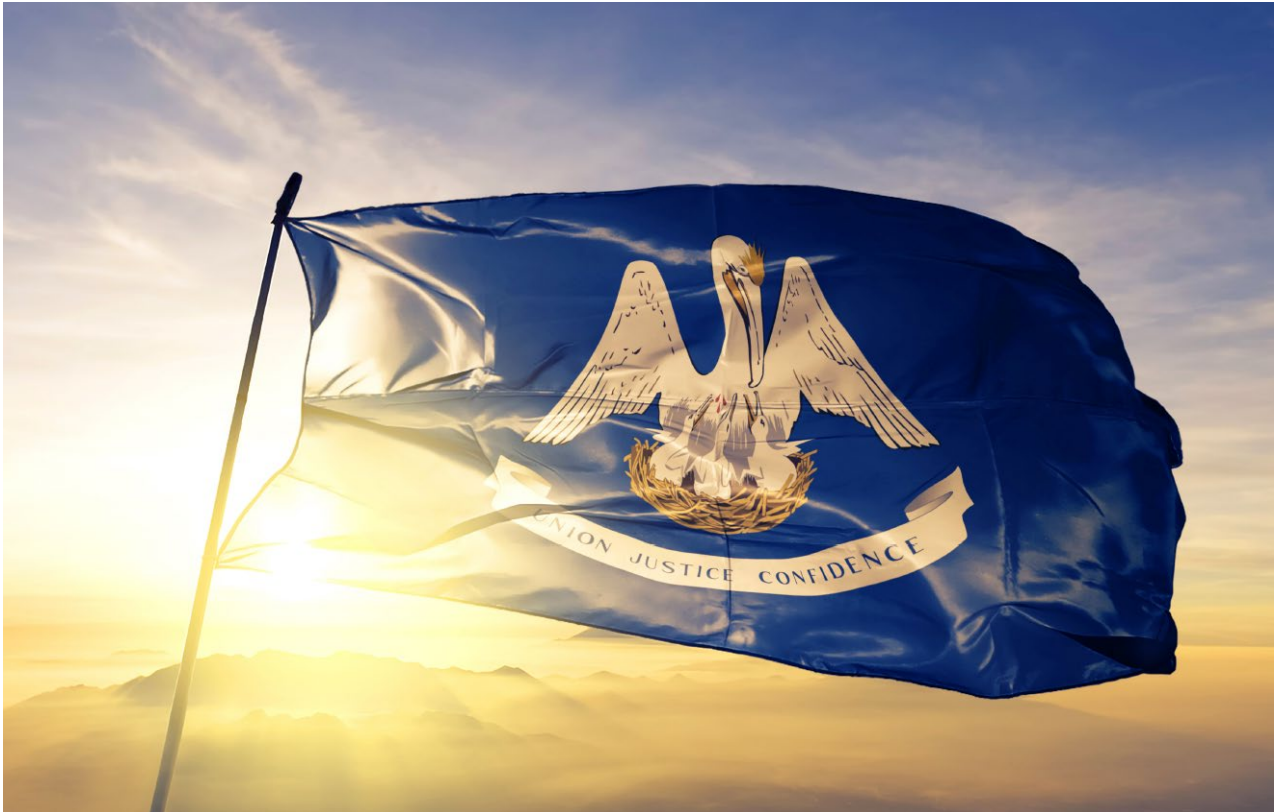


Project Severity Package

Community Development Block Grant Program

Public Facilities

FY 2024 - FY 2025



STATE OF LOUISIANA

Division of Administration

Office of Community Development-Local Government Assistance

Community Development Block Grant (CDBG) Program

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Acronyms

LCDBG	Louisiana Community Development Block Grant
CDBG	Community Development Block Grant
OCD-LGA	Louisiana's Office of Community Development-Local Government Assistance
DOA	Louisiana's Division of Administration
LGR	Local Government Representative
HUD	U. S. Department of Housing and Urban Development
The Act	The Housing and Community Development Act of 1974, as amended

Definitions

Local Government Representative	OCD-LGA staff member whose responsibility is to monitor an assigned list of grants.
Conditionally Closed-out	The status of a grant as evidenced by a letter of notification from OCD-LGA; generally receipt of a final audit is the last remaining task.
Single-purpose Application	Funds requested for one major activity; i.e., sewer, potable water, or streets
Multi-purpose Application	Funds requested for two or more major activities; i.e., sewer, potable water, and streets

**FY 2024 - FY 2025 LCDBG Public Facilities Program
Project Severity Package**

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I. PROGRAM GOALS AND OBJECTIVES

All activities funded by the Louisiana Community Development Block Grant (LCDBG) Program must address one of the following three national objectives.

