What has the proposer done?
 - ▶ Firm's list of previous *comparable* projects by type, size, and number.
- ▶ What can the proposer do?
 - ▶ What personnel (and or other resources) and their *qualifications/specialties* are available for this project.
- ▶ How well has proposer done comparable work?
 - ▶ Quantifiable measures proposer has *performed previously* on specific/identified projects.

Evaluation Criteria

- ▶ The objective, project description and scope of services all align.
 - ▶ Firm is asked for their recommendations on how to accomplish the objective implied in the project description.
- ▶ Approach and Past Performance require a lot of work for both the proposers and the evaluators.
- ▶ Only “do what you can do”. If you don’t have a full time purchasing department, it is best to keep it simple.

Procurement Staff

- ▶ Kristie Galy, CDBG Program Manager
 - ▶ Kristie.Galy2@la.gov 225-342-2800
- ▶ Denease McGee, CDBG Program Financial Analyst
 - ▶ Denease.Mcgee2@la.gov 225-342-7530
- ▶ William Hall, Community Development Specialist
 - ▶ William.Hall@la.gov 225-219-3613

Rating Criteria

Public Facilities - Maximum 146 points

- ▶ Benefit to Low/Moderate Income Persons (Maximum Possible Points - 100)
- ▶ Population Loss (Maximum Possible Points - 5)
- ▶ Cost Effectiveness (Maximum Possible Points - 10)
- ▶ Project Severity (Maximum Possible Points - 25)
- ▶ Engineering Costs (Maximum Possible Points - 2)
- ▶ Administrative Costs (Maximum Possible Points - 2)
- ▶ Application Completeness (Maximum Possible Points - 2)

Benefit to Low/Moderate Income Persons - Possible 100 Points

- ▶ The beneficiaries of the project will be considered as those persons residing within the boundaries of the target area or areas.
- ▶ All streets within the target area(s) that require reconstruction, rehabilitation, or paving must be addressed.
- ▶ The engineer for each project must certify as to which residents or persons will benefit for each proposed activity. OCD-LGA will make the final determination.
- ▶ The percentage of low/moderate income persons benefiting will be calculated by dividing the number of low/moderate income persons benefiting (as defined by the State) by the total persons benefiting.
- ▶ The percentage of low/moderate persons benefitting to the 100th decimal place will be used to determine the number of points for this category. Must be at least 51% to be eligible.

Population Loss - Possible 5 Points

- ▶ Based on the percentage of population loss
- ▶ Census data that calculates the rate of loss between 2010 census and 2022 population on World Population Review will be utilized by OCD-LGA.
- ▶ Population loss information can be viewed at <https://worldpopulationreview.com/states/cities/louisiana>
- ▶ Points will be assigned based on this table

Percentage of loss	Points Received
Above (-10.0) %	5 points
(-5.0) - (-9.99)%	3 points
(-0.01)- (-4.99) %	1 point

Cost Effectiveness - Possible 10 Points

- ▶ The cost per person benefiting will be calculated for each project.
- ▶ All street applications will be split into two population groups.
- ▶ The split for each project category will be based on the average value of the total persons benefiting per project. It is computed as follows:
 - ▶ Eliminate the lowest and highest scores
 - ▶ Divide the sum of the total persons benefiting by the number of applications
 - ▶ One group will consist of projects having a larger number of total persons benefiting than the average value; the second group will consist of those projects having a smaller number of total persons benefiting than the average value. (If the total number of persons benefiting from any project equals the average value, that project will be placed in the second or smaller group.)
 - ▶ The project in each group having the best cost effectiveness (cost per person) will be given ten points and the remaining projects will be prorated.

Cost Effectiveness continued

$$CE\ Points = \frac{\text{Lowest Cost per Person Benefiting}}{\text{Applicant Cost per Person Benefiting}} \times 10$$

- ▶ Beneficiaries for street projects will be those residents whose EMS/911 address is identified as being on one of the streets designated for construction work.
- ▶ If a portion of a street is being improved, only those residences whose EMS/911 address is identified within the portion of the street being improved can be counted as beneficiaries.

