

# FY 2025 Public Facilities Application Workshop

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



# Agenda

- ▶ Important Dates
- ▶ Application Package
- ▶ Engineering
- ▶ Census and Household Survey
- ▶ Final Notes

# Upcoming Dates

- ▶ December 16, 2024– Deadline for full applications to be received by OCD-LGA.

# Application Package

The screenshot shows a web browser window with the URL <https://www.doa.la.gov/oa/ocd-lga/>. The page header includes the Louisiana Division of Administration logo and a navigation menu with options: DIVISION OFFICES, STATE EMPLOYEES, VENDORS, and RESOURCES. The main heading is "OFFICE OF COMMUNITY DEVELOPMENT - LOCAL GOVERNMENT ASSISTANCE". A breadcrumb trail reads: Home / Division Offices / Office of Community Development - Local Government Assistance. A left sidebar menu lists: OCD-LGA News, LCDBG Programs, LGAP and CWEF Programs, American Rescue Plan Act, Recovery Housing Program, Staff Directory, and FAQs. The main content area features six large icons in a 2x3 grid: LCDBG PROGRAMS (building icon), LGAP AND CWEF PROGRAMS (folder icon), LCDBG-CV (clipboard icon), OCD-LGA NEWS (megaphone icon), AMERICAN RESCUE PLAN (dollar sign icon), and RECOVERY HOUSING PROGRAM (building icon). At the bottom, a section titled "OFFICE OF COMMUNITY DEVELOPMENT - LOCAL GOVERNMENT ASSISTANCE" contains introductory text about the office's mission to improve the quality of life in Louisiana through state and federal grants.

# Application Package

## **Application Package**

### **Community Development Block Grant Program**

#### **Public Facilities**

**FY 2025**



**STATE OF LOUISIANA**

**Division of Administration**

**Office of Community Development – Local Government Assistance**

**Community Development Block Grant (CDBG) Program**

**P. O. Box 94095, Baton Rouge, LA 70804-9095**

**1201 N. 3<sup>rd</sup> Street**

**Claiborne Building, Suite 3-150**

**Telephone: (225) 342-7412**

**Fax: (225) 342-1947**

**LA Relay Service: 7-1-1; 1-800-846-5277 (TTY); 1-800-947-5277 (Voice)**

**Website: <https://www.doa.la.gov/oa/ocd-lga/>**

# Application Process

- ▶ Phase I - Project Severity Packages submitted to OCD-LGA November 13, 2023.
- ▶ Phase II – FY 2024 Program Eligible applicants
  - ▶ Threshold determination date of December 20, 2023.
  - ▶ Top 60% of applicants that met threshold requirement on determination date
  - ▶ Invitations to apply issued January 29, 2024
  - ▶ Full applications must be received in OCD-LGA by May 20, 2024.
- ▶ Phase III – FY 2025 Program Eligible applicants
  - ▶ Threshold determination date of July 15, 2024
  - ▶ Top 60% of applicants that met threshold requirement on determination date
  - ▶ Invitation to apply issued August 16, 2024
  - ▶ Full applications must be received by OCD-LGA by December 16, 2024
  - ▶ Prior year applications that were not awarded do not resubmit a full application; OCD will allow updates to the cost estimate.

# Application Process

- ▶ Please note that the documents must be received, not merely postmarked, by December 16, 2024.
- ▶ Applications can be sent to OCD-LGA using next day, priority mail, FedEx, etc.
  - ▶ Applications that are not physically in the office by 4:30 pm on December 16, 2024 will not be considered for funding.
  - ▶ Please send applications to:
    - ▶ Office of Community Development-Local Government Assistance  
1201 North 3<sup>rd</sup> Street  
Claiborne Building, Suite 3-150  
Baton Rouge, LA 70802
  - ▶ Please submit only one (1) copy of your application.

# Preliminary Review

- ▶ Determine if application was received by deadline.
- ▶ Are all required documents included and was household survey conducted on a random basis (if applicable).
- ▶ Determine if proposed activity is an eligible CDBG activity.
- ▶ Have all Citizen Participation threshold requirements been met?



# Size Of Grants

The State has established the following funding ceilings for public facilities grants:

- ▶ \$2,000,000 – Sewer Treatment, New Sewer Collection, Existing Sewer Collection Rehabilitation, Potable Water
- ▶ \$1,000,000 – Streets
- ▶ A minimum construction amount of \$350,000 must be included in the project. Those projects that do not involve a minimum of \$350,000 will not be considered for funding or scored in any way.

# Rating Criteria

Maximum available points – 79

- ▶ Benefit to Low/Moderate Income Persons – 5
- ▶ Cost Effectiveness – 10
- ▶ Project Severity – 50
- ▶ Engineering Costs – 2
- ▶ Administrative Costs - 2
- ▶ Consolidation of Systems – 4
- ▶ Resiliency Criteria - 2
- ▶ Application Completeness – 2
- ▶ Past Performance - 2

# Benefit to Low/Moderate Income Persons - 5

- ▶ Projects that benefit at least 60% low/moderate income persons
- ▶ Please note that all projects must benefit at least 51% low/moderate income persons.

# Cost Effectiveness - 10

- ▶ Applications are categorized by the type of project being proposed
- ▶ Each project category will be split into two population groups
- ▶ Project in each group having the best cost effectiveness will be given 10 points
- ▶ Remaining projects will receive a prorated score.
- ▶ CE Points =  $\frac{\text{Lowest Cost per Person Benefiting}}{\text{Applicant Cost per Person Benefiting}} \times 10$

# Cost Effectiveness

- ▶ Street projects – Beneficiaries 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 the street is being improved, only those residences whose EMS/911 address is identified within the portion of the street being improved.
- ▶ Sewer projects – If construction cost for newer sewer improvements is less than 70% of the total construction cost or no new sewer system improvements are proposed, then the application will be assigned to either Rehab or Treatment category. If the construction cost of the rehabilitation is equal to or greater than treatment plant improvements proposed, then the applicant will be assigned to Rehab.

# Project Severity - 50

- ▶ Based on severity of existing conditions
- ▶ Ranking of scores have been posted on the OCD-LGA website.

# Engineering Costs - 2

- ▶ Payment of engineering costs associated with implementation of the proposed project
- ▶ Chief elected official must sign certification and include a copy of the resolution by the local government identifying firm hired and proposed amount of contract. Resolution must state that local funds will be used to pay the engineering fees and any other engineering cost incurred.

# Administrative Costs - 2

- ▶ Payment of administrative costs associated with implementation of the proposed project
- ▶ Chief elected official must sign certification and include a copy of the resolution by the local government identifying firm hired and proposed amount of contract. Resolution must state that local funds will be used to pay all administrative costs incurred.



# Consolidation of Systems - 4

- ▶ Consolidation of two (or more) existing water or sewer systems into one larger system.
- ▶ Purchase only systems do not qualify for these points.
- ▶ Consolidation projects require consultation with OCD

# Resiliency Criteria- 2

- ▶ Applicants must make sure the specific public improvements that are being applied for are being addressed directly in the existing resiliency plan.
- ▶ The local government must formally adopt the resiliency plan in order to ensure credibility. Applications that include a resiliency plan as a separate attachment to the project description (included in the full application) and specific item(s) of improvements are included on the cost estimate that coincide with item(s) identified in the plan.
- ▶ OCD-LGA will consult with LDH to determine whether resilience items are eligible for points and not included in the cost effectiveness calculation. Because resilience needs vary by system and LDH has a better knowledge of the conditions, they will make the final determination.

# Application Completeness - 2

- ▶ 1 point awarded for all application forms and required documents/information are included in submittal.
- ▶ 1 point awarded if OCD-LGA determines that no revisions are needed to documentation in order to complete the scoring of the application.

