Intro to Activity Beneficiary Forms

- An ABF is used to track those persons benefiting from an LCDBG Project.
  - This verifies that at least 51%* of the persons benefiting fall into the low- to moderate-income group.
  - Sometimes multiple copies of this form are required for a project. If there are multiple Target Areas, there should be an ABF for each target area, as well as a Combined ABF.

*This number cannot be rounded up (50.99% does not qualify)
3 Ways to Fill Out This Form

1. The use of census data.
2. A 100% household survey where all occupied households in a target area are surveyed.
3. A random sample household survey where less than 100% of households are surveyed.
The applicant must utilize census data (if it is available and applicable).

- Census data is used when at least 90% of the residents in a block group are benefiting from the street improvements.
- If only a few streets in a block group need improvements, it’s unlikely 90% of the residents will benefit.

To use census data, the target area needs to coincide with census tracts or block groups per HUD Exchange.


  From this, you can use the Map Application setting to verify whether census data can be used.
Map Application
Pt. 1

▪ Once you click Map Application, it will lead you to the top right screen, where you will then click view.

▪ Step 1: search your location.

▪ Step 2: Pick just one LMISD* Layer (often for streets it will be “LMISD by Block Group” as it is unlikely that every street in a Place is going to be worked on and follow the other regulations).

▪ Basemap Options: Scroll Down to “Streets”.

*Lewis: Low- and moderate-income summary data
Map Application Pt. 2

- This is what it should look like up to this step. You can see that “LMISD by Block Group” is the option highlighted and the select tool is on currently.

- Step 3: touch and drag to select the block groups you want to include.
  - The block group will be highlighted in blue and the “LMISD by block group” will now have “1” available to review.
  - Click on the three dots and then “View in Attribute Table”.

- Step 5

- Step 6
- It will open a table at the bottom of the screen that will reflect the HUD Exchange data for that block group.
- This can be applied to multiple block groups, entities, and entire parishes.
- If you are able to use census data for one of your target areas, the only sections of the ABF that will need to be filled out are “Total—All income levels,” “LMI %,” and “Moderate Income.” The “Above Income” section will automatically fill in after entering your other totals. The rest of the information will be filled out by our office.
- If census data can be used and the Target Area has a low- to moderate-income percentage (Lowmod-pct) below 51%, but the Margin of Error (MOE_lowmod) puts the percentage over 51%, a survey may be conducted to determine eligibility.
Before Attempting Any Surveys:

- In addition to Household Survey Forms (soon to be discussed), the following applies to the survey process:
  - User Fee – Does not apply for street projects!
  - Household Income – The income category for households/persons must be determined based upon the number of persons in the household. The surveyor should determine the income range that corresponds to the household’s annual income with consideration to the number of persons in the household by using current income limits data obtained from HUD’s website.
    - The Income Limits Summary is located at: [https://www.huduser.gov/portal/datasets/il/il2022/select Geography.odn](https://www.huduser.gov/portal/datasets/il/il2022/select Geography.odn). Go to the applicant’s parish to View HMFA Calculations.
The income limits for Section 8 as shown in “FY 2022 Income Limit Category” are not classified the same as what we have listed on a CDBG ABF. This is because the terminology used on the charts are those applied in the HUD Section 8 Housing Choice Voucher Program. The differences in terminology are shown below:

<table>
<thead>
<tr>
<th>Section 8 Limits</th>
<th>CDBG Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% - Low</td>
<td>Moderate</td>
</tr>
<tr>
<td>50% - Very Low</td>
<td>Low</td>
</tr>
<tr>
<td>30% - Extremely Low</td>
<td>Extremely Low</td>
</tr>
</tbody>
</table>

- This outlines the family size adjustments. For each person in excess of eight, the four-person income limit should be added by an additional eight percent. (For example, the nine-person limit equals 140% of the relevant four person income limit as these income limits are rounded to the nearest $50.)
Before Attempting Any Surveys continued...