Severity - Possible 25 Points

- ▶ Two Major Changes
- ▶ 1. % of the Total
 - ▶ Old: 50 out of 71 Application Points - 70%
 - ▶ New: 25 out of 146 Application Points - 17%
- ▶ 2. Who rates the streets?
 - ▶ Old: LCDBG Staff
 - ▶ New: Consulting Engineer

STREET SUMMARY TABLE

Name of Street or Portion of Street	Proposed Work *	# of Occupied Houses	Existing Width (Average) (Ft.)	Existing Length (Ft.)	Existing Surface Area (Sq. Ft.)	Present Serviceability Rating (PSR)	Proposed Width (Ft.)	Proposed Length (Ft.)	Construction Cost
Elm Street	Recon	14	18	1,000	18,000		18	1,000	
Oak Street	Recon	17	20	1,200	24,000		20	1,200	
Ash Street	Rehab	12	16	800	12,800		16	800	
Cedar Street	Recon	11	18	800	14,400		18	800	
Pecan Street	Rehab	14	20	900	18,000		20	900	

* Identify the type of work proposed for each street: New construction, rehabilitation, or reconstruction.

4.1 - 5.0	Only new (or nearly new) superior pavements are likely to be smooth enough and distress free (sufficiently free of cracks and patches) to qualify for this category. Most pavements constructed or resurfaced during the data year would normally be rated in this category.
3.1 - 4.0	Pavements in this category, although not quite as smooth as those described above, give a first class ride and exhibit few, if any, visible signs of surface deterioration. Flexible pavements may be beginning to show evidence of rutting and fine random cracks. Rigid pavements may be beginning to show evidence of slight surface deterioration, such as minor cracks and spalling.
2.1 - 3.0	The riding qualities of pavements in this category are noticeably inferior to those of new pavements, and may be barely tolerable for high-speed traffic. Surface defects of flexible pavements may include rutting, map cracking, and extensive patching. Rigid pavements in this group may have a few joint failures, faulting and/or cracking, and some pumping.
1.1 - 2.0	Pavements in this category have deteriorated to such an Extent that they affect the speed of free-flow traffic. Flexible pavement may have large potholes and deep cracks. Distress includes raveling, cracking, rutting and occurs over 50 percent of the surface. Rigid pavement distress includes joint spalling, patching, cracking, scaling, and may include pumping and faulting.
0.1 - 1.0	Pavements in this category are in an extremely deteriorated condition. The facility is passable only at reduced speeds, and with considerable ride discomfort.

Present Serviceability Rating (PSR) Criteria

For more details on PSR: <https://www.fhwa.dot.gov/policyinformation/hpms/fieldmanual/>

The Present Serviceability Rating from the Street Summary Table will be converted to a Severity Score based on the following table:

PSR	Severity
5	0
4	5
3	10
2	15
1	20
0.1	25

(a)	(b)	(c)	(d)	(e)	(f)
Street	Length (feet)	Width (feet)	Area (square feet)	Severity Rating	(d) x (e)
Elm Street	1,000	18	18,000	19	342,000
Oak Street	1,200	20	24,000	21	504,000
Ash Street	800	16	12,800	14	179,200
Cedar Street	800	18	14,400	17	244,800
Pecan Street	900	20	18,000	12	216,000
TOTALS			87,200		1,486,000

The consulting engineer has ridden Elm Street and has rated the existing conditions.

The engineer has assigned Elm Street a PSR of 1.2, which is between 1 and 2.

From the Table above, a PSR of 1 is a 20 Severity Score and a PSR of 2 is a 15 Severity Score.

There is a straight line delineation between the two.

Elm St. Severity = $20 - ((\text{Elm St. PSR} - 1) / (2 - 1)) \times (20 - 15)$

The PSR of 1.2 was converted to a Severity Rating of 19.

Weighted condition rating = $1,486,000 / 87,200 = 17.04$

(Area multiplied by Severity for each street total) / total area

Engineering Costs - Possible 2 Points

- ▶ Two points will be assigned to applicants that agree to pay the engineering costs associated with the implementation of the LCDBG program.
 - ▶ Costs include but are not limited to basic design, resident inspection, testing, staking, etc.
 - ▶ Local funds must be pledged and allocated for such services.
 - ▶ A certification of such signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firm hired and the proposed amount of the contract.
 - ▶ Resolution must state that local funds will be used to pay the engineering fees and any other engineering costs incurred by the local government.

