

Louisiana Community Development Block Grant



Program Workshop 2024-2025 Program Cycle

OFFICE OF COMMUNITY DEVELOPMENT – LOCAL GOVERNMENT ASSISTANCE

AGENDA

Program Overview

Citizen Participation Process

Procurement of Professional
Services

Public Facilities

Clearance

Economic Development

Make A Difference



Community Development Block Grant Program

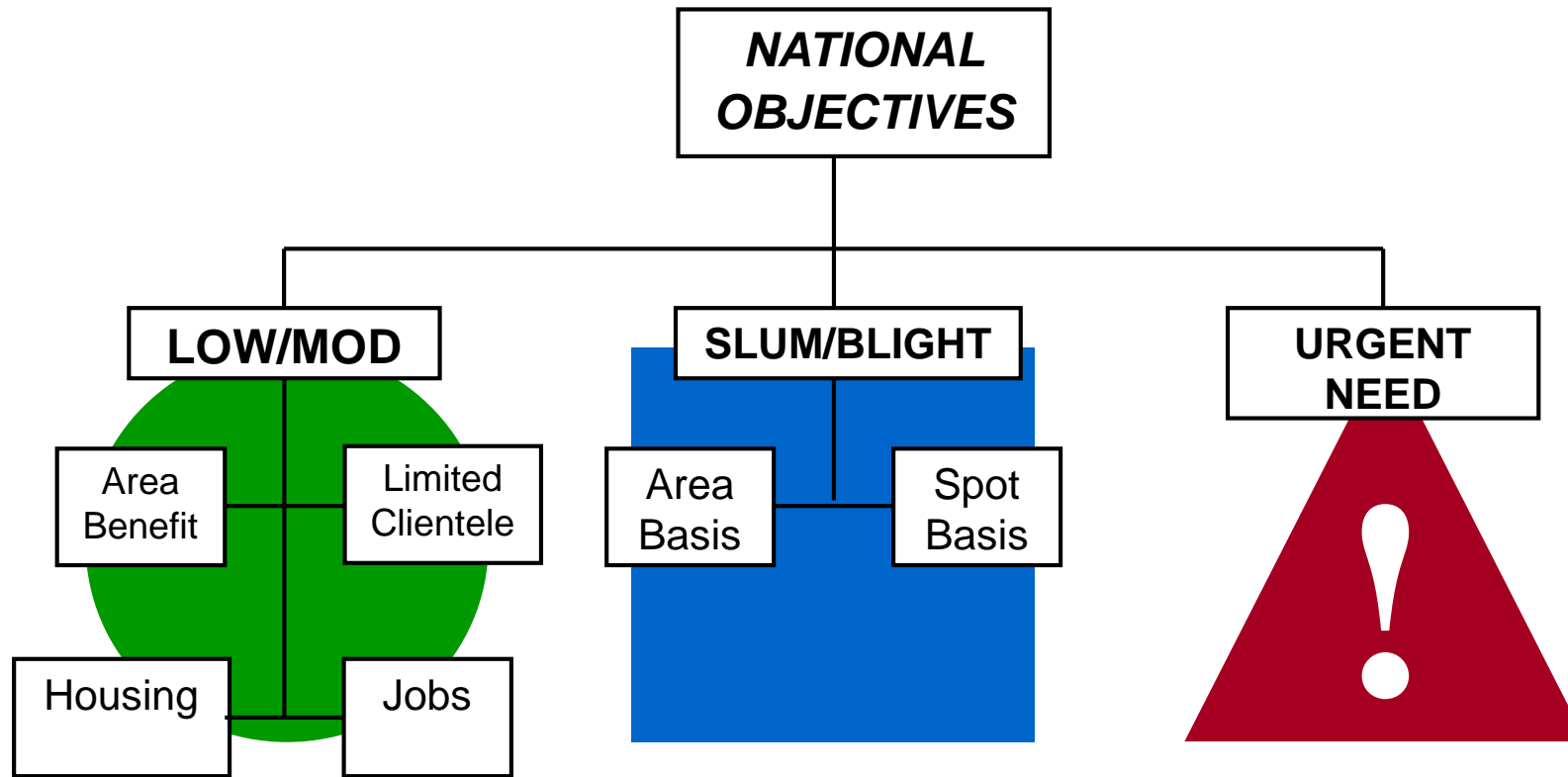
Appropriated by Congress and allocations are determined by the U.S. Department of Housing and Urban Development