- **Notes:**
  - Persons in correctional institutions cannot be counted as program beneficiaries.
  - Camps that are used for recreational purposes, weekend retreats, etc. will be counted as occupied households for projects seeking funds for public infrastructure.
  - If there is a group home located in the target area, contact Traci Watts at the Office of Community Development in order to determine if the residents of the home should be counted as beneficiaries.
A 100% Survey may also be conducted if there’s a small section of beneficiaries that fall outside of block group as shown below. The two dead-end streets that fall outside of this block group can be included by doing a 100% survey on the remaining residential structures in that area.

**NOTE:** If you believe that doing a 100% survey would reflect the necessary 51% or above LMI, you can complete the 100% survey as needed.

Universal Survey Notes:
- Residential structures include both occupied **AND** vacant units.
- Churches and governmental buildings are classified as exempt on survey forms.
- Businesses are not counted towards the sample size as they are non-residential structures.
- 75% of the structures in the target area sample size must be residential.
- No more than 50% of the structures in the target area can be an exempt unit.

*Survey forms will be explained in their own section*
Survey Map

- Whether you complete a 100% survey or a random household survey, a survey map is required.
- Before you complete any of the survey forms, a map will need to be made marking all of the structures in the target area.
  - These can be hand drawn, edited from a google maps print out, or customized on your own preferred mapping tool.
  - Structures thought to be residential, whether vacant or occupied, are numbered (these will be the map key numbers listed on the survey form discussed later).
  - Businesses and exempts are not numbered but are instead described with a written label.
  - Vacant lots are neither numbered or labeled.
  - The numbering must start at one location and proceed in a logical manner (the numbering must not reflect an attempt to pair certain numbers with more dilapidated houses, which could potentially influence a random household survey).
- Using the paint function on the HUD Exchange mapping tool, I was able to make this example.
- Driving the streets is the easiest way to verify what type of structures are present and will need to be done to complete the Street Summary Table anyway.
Survey Map Example

- Example: Valley Street, Hill Street and Russell Court are the only streets in this block group that require updates.
  - Since there are less than 50 residential structures after labeling, a 100% survey is required.
  - The numbering is in a reasonable flow and easy to follow and all non-residential and exempt structures are clearly labeled.

- This target area would not qualify for census data, since 90% of residents in the block group would not benefit from the improvements
  - The circled pictures shows the target area in reference to the rest of the block group that it resides in.
3. A Random Sample Household Survey

- Survey Workbook Forms:
  - Household Survey Form
  - Projected Occupied Household form (NOTE: This form is not necessary during 100% survey.)
  - Survey Tabulation Form
  - Survey Tabulation Form to ABF (NOTE: This form not necessary during 100% survey.)
  - ABF
Household Survey Forms

- Also known as the Survey Workbook, each target area must complete all the applicable forms in a Survey Workbook before merging the data into a final Combined ABF.

- All five potential forms are attached in the Household Survey Form spreadsheet.
  - Therefore, when you start entering data, much of the necessary data will roll over to the appropriate forms as needed.
  - Many formulas are already computed on these excel spreadsheets to make this process easier for you.

- The first form you see is the Survey Worksheet, where you will enter the Community/Parish Name, Target Area Name, Surveyor’s Name, Date Survey was Conducted and Total Households in Population (occupied and vacant).
Survey Worksheet Pt. 1