# Past Performance - 2

- ▶ Applicants will receive points unless one or more of the following is applicable when reviewing past performance of any grants funded to the applicant during the 2018- 2023 LCDBG program years:
  - ▶ A second contract or contract extension was required in order to complete and/or closeout the grant.
  - ▶ Penalties were assessed at any time during the grant due to failure to meet a required benchmark.
  - ▶ Finding of deficiency identified as “very serious” issued during the grant.

# Other Funds for Construction

- ▶ Provide documentation to substantiate the availability of funds.
- ▶ If application is in a position to be funded, the OCD-LGA staff will contact the applicant prior to grant award and request positive proof of the current availability of other funds. Must be provided within 10 calendar days.

# Severity & Starting the Application

Grantees,  
Grant Consultants  
and Engineers need to ask:

Has anything changed from the Severity Package?

➤ Has anything changed with the project scope?

There may be instances where the proposed fix needs to be modified because of further analysis, new information regarding existing conditions, new technology or just a better solution.

Street Grant – many times between Severity and Application. A street get fixed, so the street needs to be removed from the application.

Sewer Rehab – initially the project is just point repairs and lining. After further analysis, a new sewer line is needed.

Sewer Treatment - You may want to go from a package plant to fixing the lagoon and adding aerators.

**If there are changes, contact us before submitting the Application.**

> Has anything changed with the project cost?

Construction costs fluctuate.

Asphalt prices and PVC pipe prices vary according to the cost of oil.

Tariffs, Taxes, Wage Rates, etc.

It all can change and have a big impact on the total cost.

**The Severity Score (except if you remove a street) will not change.**

**The goal of this is to make sure that the application submitted is current and accurate.**



Engineering Fees go to:

LA Office of Community Development

CDBG Program

Applications and Forms

STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION  
OFFICE OF COMMUNITY DEVELOPMENT

# ***ENGINEERING FEE SCHEDULES AND POLICIES***

## ***FOR THE LCDBG PROGRAM***



JUNE 2009

179

[as shown in the FY 2010-2011 Application Package for Public Facilities Projects]

# Basic Services

The Basic Services Fee Table and RPR Services Table have been expanded to include \$2 Million construction cost.

**This is to provide a maximum allowable cost.**

I will get into details of what I mean by that in just a minute.

Estimated Construction Cost	Basic Services Fee Percentage
<u>\$0 - \$30,000</u>	<u>14.6%</u>
<u>\$40,000</u>	<u>14.1%</u>
<u>\$50,000</u>	<u>13.6%</u>
<u>\$60,000</u>	<u>13.2%</u>
<u>\$70,000</u>	<u>12.9%</u>
<u>\$80,000</u>	<u>12.6%</u>
<u>\$90,000</u>	<u>12.3%</u>
<u>\$100,000</u>	<u>12.0%</u>
<u>\$200,000</u>	<u>11.0%</u>
<u>\$300,000</u>	<u>10.3%</u>
<u>\$400,000</u>	<u>9.8%</u>
<u>\$500,000</u>	<u>9.3%</u>
<u>\$600,000</u>	<u>8.8%</u>
<u>\$700,000</u>	<u>8.6%</u>
<u>\$800,000</u>	<u>8.4%</u>
<u>\$900,000</u>	<u>8.2%</u>
<u>\$1,000,000</u>	<u>8.0%</u>
<u>\$2,000,000</u>	<u>7.4%</u>

# The following services will also be considered as basic services with compensation included in the fee:

- Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by the Grantee.
- Design or redesigning to incorporate other agencies permitting or funding requirements.
- Surveying for the purposes of design except as provided in the “Eligible Additional Services” section.
- Services in connection with preparing and furnishing to the Grantee a set of reproducible Project Record Drawings (As-Built Drawings) showing appropriate record information based on project documentation.
- Reproduction of reports, drawings, specifications, bidding documents, and similar project-related items.
- Prepare final cost estimate.

# Continued Services:

- Supervise the bidding process, including tabulating the bid proposals, make analysis of bids and recommendations for contractor selection.
- Conduct final inspection of work and issue final acceptance of work.
- Reviewing construction contractor invoices.
- Review and approve change orders.
- Redesigning to reduce project costs to within available funds.
- Rebidding contracts.
- Preparing documents for alternate bids.
- Determining the acceptability of substitute materials and equipment.
- Services in revising drawings and specifications required by the acceptance of substitute materials or equipment.
- Evaluating claims by the contractor.

# Eligible Additional Services

Additional services that are eligible for payment under the LCDBG Program include, but are not limited to:

1. Providing property surveys.
2. Providing construction staking to enable the contractor to perform the work.
3. Providing extensive topographic beyond what is included in the surveying for the purposes of design.
4. Testing and Geotechnical

I need a full description and cost breakdown for ALL requests.

# Resident Project Representative

## Maximum allowable Fee

Estimated Construction Cost	RPR Services Fee Percentage
<u>\$100,000 or less</u>	5.0%
<u>\$200,000</u>	4.6%
<u>\$300,000</u>	4.3%
<u>\$400,000</u>	4.1%
<u>\$500,000</u>	3.9%
<u>\$600,000</u>	3.8%
<u>\$700,000</u>	3.7%
<u>\$800,000</u>	3.6%
<u>\$900,000</u>	3.5%
<u>\$1,000,000</u>	3.4%
<u>\$2,000,000</u>	3.0%



## ADDITIONAL RPR FEES



On projects involving a significant amount of pipe installation, i.e. water distribution systems and sewer collection systems, the RPR fees will be eligible to be increased. This is being done to compensate for the allowable added inspection effort made necessary by the nature of the work. The fee or portion of the fee associated with pipe installation will be multiplied by a factor of 1.35.

The items eligible for the increase are items related to the main line, i.e. gravity sewer pipe, water distribution pipe, borings, force mains, fittings, fire hydrants, canal crossings, tapping sleeves and valves, flushing risers, etc. **Water wells and tanks are eligible items.**

Not eligible are sewer manholes, sewer services, water services, and other non-main line items.

When requesting increased inspection fees; a detailed list of eligible items and the increased RPR fees must be included in the application.

## Basic Services & Resident Project Representative

**Tables give you the Maximum allowable Fee.**

As a guide to cost reasonableness, the maximum allowable fees for the LCDBG Program will be based on the CDBG tables.

Federal procurement regulations forbid using a percentage of the estimated construction cost as the basis of a contract award.

**As part of the cost reasonableness determination, the contractor or proposer will need to provide cost breakdowns showing all the elements of the scope of work.**

## Old Way

Construction Cost - \$1,000,000

Engineering Basic Services (8%) \$80,000

## New Way

- Scope of Services Broken Down into Tasks
- Hours to Completes the Tasks
- Direct & Overhead Costs to complete the Tasks