Distribution of annual allocation is determined by OCD-LGA and approved by HUD

Funds must be distributed to non-entitlement local governments

Funds must meet a national objective and be spent on an eligible activity

STATE PROGRAM NATIONAL OBJECTIVES



Categories of CDBG Eligible Activities

<https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/>

Acquisition of Real Property

Public Facilities and Improvements and Privately Owned Utilities

Code Enforcement

Clearance, Rehabilitation, Reconstruction, and Construction of Buildings (including Housing)

Architectural Barrier Removal

Loss of Rental Income

Disposition of Real Property

Public Services

Payment of the Non -Federal Share

Relocation

Planning and Capacity Building

Program Administrative Costs

Activities Carried Out through Nonprofit Development Organizations

Economic Development Assistance to For-Profit Business

Microenterprise Assistance

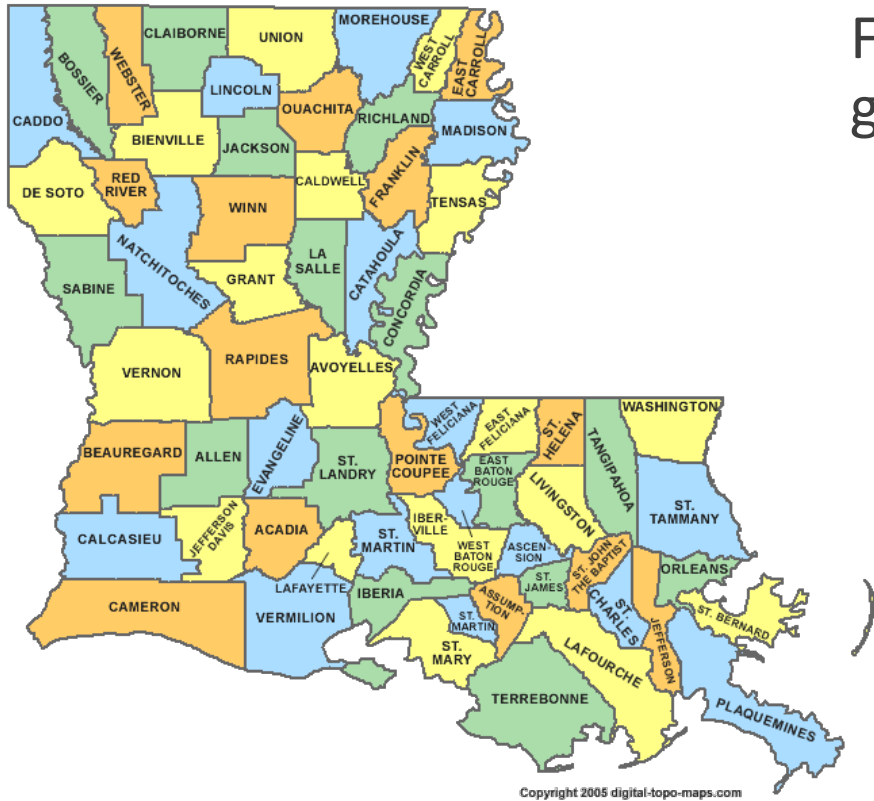
Homeownership Assistance

Lead-based Paint Hazard Evaluation and Reduction

In-Rem Housing

Construction of Tornado-safe Shelters

Community Development Block Grant Program



Funds must be distributed to non-entitlement local governments.

- All municipalities and parishes except Alexandria, Baton Rouge, Bossier City, Hammond, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish, Shreveport, Slidell, Terrebonne Parish Consolidated Government, and Thibodaux.