- Begin filling out the bottom portion of the survey worksheet
  - If a 100% survey is being conducted, the Map Key numbers must be in numerical order and show attempts at survey all numbered structures in the target area.
  - If a random survey is being conducted, the Map Key numbers will go in the order of the sample size generator (this will be broken down later in the presentation).
- For the Occupied House, Surveyed House, Head of Household, and Household Income Range categories, it will either be left blank, labeled as 1 or labeled as 0 (blank and 0 mean the same).
  - If the structure is occupied and surveyed, 1 will be put in each of those categories. The Head of Household and Household Income Range category will be filled with a 1 in accordance with the results of the survey.
  - If the structure is occupied but not surveyed, 1 will be put in the Occupied section, leave the Surveyed section as blank and provide an explanation given for why it was not surveyed.
    - If the resident was not home, two more attempts on different days and times must be attempted to get the necessary survey. If after three attempts, the resident is still not available, put “Not At Home” in the comment section and leave surveyed blank.
    - If the resident refused to complete the survey, you do not have to keep attempting to survey and can simply put “Refused” in the Comment Section, putting occupied as 1 and leaving surveyed blank.
    - If the structure turns out to be a business or exempt and was mistaken for a residential structure, put “Business,” “Church,” etc., in the comment section and leave the occupied and surveyed sections blank.
  - The Head of Household category will have either “Owner” or “Renter” marked with a 1 and may have “Female-Headed Household” marked with a 1 if applicable.
  - The Household Income Range Category will only have one section marked with a 1.
Survey Worksheet Pt. 2

- **Racial Identity Information**
  - This is the only section where a number other than 1 will be used.
  - The number of persons living in the residence will be marked and can have multiple racial categories filled at one time.
  - Example: 100 Valley Street has three people living in the house (1 Black/African American, 1 White, and 1 Black/African American & White).
    - The Ethnic Identity column should also be marked if the residents are of Hispanic ethnicity.
    - The workbook will track all these amounts to give your totals at the bottom of the sheet.

<table>
<thead>
<tr>
<th>Community: Pineville</th>
<th>ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HEAD OF HOUSEHOLD</td>
</tr>
<tr>
<td></td>
<td>NUM. KEY</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments</th>
<th>Street Address</th>
<th>Street Name</th>
<th>NUM. KEY</th>
<th>Coup/Single House</th>
<th>Local/Non-Local</th>
<th>Other Indian Headed Household</th>
<th>Other</th>
<th>Other Minority</th>
<th>Other Non-Hispanic</th>
<th>Other Hispanic</th>
<th>Other Multi-Racial</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACANT</td>
<td>102 Valley Street</td>
<td></td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REFUSED</td>
<td>104 Valley Street</td>
<td></td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>105 Valley Street</td>
<td></td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Above is the data that was calculated from the survey worksheet.

The circled portions are the only sections that need to be manually input on this sheet.

- **Total Number in Universe**: total structures initially thought to be residential both occupied and vacant (38 even though one turned out to be a business).
- **Total Occupied Houses in Target Area**: total structures occupied whether or not they were surveyed.
- **Total Occupied Houses Surveyed in Target Area**: remove the residences that were vacant or refused.
- **Total Persons Surveyed**: can be taken from the totals calculated by the workbook.
- **Survey Methodology**: Unless otherwise given permission, should always be door-to-door survey.
- **Name of Activity**: Type of activity included in the application.
- **LMI%**: Add up the extremely low, low, and moderate income amounts and divide that by the total persons.

**NOTE**: Since this was 100% survey, the Projected Occupied Household and Survey Tab Form to ABF forms are not necessary.
All of this data can then be added into your ABF.

This process may need to be repeated for multiple target areas.
- If there are multiple surveys needed in surrounding areas of a block group that is using census data, special permission may be granted for those surrounding smaller target areas to be put into the same universe.
- If multiple ABFs are necessary, one ABF that is labeled as “Combined ABF” that has the amounts of all the Target Area ABFs added together must be included.
Random Sample Household Survey

- A Random Sample Household Survey is conducted when:
  - Less than 90% of the residents in a block group are benefiting from the improvements, which eliminates the use of census data.
  - If the LMI% is below 51% for the target area by use of census data, but the margin of error puts the LMI% above or at 51%, a survey can be conducted.
Often with random sample survey maps, the target area will be very large but not large enough of a percentage in a block group to use census data.

- This means that sometimes multiple survey maps need to be used and even connected so the areas are clearly labeled and easy to follow.

- Again, whatever system is easiest for your use to consistently label and identify structures should suffice as long as it follows the previously stated regulations.