Review each Task and estimate the time in manhours units needed to complete each Task. Based upon the size, complexity and project description estimate the number of iterations for each Task. Calculate the total estimated	ESTIMATED MANHOURS PER TASK	# OF ITERATIONS PER TASK	TOTAL MANHOURS PER SUB-TASK	Reimbursement Rate per MANHOUR	COST PER TASK	Lump Sum	Unit Price	Billable hours	Reimbursable Costs	Indirect cost /Overhead % Direct Labor	Indirect cost /Overhead Fixed dollar per DL Hour
	<i>Estimated M/Hs</i>	<i>#Iterations</i>	<i>Total M/Hs</i>	<i>Hourly Rate</i>	<i>Cost per Task</i>					% DL Cost	Total DL and OH
<b>Schematic Design/Preliminary Study Phase</b>										0.00%	\$ -
Conduct preliminary investigations of existing conditions of facilities, verify accuracy of drawings or other information	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Surveying for the purpose of design	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
furnishing reproducible Project Record (as built) Drawings	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Prepare a final cost estimate	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
other task [enter]	0.0	0	0	\$ -	-					0.00	-
<b>Bidding and Award Phase</b>	<i>Estimated M/Hs</i>	<i>#Iterations</i>	<i>Total M/Hs</i>	<i>Hourly Rate</i>	<i>Cost per Task</i>						
Prepare the bid document	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Prepare construction contracts which comply with state and federal regulations	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Tabulate the bid proposals, make an analysis of the bids, and make recommendations	0.0	0	0	\$ -	-					0.00	-
Supervise the bidding process consistent with state and federal regulations and conduct the bid opening	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
other task [enter]	0.0	0	0	\$ -	-					0.00	-
<b>Construction Phase</b>	<i>Estimated M/Hs</i>	<i>#Iterations</i>	<i>Total M/Hs</i>	<i>Hourly Rate</i>	<i>Cost per Task</i>						
Prepare construction contracts which comply with state and federal regulations	0.0	0	0	\$ -	-					0.00	-
Review and approve contractor payments	0.0	12	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Review and Prepare change orders	0.0	6	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Conduct Resident project inspections	0.0	1	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Monitor construction progress in compliance with program schedule and conduct construction inspections	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
Conduct progress meetings and maintain communications	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
other task [enter]	0.0	0	0	\$ -	-					0.00	-
<b>Post Completion/Warranty Phase</b>	<i>Estimated M/Hs</i>	<i>#Iterations</i>	<i>Total M/Hs</i>	<i>Hourly Rate</i>	<i>Cost per Task</i>						
Conduct a final inspection of the project and issue of a final acceptance of work	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
other task [enter]	0.0	0	0	\$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-
other task [enter]	0.0	0	0	\$ -	-					0.00	-
other task [enter]	0.0	0	0	\$ -	-					0.00	-
	<i>Estimated M/Hs</i>	<i>#Iterations</i>	<i>Total M/Hs</i>	<i>Hourly Rate</i>	<i>Cost per Task</i>						
<b>TOTAL ESTIMATED COSTS</b>			0		-					-	-

## Man-Hour Estimate

### Project

### Community Development Block Grant

#### Basic Services

Quantity	Sheet or Task Description	Principal		Engineer		CADD Tech		Admin. Assistant		Total		Cost per Task	
		Per Sheet	Total	Per Sheet	Total	Per Sheet	Total	Per Sheet	Total	Per Sheet	Total	Hourly Rate	Overhead
1	Title Sheet	1	1	4	4	8	8		0	13	13	\$445.00	\$631.90
1	Notes	1	1	8	8	8	8		0	17	17	\$633.00	\$898.86
1	Existing Sewer Layout		0	6	6	8	8		0	14	14	\$474.00	\$673.08
1	Proposed Sewer Layout		0	12	12	8	8		0	20	20	\$756.00	\$1,073.52
5	Plan and Profile Sheet		0	8	40	15	75		0	23	115	\$3,680.00	\$5,225.60
1	Lift Station Existing Site Plan		0	8	8	8	8		0	16	16	\$568.00	\$806.56
1	Lift Station Proposed Site Plan		0	12	12	16	16		0	28	28	\$948.00	\$1,346.16
3	Details		0	12	36	12	36		0	24	72	\$2,556.00	\$3,629.52
1	Specifications	8	8	40	40		0	32	32	80	80	\$2,848.00	\$4,044.16
1	Bidding Sevices	2	2	24	24		0	2	2	28	28	\$1,286.00	\$1,826.12
1	Construction Services		0	32	32		0	24	24	56	56	\$1,840.00	\$2,612.80
1	Close Out Services	1	1	12	12		0	2	2	15	15	\$657.00	\$932.94
	Total Manhours		13		234		167		60		474	\$16,691.00	\$23,701.22
												Grand Total	\$40,392.22

Fees	Total Hours	\$ per Hour	Total
Principal	13	\$65.00	\$845.00
Engineer	234	\$47.00	\$10,998.00
CADD Tech	167	\$24.00	\$4,008.00
Admin. Assistant	60	\$14.00	\$840.00
	Sub Total		\$16,691.00
	Overhead Rate	142%	\$23,701.22
	Grand Total		\$40,392.22

# Engineers

If you are unsure, send an example of the format you want to use.

# Engineer's Cost Estimate

- ▶ The engineer's cost estimate has been updated to include new federal guidelines related to Build America, Buy America (BABA)
- ▶ Per HUD each line item needed for construction should specify if BABA applies or not.
- ▶ Guidance on determining BABA applicability is available at: <https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/>

**Example of Cost Estimate - Water**

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

CONSTRUCTION:

(1) TARGET AREA

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
4" PVC Waterline	5,500	Lin. Ft.	\$ 6.00	\$ 33,000	Yes
6" PVC Waterline	8,500	Lin. Ft.	\$ 8.00	\$ 68,000	Yes
Jack or Bore 4" Waterline	400	Lin. Ft.	\$ 15.00	\$ 6,000	No
Jack or Bore 6" Waterline	500	Lin. Ft.	\$ 18.00	\$ 9,000	No
4" Gate Valve & Box	8	Each	\$ 400.00	\$ 3,200	No
6" Gate Valve & Box	10	Each	\$ 500.00	\$ 5,000	No
Fire Hydrants	8	Each	\$ 1,500.00	\$ 12,000	No
C.I.M.J. Fittings	3,000	Ton	\$ 3,500.00	\$ 10,500	No
Meter Reconnections	150	Each	\$ 100.00	\$ 15,000	No
½" PE Service Line	100	Lin. Ft.	\$ 3.00	\$ 300	No
Pavement Restoration	100	Sq. Yd.	\$ 50.00	\$ 5,000	No
Maintenance Aggregate	75	Cu. Yd.	\$ 40.00	\$ 3,000	No
				Subtotal:	\$170,000
				Contingencies:	\$17,000
				Estimated Cost:	\$187,000

(2) SYSTEM-WIDE

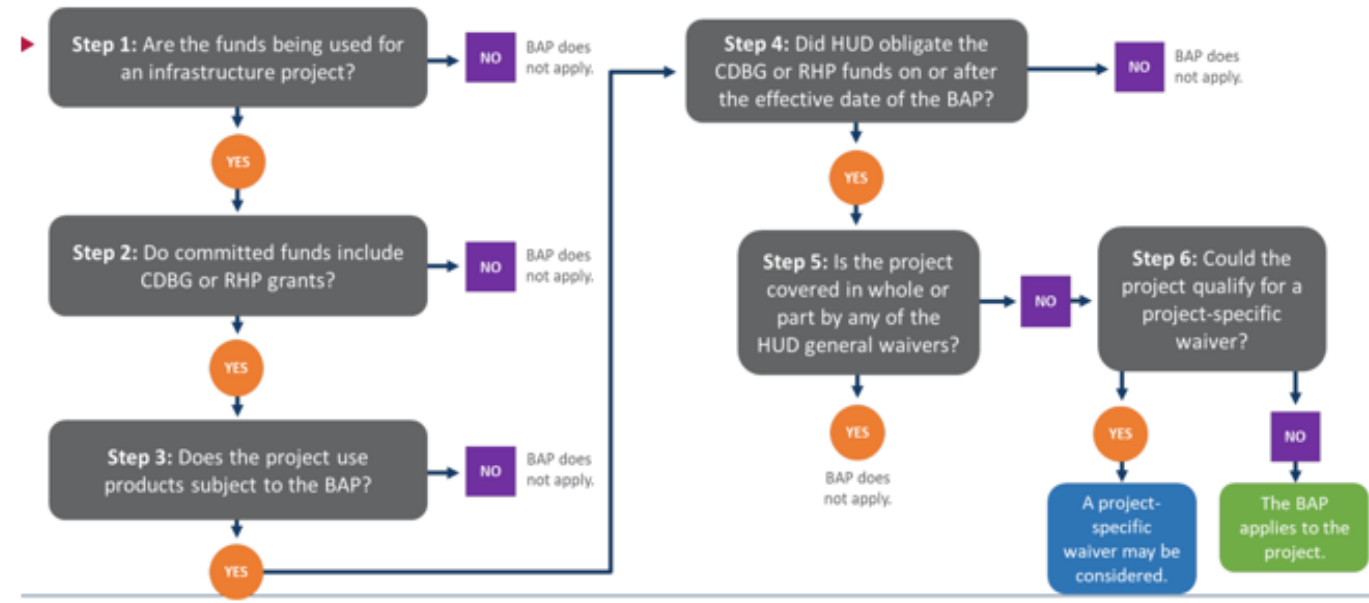
DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
100,000 Gal. Elev. Storage Tank	Lump	Lump Sum	\$276,000.00	\$ 276,000	No
Sitework	Lump	Lump Sum	\$ 15,000.00	\$ 15,000	No
Electrical Controls	Lump	Lump Sum	\$ 10,000.00	\$ 10,000	No
Piping Modifications	Lump	Lump Sum	\$ 10,000.00	\$ 10,000	No
Fencing	600	Lin. Ft.	\$ 15.00	\$ 9,000	No
				Subtotal:	\$320,000
				Contingencies:	\$32,000
				Estimated Cost:	\$352,000