- Principal benefit (at least fifty-one percent) to low and moderate income persons.
- Elimination or prevention of slums or blight.
- Urgent Need

In order to meet these national objectives, the Office of Community Development-Local Government Assistance (OCD-LGA) has the following goals.

- Benefit low and moderate income persons.
- Eliminate or aid in the prevention of slums or blight.
- Strengthen community and economic development through the creation of jobs, stimulation of private investment, and community revitalization, principally for the benefit of low and moderate income persons.
- Provide for other community development needs with a particular urgency due to existing conditions that pose a serious and immediate threat to the health or welfare of the community.

II. GENERAL INFORMATION FOR PUBLIC FACILITIES APPLICANTS

Introduction

The Division of Administration's OCD-LGA administers the LCDBG Program. It is anticipated that Louisiana will receive approximately \$22 million from the U.S. Department of Housing and Urban Development (HUD) in Community Development Block Grant funds. Of that amount, approximately \$11 million will be available for the LCDBG Public Facilities Program. The OCD-LGA surveys eligible communities every two years to determine priorities for funding under the LCDBG Program. As in the past, public infrastructure was identified as the highest priority. The funding priorities under the Public Facilities Program for the FY 2024 - FY 2025 Program years are:

- Sewer Improvements
- Potable Water Improvements
- Street Improvements

Application Process

The LCDBG Public Facilities Program has a two year funding cycle, which will be divided into two phases.

Phase I – For FY 2024 and FY 2025 LCDBG Public Facilities Program

Project Severity packages will be accepted by the OCD-LGA on November 13, 2023. OCD-LGA will score the project severity packages. These project severity packages will be reviewed for funding under the FY 2024 – FY 2025 program years.

Phase II – For FY 2024 LCDBG Public Facilities Program

OCD-LGA will make determinations regarding the past performance threshold criteria below as of December 20, 2023. All applicants that meet the past performance threshold criteria as of December 20, 2023 and receive a project severity score that is in the top sixty percent of all applicants' project severity scores that meet the past performance threshold criteria as of December 20, 2023 will be invited to submit a full application to the Public Facilities program. Invitations to submit a full application will be issued around January 10, 2024. OCD-LGA will conduct Application Workshops January 22-24, 2024 (anticipated) to discuss the application forms and instructions. Full applications for the Public Facilities program will be due to OCD-LGA on May 20, 2024. Project severity applicants that do not meet past performance threshold criteria as of December 20, 2023 will not be included in the calculation to determine the top sixty percent of the applicants.

Phase II – For FY 2025 LCDBG Public Facilities Program

OCD-LGA will make determinations regarding the past performance threshold criteria below as of July 15, 2024. All applicants that meet the past performance threshold criteria as of July 15, 2024 and receive a project severity score that is in the top sixty percent of all applicants' project severity scores that meet the past performance threshold criteria as of July 15, 2024 will be invited to submit a full application to the Public Facilities program. Invitations to submit a full application are anticipated to be issued around August 5, 2024. OCD-LGA will conduct a Application Workshops August 19-24, 2024 (anticipated). Full applications for the Public Facilities program will be due to OCD-LGA on December 16, 2024. Project severity applicants that do not meet past performance threshold criteria as of July 15, 2024 will not be included in the calculation to determine the top sixty percent of the applicants. Full applications received in the FY 2025 program year that meet past performance threshold criteria as of July 15, 2024 and receive a project severity score that is in the top sixty percent of all applicants' project severity scores that meet the past performance threshold criteria as of July 15, 2024 and were not funded under the FY 2024 program year will be considered under the FY 2025 program year. Project severity applicants that do not meet past performance threshold criteria as of July 15, 2024 will not be included in the calculation to determine the top sixty percent of the applicants.