- In this example, there are eleven streets that need to be improved, including the portion of Bayou Maria Road.
  - Note: if only a portion of the street needs to be redone, that’s completely fine.
Multiple maps were necessary for this to be cut and show the numbers and comments clearly on the map.

If I were to turn this in for an application, I would likely have five or six maps to show all the keys and labeling in the target area needed.

To label such a large target area, I started labeling all the streets that went (for the most part) South to North and then moving to the residences on streets going from west to east.

See the green star for number one and the ending heart for number 153.
After completing the survey map, giving you the size of your survey universe, the survey sample size can be calculated.

- Enter a confidence interval of 5, make sure the confidence level is set at 95%, and enter in the number of initial residential structures in the survey universe (the sample size needed for this example is 110).
- Print a copy of this page and include it in the application.

After finding the sample size, a random number sequence will need to be made to identify the households within the population that are required to be surveyed.

- Go to [https://www.random.org/sequences/](https://www.random.org/sequences/).
- In the area identified as Sequence Boundaries, enter the Smallest Value as 1 and the Largest Value as the total number of the Population (153 in this case).
- Choose your preferred number of columns and click the Get Sequence.
- Print a copy of this page and include it in the application.
- Count down the sequence list equal to the number of required surveys identified in the previous step (110 in this case).
  - If any of those households cannot be surveyed for any reason then the next number on the sequence list would be used to replace the original required number.
Survey Sample Size

- **NOTES:** A Random Sample Household Survey can be conducted to the smallest sample size interval available.
  - When searching under the required parameters on [https://www.surveysystem.com/sscalc.htm](https://www.surveysystem.com/sscalc.htm), the smallest sample size for a random survey is 15 structures (where 14 responses are then required)
    - If, after surveying, vacancies, exempts or non-residential structures are discovered, bringing the responses below 14, a 100% survey will be required.
    - In some instances, this means that doing a 100% survey may be easier.

- **Ex:** If there are 15 structures in a universe (structures initially thought to be residential whether vacant or occupied), 14 is the sample size needed
  - There are 3 vacancies and 1 business discovered in the process of the survey, which puts the surveyed responses at 11. This means that a 11 responses are required.
    - **RULE:** Refusals and Not-At-Home responses count against the sample size needed. Vacancies, businesses and exempts do not count against the sample size needed. It may bring the sample size down below the random survey amounts, forcing a 100% survey.

- Remember: A 100% household survey only counts if all **occupied** households in a target area are surveyed.
The numbers entered in on your Map Key for the survey worksheet should go in the EXACT order as what is listed on your random number sequence.

- If there are any exempts, refusals, vacancies, or non-residential structures discovered during the survey, extras will be necessary.
  - In this example, there was 1 business, 1 church, 1 vacancies, 1 not available, and 1 refusal, so 5 extra surveys were necessary.
  - The blue marks where the original 110 amount was counted and the red marks where the extra 5 had to be added in.

- Except for the order of the map key, the survey worksheet is filled out the same way as for a 100% survey.
This is what the bottom of the random household example looks like currently.

- Notice that the Survey totals for occupied households is 112 because there was one refusal and one not at home.
- The surveyed household total is 110, which is the sample survey size needed.
  - The head of household data and household income range data also adds up to 110.
When a random survey is conducted, a project occupied household form has to be completed to help fill in portions of the ABF.

Enter data ONLY in the yellow sections. The green will automatically fill in as you go with preset equations.

For this example, the project occupied households come out to be 149.
Above is the data that was calculated from the survey worksheet.

The circled portions are the only sections that need to be manually input on this sheet.

- **Total Number in Universe**: Total structures initially thought to be residential both occupied and vacant (153 even though there was a business and an exempt).
- **Total Occupied Houses in Target Area**: This number is taken from the projected occupied households number.
- **Total Occupied Houses Surveyed in Target Area**: Remove the residences that were vacant or refused.
- **Total Persons Surveyed**: Can be taken from the totals calculated by the workbook.
- **Survey Methodology**: Unless otherwise given permission, should always be door-to-door survey.
- **Name of Activity**: Type of activity included in the application.
- **LMI%**: Add up the extremely low, low, and moderate income amounts and divide that by the total persons.
Information is entered into this form from the Survey Tabulation Form. It is used to project the actual beneficiary racial data from the survey data.