TOTAL ESTIMATED CONSTRUCTION COST: \$539,000



# Build America, Buy America

- ▶ To facilitate a smooth transition to the BAP requirements, HUD established a Phased Implementation Waiver for its programs based on the date when funds are obligated to the State. All CDBG Formula Grants and Recovery Housing Program Grants funded in FY 2024 that meet BABA requirements and involve the use of Iron and Steel and Construction materials listed (i.e.(1) non-ferrous metals; (2) lumber; and (3) plastic- and polymer based composite building materials, pipe, and tube). Starting in FY 2025, all projects that meet BABA requirements and involve construction materials not listed and manufactured products will be applicable to BAP.



## BUILD AMERICA BUY AMERICA(BABA) GUIDE

# Census and Survey

- ▶ EACH TARGET AREA (TA) MUST BE AT LEAST 51 % LMI
- ▶ EACH TA MUST HAVE ITS OWN ABF
- ▶ COMBINE ALL ABF'S INTO ONE ABF AND CALCULATE LMI%
- ▶ FINAL ABF SHOULD BE LABELED "SYSTEM WIDE", "TARGET AREA," OR "COMBINED."

# Census vs. Survey

- ▶ Census data must be used if available.
- ▶ Census data can be found at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/> for municipalities and block groups.
- ▶ If at least 90% of a block group will benefit from the project, census data must be used.
- ▶ Exception: If the LMI percentage of the municipality or block group is less than 51%, but the Margin of Error (MOE) range would cause them to be at least 51% LMI, you may survey the municipality or block group instead.

# Census Data

## ACS 5-Year 2016-2020 Low- and Moderate-Income Summary Data

**Update:** New Low- and Moderate-Income Summary Data (LMISD) based on the 2016-2020 American Community Survey (ACS) are now available in spreadsheet form. A new interactive map application is coming soon.

The Community Development Block Grant (CDBG) program requires that each CDBG funded activity must either principally benefit low- and moderate-income (LMI) persons, aid in the prevention or elimination of slums or blight, or meet a community development need having a particular urgency. Most activities funded by the CDBG program are designed to benefit low- and moderate-income (LMI) persons. That benefit may take the form of housing, jobs, and services. Additionally, activities may qualify for CDBG assistance if the activity will benefit all the residents of a primarily residential area where at least 51 percent of the residents are low- and moderate-income persons, i.e. area-benefit (LMA). [Certain [exception grantees](#) may qualify activities as area-benefit with fewer LMI persons than 51 percent.]

The Office of Community Planning and Development (CPD) provides estimates of the number of persons that can be considered Low-, Low- to Moderate-, and Low-, Moderate-, and Medium-income persons based on special tabulations of data from the 2016-2020 ACS 5-Year Estimates and the 2020 Island Areas Census. The Low- and Moderate-Income Summary Data may be used by CDBG grantees to determine whether or not a CDBG-funded activity qualifies as an LMA activity. The LMI percentages are calculated at various principal geographies provided by the U.S. Census Bureau. CPD provides the following datasets:

- Geographic Summary Level "150": Census Tract-Block Group.
  - The block groups are associated with the HUD Unit-of-Government-Identification-Code for the CDBG grantee jurisdiction by fiscal year that is associated with each block group.
- Local government jurisdictions include; Summary Level 160: Incorporated Cities and Census-Designated Places, i.e. "Places", Summary Level 170: Consolidated Cities, Summary Level 050: County, and Summary Level 060: County Subdivision geographies.

In the data files, these geographies are identified by their Federal Information Processing Standards (FIPS) codes and names for the place, consolidated city, or block group, county subdivision, county, and state.

The statistical information used in the calculation of estimates identified in the data sets comes from the 2016-2020 ACS, 2020 Island Areas Census, and the [Income Limits for Metropolitan Areas and for Non Metropolitan Counties](#). The data necessary to determine an LMI percentage for an area is not published in the publicly-available ACS data tables. Therefore, the Bureau of Census matches family size, income, and the income limits in a special tabulation to produce the estimates.

Estimates are provided at three income levels: Low Income (up to 50 percent of the Area Median Income (AMI)); Moderate Income (greater than 50 percent AMI and up to 80 percent AMI), and Medium Income (greater than 80 percent AMI and up to 120 AMI). HUD is publishing the margin of error (MOE) data for all block groups and all places in the 2020 ACS LMISD. These data are provided within the LMISD tables.

### Overview

[CDBG Low- and Moderate-Income Data Documentation Process](#)

### Data Sets

[ACS 5-Year 2016-2020 Low and Moderate Income Summary Data Main](#)

[Map Application - Coming Soon](#)

[All Block Groups](#)

[Block Groups by Entitlement Grantee](#)

[Local Government Summaries](#)

[Overall Low to Moderate Percentages by Grantee](#)

### Related Information

[Data Dictionary](#)

[Frequently Asked Questions](#)

[Exception Grantees](#)

[Uncapped Data](#)

[Sec. 244 ARC/RPZ](#)

### Archive

# Census

- ▶ <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>

# Census Data- Town Wide

## LMISD by Local Governments, Based on 2016-2020 ACS

These data sets provide estimates of the number of low- and moderate-income individuals (LMISD) by Summary level 160: Places, Summary Level 170: Consolidated Cities, Summary Level 050: County, and Summary Level 060: County Subdivision geographies based on the 2016-2020 American Community Survey (ACS). Margins of error for the Place, Summary level 160 geographies are also provided.

[ACS 2016-2020 Low-Mod All Local Governments](#)

### Overview

[CDBG Low- and Moderate-Income Data Documentation Process](#)

### Data Sets

[ACS 5-Year 2016-2020 Low and Moderate Income Summary Data Main](#)

[Map Application - \*\*Coming Soon\*\*](#)

[All Block Groups](#)


[Block Groups by Entitlement Grantee](#)

[Local Government Summaries](#)

[Overall Low to Moderate Percentages by Grantee](#)