Administrative Costs - Possible 2 Points

- ▶ Those applicants that agree to pay all administrative costs associated with the implementation of the LCDBG program will receive two points.
 - ▶ Costs include, but are not limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, et cetera.
 - ▶ If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated.
 - ▶ While the LCDBG Program will allow a maximum of \$50,000.00 for an administrative consultant's fees, the actual cost of these services may be less than this amount and will be determined through negotiation during the procurement process.
 - ▶ A certification signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firms hired and the proposed amount of the contracts.

Administrative Costs Continued

- ▶ If the local government maintains full-time permanent staff for the sole or partial purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. In this instance, the points will also be assigned.
- ▶ If grantees paying for administrative costs have an under-run in their project costs, the grantee will not be allowed to use those monies for the purpose of reimbursing the local government for any administrative costs associated with the LCDBG Program.

Application Completeness - Possible 2 Points

- ▶ Applications that are submitted in which all application forms and required documents/information are included will receive one point.
- ▶ If OCD-LGA determines that no documents require revisions in order to complete the scoring of the application, the applicant will receive one point.

Important Notes...

- ▶ Each target area must meet the following criteria:
 - ▶ benefit at least 51% low/mod persons.
 - ▶ Minimum of 75% residential.
 - ▶ Minimum of 50% exempt.
- ▶ State roads are not eligible for improvements with CDBG funds.
- ▶ No limit on the number of target areas.
- ▶ Streets that have been funded within the last ten (10) years (since November 21, 2012) are not eligible to be funded.
- ▶ Gerrymandering will not be accepted.

LCDBG Public Facilities Application Forms



LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG)
PUBLIC FACILITIES PROGRAM - STREETS
General Description Form

1. Applicant Name and Mailing Address				
2. Name of City Clerk or Parish Secretary		3. Applicant's Email Address		
4. Name and Phone Number of Administrative Consulting Firm Preparing Application		5. Name and Phone Number of Engineering Firm Preparing Application		
6. Administrative Consulting Firm Contact Name and Email Address		7. Engineering Firm Contact Name and Email Address		
8. Target Area information – attached additional pages if needed				
system-wide <input type="checkbox"/> target area(s) <input type="checkbox"/> name of target area _____ name of target area _____ name of target area _____ name of target area _____		<u>Census Tract / Block Group/Zip Code</u> _____ _____ _____ _____		
9. Legislative Districts: State Senate: _____ State Rep.: _____ U.S. Congress: _____				
10. National Objective Addressed:		11. Total Amount of LCDBG Funds Requested:		
<input type="checkbox"/> Slum/Blight <input type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Urgent Need		\$ _____		
12. Funds	Amount	Source of Funds	Fund Status	State Use Only
LCDBG	\$			
Local Funds	\$			
Private Funds	\$			
State Funds	\$			
Federal Funds	\$			
Other Funds	\$			
TOTAL COST	\$			
13. Signature (Chief Elected Official)		14. Date		
15. Typed Name/Title		16. Telephone Number		

General Description Form

I. Costs by Activity (Read Instructions Before Completing)				
Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds ¹ (E)
1. Streets				
2. Administration				
3.				
TOTAL				
II. Line Item Budget – LCDBG Funds Only				For State Use Only
1. Public Facilities – Streets (Total)			\$	\$
a. Construction Costs			\$	\$
b. Engineering Costs			\$	\$
c. Acquisition Costs			\$	\$
2. Administration			\$	\$
5. Other			\$	\$
6. TOTAL			\$	\$

III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds)		
Name of Administrative/Engineering Firm	Contract Execution Date	Amount of Contract

Budget/Cost Summary Form

Project Description

LCDBG PROGRAM PUBLIC FACILITIES IMPROVEMENTS	APPLICANT NAME:
PROJECT DESCRIPTION	

(Use only one sheet per target area)

Engineer's Cost Estimate

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

Estimated number of weeks of construction: _____

Estimated number of parcels to be acquired: _____

Signature of
Licensed Engineer

Date

Project Impact Certification

PROJECT IMPACT CERTIFICATION – STREETS PROJECTS	
I certify, to the best of my knowledge and belief, that (check all boxes that apply):	
<input type="checkbox"/> The improvements proposed for the streets in the application will improve the Present Serviceability Rating (PSR) to greater than a 4.1 <u>and extend the service life of a minimum of 8 years.</u>	
Refer to the instructions for any specific statements that must be made on this form.	
_____ Signature and Stamp of Licensed Engineer	_____ Date