The spreadsheet automatically calculates all the answers appearing in the non-yellow cells by using Excel formulas.

- First fill in the yellow boxes on the leftmost side.
- After the initial survey amounts are entered from the survey tab form, the preset formulas will calculate the project amounts and gradually round them (see “Proj & Rounded” column).
- From there, you can input those amounts into the rightmost yellow boxes in “Adjusted ABF Numbers”.
  - These are the amounts that will be totaled onto the target area ABF.
Final ABFs

- This is the ABF with the projections for the random survey data.
- If the 100% survey from earlier was considered Target Area 1 and this was considered Target Area 2 for the Pineville Application cycle, a Combined/Final ABF would also need to be submitted for the application.
- You would calculate this by adding in the amounts from every row (except LMI%).
Final ABFs Pt. 2

- After adding the totals of each section, this is what the Final ABF came out to be.
  - All of these forms need to be added into the application.

Important Final Notes:
- Make sure every box that requires an answer on your survey forms is entered.
- Double check your totals at the bottom of the worksheets to make sure they correspond with each other.
- Each target area needs its own survey workbook (3-5 forms each depending on the type of survey).
- If you have multiple target areas, there needs to be a final/combined ABF.
Analysis of Household Survey Data Form

- Due to the potential variance that can occur in data obtained during the Household Survey process, the applicant is required to complete this form if the percentage of low/moderate income persons for a target area is at least 51% but less than 56%.

- To be eligible, a target area must be at least 51% low/moderate income persons. Each target area must pass this test independently.

- Example: If Target Area 1 has a low/moderate percentage of 53.2%, Target Area 2 has 54.9%, and Target Area 3 has 58.4%, then the application must include analyses for Target Areas 1 and 2.
Jurisdictional Maps
What to do:

- This map is going to indicate the location of concentrations of minorities and concentrations of low- and moderate-income persons, showing number and percent for both groups by jurisdiction.
  - If the applicant is a Parish, the jurisdictional map should show the entire Parish. The same can be said for entire cities or towns. Even if the project is only two streets, the entire entity is what is reflected on the map.

- All proposed target areas must be indicated on the map as well.

- If minorities and/or low- and moderate-income persons are evenly disbursed throughout the jurisdiction, then the applicant must include such a statement on the map.
Where to Low- and Moderate-income data:

- If there is a system set up through the applicant to track their own minority and low- and moderate income data, that can be used on this map.
  - Local government officials/parish officials are often able to identify this data on the map.
- The numerical values can also be found through HUD Exchange for Low- and Moderate-income data.
  - Example: the numbers for East Baton Rouge Parish Low- and Moderate income values would be 202,570 persons and 46.6%.
Where to find Minority Data

- If there is a system set up through the applicant to track their own minority and low- and moderate income data, that can be used on this map.
  - Local government officials/parish officials are often able to identify this data on the map.

- Go to https://data.census.gov/cedsci/advanced
  - Select Geography → County (if you are searching for a City, Town or Village, click Place) → Louisiana → East Baton Rouge Parish.
  - The first option under Tables is “P1 Race”.
    - Click 2020: DEC Redistricting Data.
Under the category “Population of one race,” there is a section called “White alone.”

- Take that amount (in this case 196,069) and subtract it from the total (456,481).

- This makes the minority population in East Baton Rouge Parish 260,412.

- Divide the data provided to calculate the percentage (260,412/456,481 = .5705 or 57.1%).
You can use the census mapping tool, google maps, local maps, etc. Anything that outlines the jurisdiction of the applicant. From there you will need to include the amounts and percentages in a text box or written on the map.
Census/Survey Exercise
The Basic Info

- This is a map of Block Group 3, Census Tract 123.02 in Rapides Parish, Louisiana.
- The LMI in this Block Group is 48% with a Margin of Error of ±5%.
- Out of the 3 options available for gathering data for an ABF, which option is immediately out?