### Related

# Census Data – Townwide Example



	A	B	C	D	E	F	G	H	I	J	K
	Geoname	STATE	STUSAB	COUNTY	PLACE/MCD	LC	LOWM(	LM	LOWMODUN	LOWMOD_P	MOE_LOWMODPC
5	Abbeville city, Louisiana	22	LA	000	00100	4,445	6,855	8,745	11,895	57.60%	+/-6.30%
6	Abita Springs town, Louisiana	22	LA	000	00240	315	615	1,015	2,570	23.90%	+/-7.80%
7	Addis town, Louisiana	22	LA	000	00415	980	2,080	2,965	5,635	36.90%	+/-10.20%
8	Albany town, Louisiana	22	LA	000	00835	225	560	1,005	1,300	43.10%	+/-16.70%
9	Alexandria city, Louisiana	22	LA	000	00975	13,650	20,810	27,560	44,385	46.90%	+/-3.10%
0	Ama CDP, Louisiana	22	LA	000	01780	240	505	695	1,050	48.10%	+/-13.40%
1	Amelia CDP, Louisiana	22	LA	000	01815	520	1,055	1,875	2,235	47.20%	+/-14.80%
2	Amite City town, Louisiana	22	LA	000	01885	1,270	1,760	2,845	4,385	40.10%	+/-11.40%
3	Anacoco village, Louisiana	22	LA	000	01920	130	230	335	960	24.00%	+/-12.20%
4	Angie village, Louisiana	22	LA	000	02165	80	130	180	355	36.60%	+/-16.40%



# ABF – Census – Townwide

## Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant **Abbeville** 4 Target Area **Citywide**  
 2 Application Type/FY **PF 25** 5 Comments \_\_\_\_\_  
 3 \_\_\_\_\_

6	Name of Activity	
7		Persons
8	Total--All Income Levels	11,895
9	LMI % (See Instructions)	57.60%
10	Extremely Low Income	
11	Low Income	
12	Moderate Income	6,855
13	Above Income	<b>5040</b>
14	American Indian or Alaskan Native	Total
		Hispanic
15	Asian	Total
		Hispanic
16	Black or African American	Total
		Hispanic
17	Native Hawaiian or Pacific Islander	Total
		Hispanic
18	White	Total
		Hispanic
19	American Indian and White	Total
		Hispanic
20	Asian and White	Total
		Hispanic
21	Black and White	Total
		Hispanic
22	American Indian and Black	Total
		Hispanic
23	Other Multi-racial	Total
		Hispanic
24	Total--All Racial Groups	Total
		Hispanic
25	Female-Headed Households	
26	Total Occupied Households	

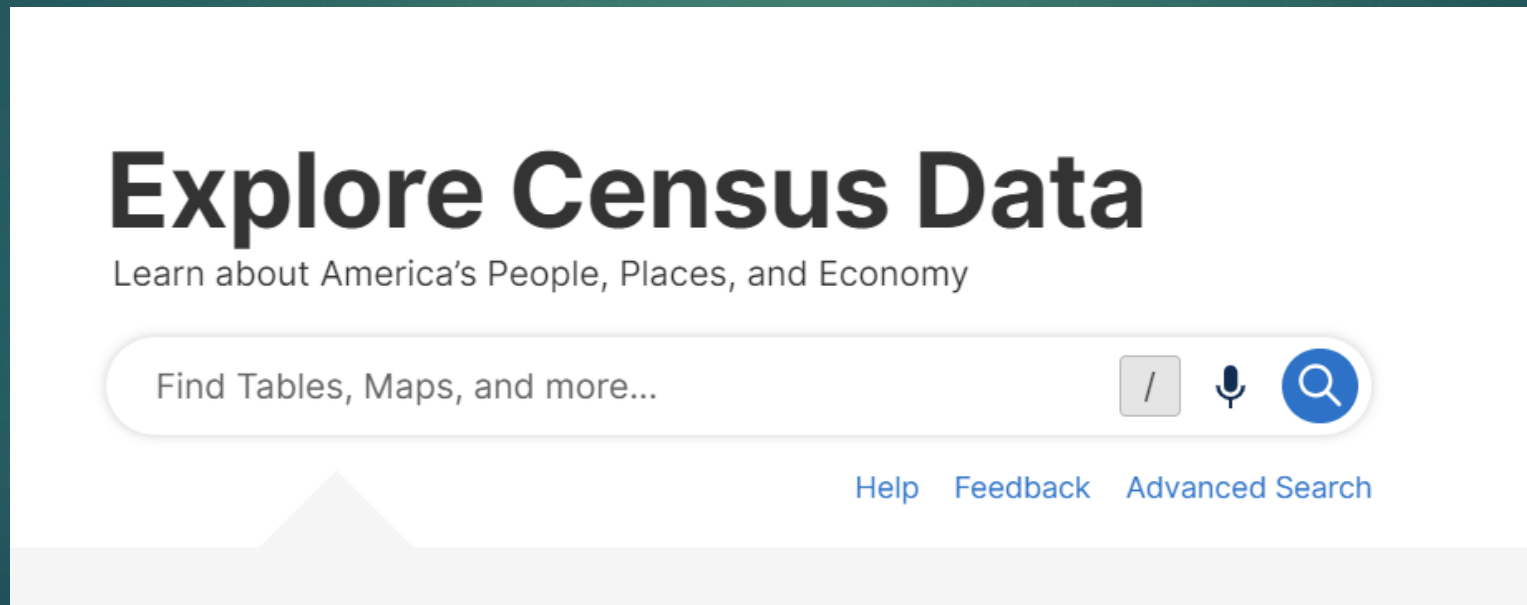
27	Rehabilitation Loans and Grants			
28	Persons		Households	
	Owner	Renter	Owner	Renter
29				
30				
31				
32				
33				
34	Persons		Owner	Renter
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46	Fem. Headed O/R HH			
47	Total HH			

# Census Data Margin of Error

Geoname	STATE	STUSAB	COUNTY	PLACE/MCD	LC	LOWM(	LM	LOWMODUN	LOWMOD_P	MOE_LOWMODPC
Abbeville city, Louisiana	22	LA	000	00100	4,445	6,855	8,745	11,895	57.60%	+/-6.30%
Abita Springs town, Louisiana	22	LA	000	00240	315	615	1,015	2,570	23.90%	+/-7.80%
Addis town, Louisiana	22	LA	000	00415	980	2,080	2,965	5,635	36.90%	+/-10.20%
Albany town, Louisiana	22	LA	000	00835	225	560	1,005	1,300	43.10%	+/-16.70%
Alexandria city, Louisiana	22	LA	000	00975	13,650	20,810	27,560	44,385	46.90%	+/-3.10%
Ama CDP, Louisiana	22	LA	000	01780	240	505	695	1,050	48.10%	+/-13.40%
Amelia CDP, Louisiana	22	LA	000	01815	520	1,055	1,875	2,235	47.20%	+/-14.80%
Amite City town, Louisiana	22	LA	000	01885	1,270	1,760	2,845	4,385	40.10%	+/-11.40%
Anacoco village, Louisiana	22	LA	000	01920	130	230	335	960	24.00%	+/-12.20%

# Census Data

- ▶ Census maps must be checked to determine if a census tract(s), or block group(s) is generally contiguous with the target area(s)
  - ▶ 1. Go to data.census.gov and click “Advanced Search”



▶ 2. Go to "Geography" → "Place" → "Louisiana" → Your location → "Maps"

The screenshot shows the United States Census Bureau website interface. At the top left is the logo for the United States Census Bureau. A search bar is located at the top right, with a red arrow pointing down to it. Below the search bar are navigation tabs: "All", "Tables", "Maps" (which is highlighted), "Profiles", and "Pages". On the left side, there is a "1 Filter" section with a dropdown menu for "Abbeville city, Louisiana" and a "Clear all filters" button. Below this is a "Search for filter" input field. A red arrow points down from the filter section to the "Geography" menu. The "Geography" menu is expanded, showing options: "Nation", "State", "County", "County Subdivision", "Place" (which is highlighted in blue), and "ZIP Code Tabulation Area". A second red arrow points down from the "Place" option to the main content area. The main content area is titled "Louisiana / Select Place" and features a "Search Place" input field. Below this is a list of places within Louisiana, each with a checkbox. The "Abbeville city, Louisiana" option is checked with a blue checkmark. Other places listed include "All Places within Louisiana", "Abita Springs town, Louisiana", "Addis town, Louisiana", "Albany town, Louisiana", "Alexandria city, Louisiana", "Ama CDP, Louisiana", and "Amelia CDP, Louisiana".