Cost Effectiveness

COST EFFECTIVENESS

Total LCDBG funds requested less administration and engineering costs

\$ _____

b. Total number of persons benefiting (for streets, use number of persons living in occupied houses on streets designated for work) _____

c. Average cost per person

(a / b = c)

\$ _____

Engineer's Cost Certification

ENGINEERING COSTS CERTIFICATION

I certify that our local government will pay all of the engineering costs associated with the implementation of this LCDBG program. These costs will include but not be limited to basic design, resident inspection, testing, staking, etc.

A resolution adopted by our local government is attached which identifies the firm hired and the proposed amount of their contract.

Chief Elected Official

Date

Signature of

Certification of Other Funds

CERTIFICATION OF OTHER FUNDS

Enter the amount of other cash funds that the applicant will inject into the proposed project's construction costs.

\$ _____

Verification identifying the amount and source of other funds must be inserted behind this form. Do not identify any local funds that will be used to pay administrative or engineering costs on this for. This form should involve cash contributions that will be used for the construction of the project.

Administrative Costs Certification

ADMINISTRATIVE COSTS CERTIFICATION

I certify that our local government will pay all of the administrative costs associated with the implementation of this LCDBG program; such costs will include, but not be limited to application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, and/or administrative consultant fees. I have marked the following box which indicates who will be responsible for administering the LCDBG program. The documentation to support this is included in this application in accordance with the instructions.

_____ The local government will utilize an administrative consultant to administer the LCDBG Program. The proposed consultant is _____ . Attached is a copy of the required resolution by the local government.

_____ The local government will utilize its own staff for the purpose of administering the LCDBG Program. Attached are a resolution and a sheet containing the required documentation requested in the instructions.

Signature of Chief Elected Official

Date

FFATA

- ▶
- ▶ FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING
- ▶
- ▶ Please mark whether the following is accurate for your local government:
- ▶
- ▶ Did your local government receive both of the following in the most recent completed fiscal year?
- ▶ 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
- ▶ \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
- ▶
- ▶ Yes, the above statements are accurate for my local government.
- ▶
- ▶ No, the above statements are not accurate for my local government.
- ▶
- ▶ _____
- ▶ Signature of Chief Elected Official
- ▶ _____
- ▶ Date
- ▶

Proofs of Publication

PROOFS OF PUBLICATION

Attach the two required public notices and proofs of publication.

Statement of Assurances

LOUISIANA CDBG PROGRAM

STATEMENT OF ASSURANCES

This applicant hereby assures and certifies that:

It possesses legal authority to apply for the grant and to execute the proposed program.

Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

It has facilitated citizen participation (in accordance with 42 U.S.C. 5304[a]) by:

Providing adequate notices that provide the information specified on the Office of Community Development's website.

Holding a hearing to obtain citizens' views on housing and community development needs and to provide citizens with the information specified on the Office of Community Development's website.

It has adopted a detailed written citizen participation plan that:

Disclosure Report

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2506-0214 (exp. 2/28/2022)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Amount of HUD Assistance Requested/Received
3. HUD Program Name	

5. State the name and location (street address, City and State) of the project or activity:

Part I Threshold Determinations

- | | |
|---|---|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
Yes <input type="checkbox"/> No <input type="checkbox"/> | 2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
<input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However, you must sign the certification at the end of the report.**

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties.

- You must disclose:
- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
 - any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:	Date: (mm/dd/yyyy)
X	

Public Facilities Application

Each eligible applicant can submit one application for consideration. The OCD-LGA will accept applications until November 21, 2022 at 5:00 pm as follows:

- ▶ **An original and one copy of the complete application must be mailed to:**

Division of Administration

Office of Community Development

Post Office Box 94095

Baton Rouge, Louisiana 70804-9095

- ▶ **Or delivered to:**

Division of Administration

Office of Community Development

1201 North Third Street

Claiborne Building, Suite 3-150

Baton Rouge, Louisiana 70802

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- ▶ Catch us on YouTube - Search OCD-LGA
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