**Besides the location of the block group, all of this data is fabricated**
The Basic Info

- ANSWER: Census Data – since the LMI% is below 51%, we cannot use census data for this ABF. The Margin of Error being +/-5% means we can still conduct a survey.

- Here is the map revised with the streets that need reconstruction in this block group.
  - About 30% of the residents of this block group live on Whitechapel Boulevard, Whitehall Boulevard, Westgarden Boulevard and Waverly Avenue.
  - There are 102 structures on these four streets.

- Which option seems most likely for this universe size?
Getting Started

- ANSWER: A Random Sample Household Survey. Since there are so many structures and it seems likely that the sample size will be met, a random survey may be easier in this case.
  - Note: If a 100% survey feels easier or if a 100% survey may reflect the necessary LMI%, one can still be conducted.

- Time to Map: Number these in an orderly, contiguous manner to create a survey map.
  - Remember that if this were actually part of an application, someone would go ride these streets for the Streets Table and to verify whether all of these structures were actually residences to the best of their ability.
  - To assist, I’ve marked the location of any churches, businesses, or addresses that are not included on these streets.
This is what I came up with when I mapped it.
- After removing the non-residential structures and exempts, 99 residential structures were left.
- Next is creating the sample size calculation.
  - 79 is the sample size needed for this survey.
- Now to create the Random Number Sequence.
  - Remember to do the entire population number as largest value, not just the number needed to survey.
  - Print the Sequence page and attach that to the application.

Here is your sequence:

53 65 57 81 98
17 29 4 56 83
21 73 77 12 72
60 44 71 32 96
90 5 28 41 58
19 42 26 47 31
84 87 97 86 22
43 78 3 2 75
24 93 74 51 1
9 8 82 35 39
27 16 13 58 52
76 78 92 87 89
61 48 20 94 55
59 63 14 45 62
49 54 55 25 33
64 37 6 11 91
46 34 30 69 23
38 80 88 48 59
36 68 79 15 85
10 86 7 18
After three attempts, the survey found that there was one vacant structure, one not-at-home resident, one refusal, and one business that was mistakenly believed to be a residence.

Notice how the surveyed houses add up to the sample size generated, and the amounts for Head of Household and Household Income Range add up to that amount.
### Fill Out Survey Workbook

#### Community Survey Form

**Target Area Name (if applicable):**

**Surveyor:**

**Date:** 2/1/2023, 2/4/2023, 2/7/2023

**Total Population Size (Households occupied & vacant):** 99

### Comments:

<table>
<thead>
<tr>
<th>House Address</th>
<th>Street Address</th>
<th>Street Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Westgarden</td>
<td>53</td>
<td></td>
</tr>
<tr>
<td>11 Whitechapel</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>102 Whitechapel</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>254 Westgarden</td>
<td>00</td>
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</tr>
<tr>
<td>845 Waverly</td>
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</tr>
<tr>
<td>154 Whitechapel</td>
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<td></td>
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<tr>
<td>VACANT</td>
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<td>14453 Whitehall</td>
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### Survey Totals:

<table>
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<th>Count</th>
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<tbody>
<tr>
<td>Total Persons</td>
<td>190</td>
</tr>
<tr>
<td>Total Hispanic Ethnicity</td>
<td>0</td>
</tr>
<tr>
<td>Total Female-Headed Households</td>
<td>12</td>
</tr>
<tr>
<td>Total Low/Moderate Income</td>
<td>100</td>
</tr>
<tr>
<td>Total Above Income</td>
<td>30</td>
</tr>
</tbody>
</table>
Contact info

Layla Argrave
Email: Layla.Argrave@la.gov
Phone: 225-219-7301

- Follow us on Facebook
  - https://www.facebook.com/LaOCD

- Catch us on YouTube – Search OCD-LGA

- https://www.doa.la.gov/doa/ocd-lga/