- ▶ 3. Go to "DP05" under "Selection Map," then you can minimize the search options and under the map options, go to "Boundaries"
- ▶ 4. Under Boundaries, check the boxes for "Census Tract" and "Census Block Group."

The screenshot shows the United States Census Bureau website interface. At the top, there is a search bar and navigation tabs for 'All', 'Tables', 'Maps', 'Profiles', and 'Pages'. The 'Maps' tab is active. Below the navigation, there are filter options for 'Male' and 'Total population'. A toolbar contains various map controls like 'Select', 'Clear Geos', 'Layer', 'Year', 'Basemap', 'Boundaries', 'Colors', 'Identify', 'Table', 'Notes', 'Print', and 'Share'. The main map area displays a map of the United States with state boundaries and a data overlay. A 'Boundaries' panel on the right side is open, showing a list of boundary types with checkboxes. The 'Census Tract' and 'Census Block Group' options are checked. A 'Percent by Place' popup is visible in the bottom left corner, showing 'No Data' for 2022 and 'Geographies: 1'.

United States<sup>®</sup>  
Census  
Bureau

Search / [Microphone] [Search] Advanced Search

All Tables **Maps** Profiles Pages Apps Help FAQ Feedback

Filters 1  
Total population SEX AND AGE ACS Demographic and Housing Estimates

2900 Results

Male - Total population | SEX AND AGE

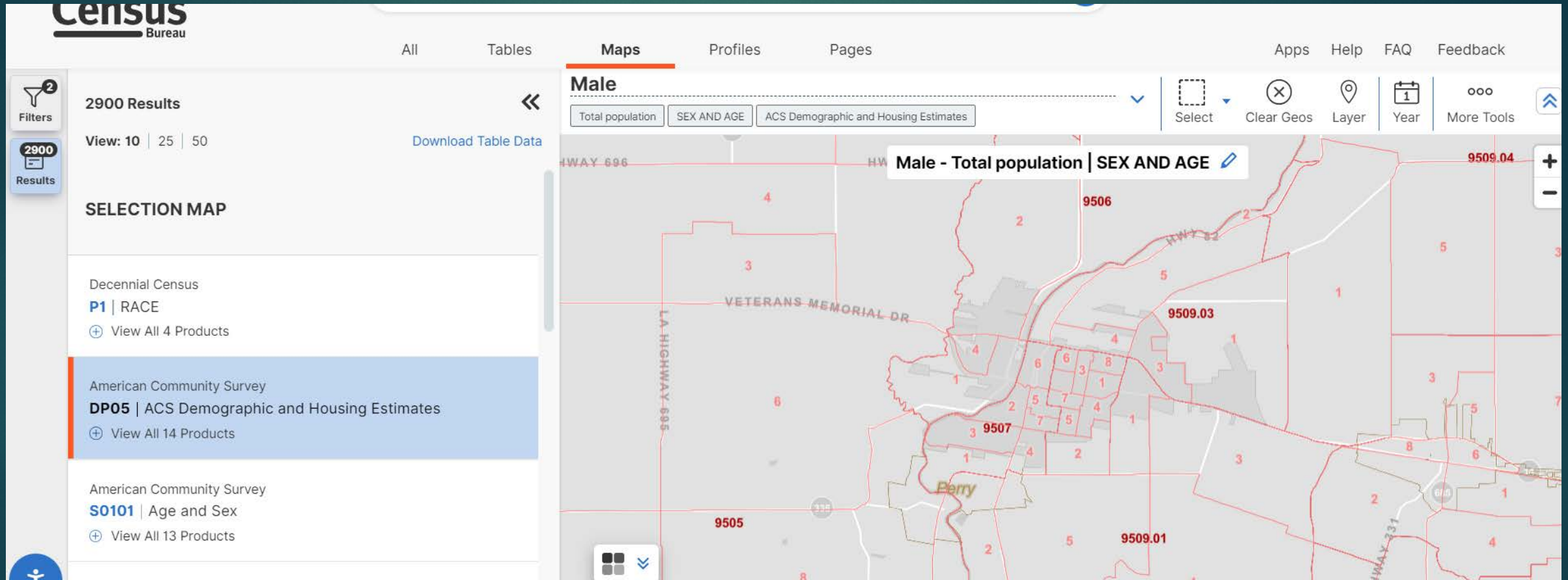
Boundaries

<input type="checkbox"/>	<input type="checkbox"/>	Consolidated City
<input type="checkbox"/>	<input type="checkbox"/>	Consolidated City-Place Within Consolidated City
<input type="checkbox"/>	<input type="checkbox"/>	ZIP Code Tabulation Area (2020)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Census Tract
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Census Block Group
<input type="checkbox"/>	<input type="checkbox"/>	Public Use Microdata Area (2020)
<input type="checkbox"/>	<input type="checkbox"/>	American Indian/Alaska Native/Native Hawaiian Area
<input type="checkbox"/>	<input type="checkbox"/>	American Indian/Alaska Native/Native Hawaiian Area-State
<input type="checkbox"/>	<input type="checkbox"/>	Tribal Census Tract
<input type="checkbox"/>	<input type="checkbox"/>	Tribal Block Group

Percent by Place  
No Data 1  
2022 Geographies: 1

DP05 | 2022 ACS 5-Year Estimates Data Profiles | 200 mi

# Census Data – Block Group Example



# Census Data – Block Group Example

## LMISD - All Block Groups, Based on 2016-2020 ACS

These data sets provide estimates of the number of low- and moderate-income individuals (LMISD) by block group based on the 2016-2020 American Community Survey (ACS) and includes the margin of error.

These data contain codes found in [Understanding Geographic Identifiers](#) by the U.S. Census.

[ACS 2016-2020 All Block Groups](#)

[2020 Insular Areas All Block Groups](#)

### Overview

[CDBG Low- and Moderate-Income Data Documentation Process](#)

### Data Sets

[ACS 5-Year 2016-2020 Low and Moderate Income Summary Data Main](#)

[Map Application - \*\*Coming Soon\*\*](#)

[All Block Groups](#)

[Block Groups by Entitlement Grantee](#)

[Local Government Summaries](#)

[Overall Low to Moderate Percentages by Grantee](#)

### Related Information

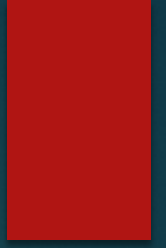
[Data Dictionary](#)

# Census Data Block Group Example

GEONAME	STUS	COUNTYNAME	LOW	LOWM	LMMI	LOWMODUNI	LOWMOD_PC
Block Group 2, Census Tract 9507, Vermilion Parish, Louisiana	LA	Vermilion Parish	50	50	375	510	9.80%
Block Group 3, Census Tract 9507, Vermilion Parish, Louisiana	LA	Vermilion Parish	260	315	425	645	48.80%
Block Group 4, Census Tract 9507, Vermilion Parish, Louisiana	LA	Vermilion Parish	410	420	470	490	85.70%
Block Group 5, Census Tract 9507, Vermilion Parish, Louisiana	LA	Vermilion Parish	775	775	920	925	83.80%
Block Group 6, Census Tract 9507, Vermilion Parish, Louisiana	LA	Vermilion Parish	130	215	215	695	30.90%



# Surveys



# Determining Sample Size

- ▶ <http://www.surveysystem.com/sscalc.htm>
- ▶ Use 95% as the "Confidence Level" and 5 as the "Confidence Interval." Print out a copy of this screen.

choices in a calculator below to find the sample size you need or the confidence in  
leave the Population box blank, if the population is very large or unknown.

