

Office of Community Development  
State of Louisiana  
Division of Administration


JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All Interested Persons

FROM:  Traci Watts, Director  
Office of Community Development – Local Government Assistance

DATE: July 17, 2023

SUBJECT: Citizen Participation and Procurement Information  
Louisiana Community Development Block Grant Program (LCDBG)  
FY 2024/ FY 2025 Program Cycle

It is time to begin the application planning process for the FY 2024 and FY 2025 LCDBG Programs. The Office of Community Development – Local Government Assistance (OCD-LGA) will discuss the upcoming program years, application processes, and important dates in detail at the meetings listed below:

August 14, 2023	Coordinating and Development Corporation 4000 Viking Drive, Bossier City, LA 71111
August 15, 2023	Main Street Community Center 708 Main Street, Pineville, LA 71360
August 16, 2023	LRWA Office 1325 3 <sup>rd</sup> Avenue (Hwy 190), Kinder, LA 70648
August 17, 2023	Claiborne Building, Thomas Jefferson Room, 1-136 C 1201 N. 3 <sup>rd</sup> Street, Baton Rouge, LA 70802

Each session is scheduled to begin at 9:00 a.m. and conclude by 4:00 p.m. with a break for lunch from 11:30 a.m. to 1:00 p.m. On-site registration will begin thirty (30) minutes prior to the scheduled start time of each session. All documents being discussed at the sessions are available at <https://www.doa.la.gov/doa/ocd-lga/ocd-lga-news/>.

A summary of the proposed LCDBG programs is attached to this memorandum. Please be aware that this information is subject to change, based on comments received during the State's public hearing and the subsequent comment period for citizen participation, and also the comment period following the publication of the State's *Proposed* FY 2024 Consolidated Annual Action Plan.

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In order to expedite the application process for the FY 2024 and FY 2025 programs, local governments may now begin the citizen participation process. The process must be completed prior to the procurement of firms to assist with the application preparation and the tasks associated with application preparation. After the local public hearing to receive citizen input is conducted, local governments may then decide what type of project(s) is needed for their community. At this point, the local government may begin procurement procedures for professional services that will be paid for with LCDBG funds, contingent upon receipt of LCDBG funding. Please note a vendor cannot assist in the development of an application or drafting of specification requirements for a request for proposals and/or qualifications if that vendor intends to compete for the resulting procurements. The current citizen participation and procurement procedures local governments must follow in order to be eligible for funding are located on the Office of Community Development's website at <https://www.doa.la.gov/oa/ocd-lga/lcdbg-programs/forms-and-information/>.

If you have any questions regarding this memorandum, please contact me at 225-342-0148 or Fenishia Favorite at 225-342-5884. Please contact Heather Paul for questions regarding citizen participation at 225-342-7418 and Kristie Galy for questions regarding procurement at 225-342-2800.

**Louisiana Community Development Block Grant Program  
Proposed FY 2024/2025 Cycle Summary**

Based on past program years, the Office of Community Development – Local Government Assistance (OCD-LGA) anticipates an approximate allocation amount of \$23,000,000 and proposes the following program set asides:

Public Facilities (PF)	\$12,000,000	Economic Development (ED)	\$ 2,000,000
Clearance (CL)	\$ 6,000,000	Make A Difference (MAD)	\$ 2,000,000

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**Public Facilities (PF) Program**

Applications for sewer, potable water, and street improvements will be accepted for a competitive funding round. The application process will be completed in two phases: Project Severity Assessment and Full Applications. The following dates are notable for the PF Program for FY 2024 and FY 2025:

FY 24/25 Project Severity Workshops	August 14-17, 2023
FY 24/25 Project Severity Assessment Due	November 13, 2023
FY 2024 Threshold Determination	December 20, 2023
FY 2024 Invitations to Apply Issued	January 10, 2024 (anticipated)
FY 2024 Application Workshop	January 22 – 24, 2024 (anticipated)
FY 2024 Applications Due	May 20, 2024
FY 2025 Threshold Determination	July 15, 2024
FY 2025 Invitations to Apply Issued	August 5, 2024 (anticipated)
FY 2025 Application Workshop	August 19 - 24, 2024 (anticipated)
FY 2025 Applications Due	December 16, 2024

OCD-LGA is proposing the following ceiling amounts for the Public Facilities activities in the State’s Proposed FY 2024 Consolidated Annual Action Plan with a minimum construction amount of \$350,000:

- \$2,000,000 - Sewer Treatment, New and Existing Sewer Collection, Potable Water
- \$1,000,000 – Street Improvements

OCD-LGA is proposing the following for Public Facilities:

- Pre-Agreement costs are not eligible. Administrative Costs are allowed in an amount up to \$100,000 based on the grant amount:
  - \$350,000 - 500,000 grant                      Up to \$50,000 administrative costs
  - \$500,001 - \$1,000,000 grant                Up to \$60,000 administrative costs
  - \$1,000,001 - \$1,500,000 grant            Up to \$80,000 administrative costs
  - \$1,500,001 - \$2,000,000 grant            Up to \$100,000 administrative costs
- All street improvement projects will be limited to two target areas.
- Specific requirements regarding threshold determinations are on the OCD-LGA website.
- If the applicant’s water system is rated “D” or “F” by the Louisiana Department of Health then that entity would only be eligible for a Water Improvement project unless LDH approves for the applicant to submit for another activity.