Louisiana

306 Municipalities and 64 parishes

15 Entitlements (Alexandria, Baton Rouge, Bossier City, Hammond, Houma-Terrebonne, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, Shreveport, Slidell, Thibodaux, Jefferson Parish, St. Tammany Parish)

289 Non-entitlement municipalities and 58 non-entitlement parishes

Louisiana Community Development Block Grant Program Annual Action Plan and Method of Distribution



Needs Assessment every two years

Priorities of the Administration

Requirements of the CDBG program and
HUD administrative policies

Establish funding programs to address all of these things in an effort to positively impact Louisiana communities.



LCDBG Program – 2024/2025

Annual allocation is approximately \$21 million

- Economic Development - \$2,000,000
- Clearance - \$6,000,000
- Make A Difference - \$2,000,000
- Public Facilities (estimate) - \$11,000,000

Citizen Participation

5 SIMPLE STEPS

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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 website under Citizen Participation Requirements on Forms and Information page.

Sample

CITIZEN PARTICIPATION PLAN

The _____ (City/Parish) _____ 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 _____ (City/Parish) _____ 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 _____ (City/Parish) _____ 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 _____ (City/Parish) _____.

Citizen Participation Plan Continued

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the _____ (City/Parish) 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 publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual 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

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:

- a) The amount of funds available for proposed community development;
- b) 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;
- c) The plans of the _____ (City/Parish) for minimizing displacement of 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) 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 governing body)

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 _____ (City/Parish).

Second Notice

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

- a) Proposed submittal date of the application;
- b) Proposed objectives;

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)

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
- Retain the original affidavit
- Notify citizens in other ways

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 3 – Design Your Project

Complete the application taking citizen input into account.

PUBLIC NOTICE

LCDBG Application Available for Review

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

Waiting until the last minute

Citizen Participation Requirements - 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

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 local government has different needs, you can tailor it to your needs.

The purpose of the policy is to provide for fair and equitable treatment of all persons or firms involved in purchasing

Our website will have an updated procurement guide with a sample procurement policy and a sample procurement procedures document.

Procurement 101

Amounts matter!!!!

We found that there are many local governments that follow the state and/or federal amounts in their policies but those policies start with at \$250,000.

- The Love Louisiana Outdoors Program had grantees who received \$125,000 which was not covered in their procurement policy.
- Make sure to cover all bases and include lower thresholds in the policy.
- If you need assistance, OCD-LGA can assist.

§ 200.318 General procurement standards.

- “The non-Federal entity must have and use documented procurement procedures.
- Until recently the minimum threshold for LCDBG public facilities projects have always triggered the coverage of the State bid law procedures.
- The State bid law also makes no mention of demolition or clearance activities and therefore the State AG has opined the State bid law is not applicable to clearance activities.



FORMS AND INFORMATION

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[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 local governments shall not place unreasonable requirements on firms in order for them to qualify to do business.

Nor will the local government encourage or participate in noncompetitive practices among firms.

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
- If needed, a copy of the documentation for a noncompetitive procurement that was APPROVED by someone on our staff in the procurement section

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.”

If OCD-LGA is paying for the administration of the project, OCD-LGA will need to approve the solicitation prior to it being publicized.

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.

- What does this mean?
 - Newspaper (nearest metropolitan area with adequate runs)
 - Website
 - Facebook
 - Posting at City Hall
 - Any method of getting the word out to ensure competition

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
 - 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. The proposers need to submit essentially the same information to make the competition equal.

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

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Resources

OCD – LGA Website

<https://www.doa.la.gov/Pages/ocd/Index.aspx>

OCD – LGA YouTube Channel

<https://www.youtube.com/channel/UCWcJm1k2CZCcsdVywhhmr-A>

HUD Exchange Technical Assistance Website

<https://www.hudexchange.info/programs/cdbg-state/>

Coffee Talk – Monthly online technical assistance opportunity (link available on OCD-LGA website)



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