**Determine Sample Size**

Confidence Level:  95%  99%

Confidence Interval:

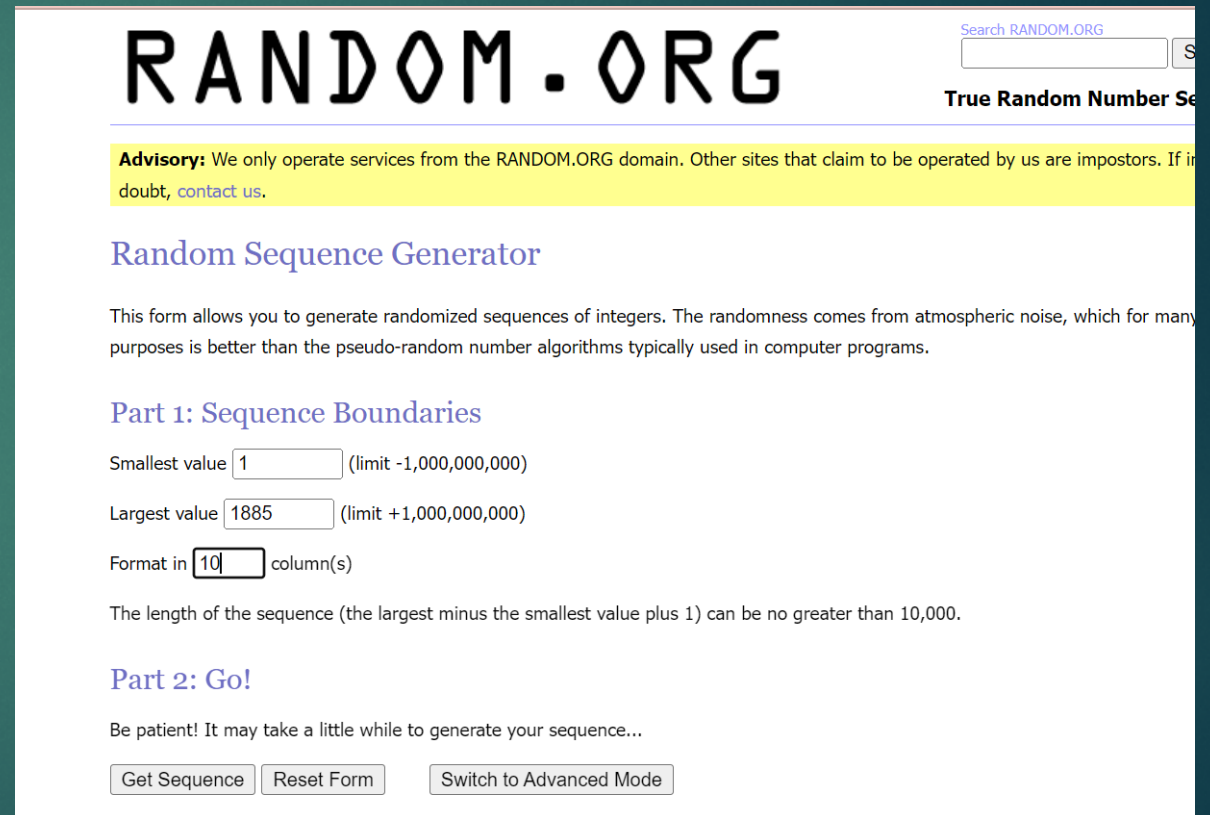
Population:

Sample size needed:

**Find Confidence Interval**

# Determining Sample Size

- ▶ <https://www.random.org/sequences/>
- ▶ Number of Columns do not matter.
- ▶ Print a copy of this Screen.



**RANDOM.ORG** Search RANDOM.ORG

**True Random Number Se**

**Advisory:** We only operate services from the RANDOM.ORG domain. Other sites that claim to be operated by us are impostors. If in doubt, [contact us](#).

### Random Sequence Generator

This form allows you to generate randomized sequences of integers. The randomness comes from atmospheric noise, which for many purposes is better than the pseudo-random number algorithms typically used in computer programs.

#### Part 1: Sequence Boundaries

Smallest value  (limit -1,000,000,000)

Largest value  (limit +1,000,000,000)

Format in  column(s)

The length of the sequence (the largest minus the smallest value plus 1) can be no greater than 10,000.

#### Part 2: Go!

Be patient! It may take a little while to generate your sequence...

# Determining Sample Size

Home Games Numbers Lists & More Drawings Web Tools Statistics Testimonials Learn More Login

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## Random Sequence Generator

Here is your sequence:

471	979	396	1228	422	190	1531	138	685	94	399	1812	660	1846	480
1094	819	1539	465	648	155	1048	482	1732	1262	60	1430	1597	1182	650
127	1433	289	710	1540	673	506	1083	1162	194	1264	1604	829	338	1033
73	1150	597	1562	526	1613	688	608	974	740	1869	670	1821	1859	248
366	59	19	1203	943	1019	953	1464	196	234	1223	343	188	982	274
84	849	1073	1472	600	254	502	1337	991	734	846	1224	442	1061	512
848	1004	1607	1743	1848	702	462	1640	1724	65	662	326	1109	545	615
801	616	1427	1293	1700	557	206	1722	719	881	1592	436	1417	1029	1735
1305	1015	661	346	275	800	1577	645	810	1533	1545	700	571	712	1601
1656	1329	54	388	1214	514	485	993	1178	730	1451	948	813	285	430
1373	228	552	733	1470	1424	1234	1490	1791	273	1394	1235	718	293	126
739	376	519	240	963	1800	1826	1058	1620	1794	1065	1603	1644	418	1091
713	640	429	528	763	774	1852	320	391	1506	643	1680	1409	598	1202
1282	1438	832	1561	1514	402	822	1808	1205	1120	1523	235	1365	1532	618
781	1131	684	1400	1551	1101	1339	378	1000	944	1555	264	215	1705	205
1565	837	1600	363	827	806	1881	1278	339	1699	1229	1783	1249	1440	908
413	1347	749	1276	185	487	750	76	1687	1270	771	1280	67	511	1296
9	1850	1330	1861	369	258	1652	642	997	1422	379	1421	313	1814	1661

# Income Limits

- ▶ <https://www.huduser.gov/portal/datasets/il.html>
- ▶ Use 2024 Tab
- ▶ Select Louisiana
- ▶ Choose the Parish (County)
- ▶ View County Calculations
- ▶ Surveys conducted for the previous cycle (2022/2023) are acceptable.

# Income Limits

2024

2023

2022

2021

2020

Year ▼

Query Tool

Documents

Data

FAQs

Methodology Change FAQs

Effective April 01, 2024.

## Access Individual Income Limits Areas

This system provides complete documentation of the development of the FY 2024 Income Limits (ILs) for any area of the country selected by the user. Official ILs, available in pdf and excel formats at this [link](#), may differ slightly from those calculated in the documentation system, and should be used for ALL official purposes.

[Click Here for FY 2024 IL Documentation](#)

*NOTE: Due to the Housing and Economic Recovery Act of 2008 (Public Law 110-289) the data presented in this system may not be applicable to projects financed with Section 42 Low Income Housing Tax Credits (LIHTC) or section 142 tax exempt private equity bonds. These projects should use the Multifamily Tax Subsidy Project Income Limits available at [Multifamily Tax Subsidy Project Income Limits](#)*

# Income Limits

## FY 2024 INCOME LIMITS DOCUMENTATION SYSTEM

**First select a state:**

- Illinois - IL
- Indiana - IN
- Iowa - IA
- Kansas - KS
- Kentucky - KY
- Louisiana - LA
- Maine - ME
- Maryland - MD
- Massachusetts - MA
- Michigan - MI

**Then select a county:**

- Terrebonne Parish, LA
- Union Parish, LA
- Vermilion Parish, LA
- Vernon Parish, LA
- Washington Parish, LA
- Webster Parish, LA
- West Baton Rouge Parish, LA
- West Carroll Parish, LA
- West Feliciana Parish, LA
- Winn Parish, LA

[View County Calculations](#)

# Income Limits

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- West Feliciana Parish, LA
- Winn Parish, LA

[View County Calculations](#)



# Income Limits

## FY 2024 Income Limits Summary

FY 2024 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2024 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Vermilion Parish, LA HUD Metro FMR Area</b>	\$74,600	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	26,150	29,850	33,600	<b>37,300</b>	40,300	43,300	46,300	49,250
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	15,700	20,440	25,820	<b>31,200</b>	36,580	41,960	46,300*	49,250*
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	41,800	47,800	53,750	<b>59,700</b>	64,500	69,300	74,050	78,850

# Income Limits

	<u>Section 8 Limits</u>	<u>CDBG Limits</u>
▶ 80%	Low	Moderate
▶ 50%	Very Low	Low
▶ 30%	Extremely Low	Extremely Low

# Survey Forms

- ▶ <https://www.doa.la.gov/doa/oecd-lga/lcdbg-programs/forms-and-information/>





# Survey Forms

When a survey is less than 100%, most data from a survey is directly transferred to the Survey Tabulation Form. However, the number of projected occupied households must be calculated (not transferred). Projected Occupied Households, as calculated, must be entered on Survey Tabulation Form. Enter the calculation on Row 2, "Total Occupied Houses in Target Area".