- Rating Criteria for Public Facilities:
  - Consolidation of systems (4 points)
  - Resilience plan and activities included in proposed project (5 points)
  - Low to Moderate Income above 60% (5 points)
  - Project Severity (50 points)
  - Cost Effectiveness (10 points)
  - Engineering Costs (2 points)
  - Administrative Costs (2 points)
  - Past Performance (2 points)
  - Application Completeness (2 points)

**Clearance (CL) Program**

Applications for clearance, demolition will be accepted for a competitive funding round. The following dates are notable for the CL Program for FY 2024 and FY 2025:

FY 2024 Application Workshops	August 14-17, 2023
FY 2024 Threshold Determination	December 20, 2023
FY 2024 Applications Due	May 20, 2024
FY 2025 Threshold Determination	July 15, 2024
FY 2025 Application Workshop	August 19 - 24, 2024 (anticipated)
FY 2025 Applications Due	December 16, 2024

OCD-LGA is proposing the following ceiling amounts for the Clearance Program in the State's Proposed FY 2024 Consolidated Annual Action Plan with a minimum grant amount of \$150,000:

- 250,000 for Villages and Towns
- \$500,000 for Cities and Parishes

OCD-LGA is proposing the following for the Clearance Program:

- Pre-agreement costs are not eligible; administrative costs will be allowed up to \$50,000.
- Specific requirements regarding threshold determinations are on the OCD-LGA website.
- Rating Criteria for Clearance Program:
  - Low to Moderate Income (100 points)
  - Prior Approval to Demolish all structures (10 points)
  - Administrative Costs (2 points)
  - Application Completeness (2 points)
  - Legal Fees (2 points)

**Economic Development (ED) Program**

Applications for the Economic Development (ED) Program are accepted on a continuous basis. The following amounts available are limited by the number of new, permanent, full time jobs created/retained based on a maximum of \$20,000 per job for publicly-owned infrastructure:

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 build

These amounts include up to \$100,000 for program administration and pre-agreement costs. A maximum of \$9,000 can be paid for pre-agreement costs if the Environmental Review Record is submitted prior to the application submittal or a maximum of \$4,000 for pre-agreement costs if the Environmental Review Record is not submitted prior to application submittal.

**Make A Difference (MAD) Program**

Applications for the Make A Difference (MAD) Program will be accepted for a competitive funding round. The application process will be completed in two phases: Letters of Intent and Full Applications. The following dates are notable for the MAD Program for FY 2024 and FY 2025:

FY 2024/25 Program Workshops	August 14-17, 2023
FY 2024 Letters of Intent Due	November 13, 2023
FY 2024 Threshold Determination	December 20, 2023
FY 2024 Invitations to Apply Issued	January 10, 2024 (anticipated)
FY 2024 Application Workshop	January 22 – 24, 2024 (anticipated)
FY 2024 Applications Due	May 20, 2024
FY 2025 Letters of Intent Due	July 15, 2024
FY 2025 Threshold Determination	July 15, 2024
FY 2025 Invitations to Apply Issued	August 5, 2024 (anticipated)
FY 2025 Application Workshop	August 19 - 22, 2024 (anticipated)
FY 2025 Applications Due	December 16, 2024

OCD-LGA is proposing a program with a minimum grant amount of \$500,000 up to a maximum of \$2,000,000. Applicants may submit an application including any eligible CDBG activity that meets a CDBG national objective in an effort to have a measurable impact on their community. A list of all CDBG eligible activities can be found on the OCD-LGA website. Applications can and should contain multiple activities that address the needs of the community to be served.

OCD-LGA is proposing the following for the MAD Program:

- Pre-agreement costs are not eligible; administrative costs will be allowed up to \$100,000, depending on grant amount and type of projects involved.
- Specific requirements regarding threshold determinations are on the OCD-LGA website.
- Rating Criteria for MAD Program:
  - Citizen Participation Efforts (15 points)
  - Community Support (15 points)
  - Low to Moderate Income (25 points)
  - Measurable Impact to Community (45)