**Projected Occupied Households**

When to Use: Anytime a random sample household survey is utilized.

Instructions: Enter data into the yellow cells. The green cells, having formulas, will auto-calculate.

Applicant	
Target Area	
	Enter Population of structures initially thought to be residential both occupied and vacant
0	Total of all survey attempts as listed below in rows 5-10:
	(Surveyed) Residentially occupied and surveyed
	(Not home) Residentially occupied and unreachable--not at home
0	(Refused) Residentially occupied and unreachable--refused to cooperate
	(Vacant) Not residentially occupied due to being vacant
	(Business) Not residentially occupied due to being a business
0	(Exempt) Not residentially occupied due to being an exempt church
0	Total of all survey attempts that were not residentially occupied as above in rows 8-10.
0	Attempts (Row 4) less units not residentially occupied (Row 11) equals known residentially occupied households.
#DIV/0!	Occupied Household Percentage unrounded: Divide the known occupied households (Row 12) by attempts (Row 4) to
#DIV/0!	Occupied Household Percentage rounded two digits beyond the decimal
#DIV/0!	Projected Occupied Households unrounded: Multiply the rounded household percentage (row 14) times the
#DIV/0!	Projected Occupied Households rounded. Round to the nearest whole number. Enter this number on the Survey Tabulation Form as the answer to 2. *Total Occupied Houses in Target Area.

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# Survey Forms

Projection Sheet: From the Survey Tab Form to the Activity Beneficiary Form					
Applicant			Application Number		
Target Area			Done by		Date
<b>Step 1: In the yellow cells of this left panel enter the raw data, rows 1-26, from the Survey Tabulation Form.</b>			<b>Step 2: In yellow cells of this right panel use judgment to enter racial data. Adjust the largest racial category, if necessary, to insure persons by race equals total persons.</b>		
1	Total Number In Univ (Occ & V)		Persons Per HH, Not Rounded		
2	Tot Occupied Houses In Target A		Persons Per HH, Rounded		
3	Tot Occ Houses Surveyed in T A		Proj Tot Persons, not rounded		
4	Total Persons Surveyed		Proj Tot Persons, rounded		
5	N/A				
6	Name of Activity		Percent found in survey	Projected Persons Unadjusted	Proj & Rounded
7		Persons			Adjusted ABF Numbers
8	Total--All Income Levels				Tot Pers
9	LMI % (See Instructions)			Not on ABF	LMI Pers
10	Extremely Low Income				E low
11	Low Income				Low
12	Moderate Income				Mod
13	Above Income				Above
14	American Indian or Alaskan Native	Total			Amer I
		Hispanic			
15	Asian	Total			Asian
		Hispanic			
16	Black or African American	Total			Black
		Hispanic			
17	Native Hawaiian or Pacific Islander	Total			Hawaii
		Hispanic			
18	White	Total			White
		Hispanic			
19	American Indian and White	Total			Am I & W
		Hispanic			
20	Asian and White	Total			Asia & W
		Hispanic			
21	Black and White	Total			B & W
		Hispanic			

Survey | Projected Occupied HH | Survey Tabulation Form | **Survey Tab Form to ABF** | Activ



# Survey Forms

2018-2019 LCDBG PF Project Survey Forms.xls [Read-Only] [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do...

Clipboard Font Alignment Number Styles

119

Louisiana Community Development Block Grant -- Activity Beneficiary Form			
1	1	Name of Applicant	4 Target Area
2	2	Application Type/FY	5 Comments
3	3		
4	6	Name of Activity	
5	7		Persons
6	8	Total--All Income Levels	
7	9	LMI % (See Instructions)	
8	10	Extremely Low Income	
9	11	Low Income	
10	12	Moderate Income	
11	13	Above Income	
12	14	American Indian or Alaskan Native	Total
13	15		Hispanic
14	16	Asian	Total
15	17		Hispanic
16	18	Black or African American	Total
17	19		Hispanic
18	20	Native Hawaiian or Pacific Islander	Total
19	21		Hispanic
20	22	White	Total
21	23		Hispanic
22	24	American Indian and White	Total
23	25		Hispanic
24	26	Asian and White	Total
25	27		Hispanic
26	28	Black and White	Total
27	29		Hispanic
28	30	American Indian and Black	Total
29	31		Hispanic
30	32	Other Multi-racial	Total
31	33		Hispanic
32	34	Total--All Racial Groups	Total
33	35		Hispanic
34	25	Female-Headed Households	
35	26	Total Occupied Households	
36			
37			
38			
39			
40			
	27	Rehabilitation Loans and Grants	
	28	Persons	Households
	29	Owner	Renter
	30		
	31		
	32		
	33		
	34	Persons	Owner Renter
	35		
	36		
	37		
	38		
	39		
	40		
	41		
	42		
	43		
	44		
	45		
	46	Fem. Headed O/R HH	
	47	Total HH	

# Avoiding Common Mistakes

- ▶ Make sure the total number of occupied households is correct.
- ▶ LMI % does not change when converting from Survey Tab to ABF.
- ▶ Do not leave Rehabilitation Loans and Grants blank if there will be work done on private property.
- ▶ If all households need to be surveyed, then there cannot be a "refused," "not home," or "unreachable." A 100% survey means 100% of the occupied houses have to be surveyed.
- ▶ New connections column must have 75% of the households answering Yes.
- ▶ Call early with questions or issues.

# Avoiding Common Mistakes

- ▶ If the survey is random, place the surveys in the order of the random numbers generated.
- ▶ If the survey is 100%, place the surveys in numerical order.
- ▶ If the project involves new hook-ups, complete last column.
- ▶ Double check numbers of houses on maps. Make sure no numbers were skipped or written twice.
- ▶ Make sure to use the income limits for the right parish/city.
- ▶ Print/save multiple copies of the random number sequence.
- ▶ For system-wide projects, ask the engineer to verify that all beneficiaries are included inside the corporate limits. Anyone outside will need to be surveyed and combined with the census data.

# Final Notes

- ▶ All sewer or water projects funded with LCDBG funds will be required to have a rate study conducted by firm hired by OCD-LGA. If the rate study determines that a rate increase is necessary, then the local government would be required to take action to address the rate increase or grant funds will not be released.
- ▶ If a local government is on the LLA's non-compliance list 10 days prior to grant award, then the local government is not eligible to be funded.
- ▶ Remember to publish the Notice of Application for review according to your Citizen Participation plan. If you are updating your cost estimate and the amount changes you will need to publish the Notice of Application for review.

# Final Notes

- ▶ Make sure the application is complete and signed before publication.
- ▶ OCD only needs one copy of the application. Please keep a copy for your records.
- ▶ This presentation is not all inclusive and the application package should be reviewed in its entirety.

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