Please note, for FY 2025 program year, the OCD-LGA will consider applications that meet the threshold criteria as of July 15, 2024 and are in the top sixty percent of the project severity scores of all applicants that meet that benchmark as well. This may cause a change in the points awarded under the cost effective criteria; the points awarded under cost effectiveness are relative to the other applications that are being considered in the same activity area. Since additional applicants may meet the threshold criteria for FY 2025, there may be changes in the points awarded under cost effectiveness and in the overall ranking of the projects.

Citizen Participation Requirements

Prior to the submittal of the application, the local governments must complete certain Citizen Participation requirements, which includes adopting a Citizen Participation Plan that is in compliance with Section 104 of the Housing and Community Development Act of 1974, as amended, and conducting a public hearing to allow citizens the opportunity to comment on the needs of the community. The local Citizen Participation Plan must be made available to the public at the public hearing. Instructions for developing a Citizen Participation Plan and a Sample Citizen Participation Plan for local governments, and other Citizen Participation requirements can be found on the OCD-LGA's website at <https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/>. Any questions regarding this information should be directed to Heather Paul of the OCD-LGA at 225/342-7412.

Procurement Procedures for the Selection of Professional Services

It is allowable to use LCDBG funds to pay for professional services, such as administrative and engineering services. Instructions for procuring professional services can be found on the OCD-LGA's website at <https://www.doa.la.gov/doa/ocd-lga/lcdbg-programs/forms-and-information/>. Any questions concerning this information, may be directed to Kristie Galy or Denease McGee of the OCD-LGA at 225/342-7412.

Eligible Activities

The Housing and Community Development Act of 1974 identifies all of the activities eligible for community development block grant funding under federal guidelines. Within HUD regulations, the State has established priorities for program categories and activities. The public infrastructure priorities are sewer, potable water, and streets. Ineligible activities are identified in Title 24, Section 570.207 of the Code of Federal Regulations.

Please note: Applicants whose water system is rated “D” or “F” or whose sewer system is under a compliance order would not be eligible to apply for a different project type unless the Louisiana Department of Health (LDH) and/or the Department of Environmental Quality (DEQ) have given their approval.

The following are examples of eligible activities under the SEWER improvements category. The eligible activities have been divided into three subcategories for rating purposes for cost effectiveness.

- New sewer system. A new sewer system will consist of providing improvements for a non-sewered area. The improvements may include new sewer lines, manholes, lift stations, force mains, house connections, and may include the construction of a new sewage treatment plant or the expansion of an existing treatment plant made necessary by the additional sewage from the non-sewered area.
- Sewer System Rehabilitation. This activity will include line replacement, pipe bursting, lining, manhole replacement/rehabilitation, and lift station replacement/rehabilitation.
- Sewer Treatment. This activity will include the rehabilitation and/or expansion of existing treatment facilities and/or construction of new treatment facilities to serve an existing collection system.

Each sewer application will fall into one of the three subcategories for the purpose of assigning rating points for cost effectiveness. If the construction cost for new sewer system improvements is equal to or greater than 70% of the total construction cost, the application will be assigned to the “New Sewer System” subcategory. If the construction cost for new sewer system improvements is less than 70% of the total construction cost or no new sewer system improvements are proposed, the application will be assigned to either the “Sewer System Rehabilitation” subcategory or the “Sewer Treatment” subcategory. If the construction cost of the sewer system rehabilitation is equal to or greater than the treatment plant improvements, the application will be assigned to the “Sewer System Rehabilitation” subcategory; otherwise it will be assigned to the “Sewer Treatment” subcategory.

The following are examples of eligible activities under the POTABLE WATER improvements category:

- Water wells
- Disinfection equipment/facilities
- Elevated and/or ground storage tanks, pump stations, etc.
- New water lines and/or water line replacement
- New treatment facilities or improvements to existing treatment facilities

The following are examples of eligible activities under the STREETS category:

- Reconstruction of previously paved streets. Reconstruction requires reworking the base course by a generally accepted construction method such as removal and replacement, in-place cement stabilization, etc. A wearing course will then be placed on the prepared base. The wearing course may be portland cement concrete or asphaltic concrete. Asphalt surface treatment is not allowed for the reconstruction of previously paved streets (two or three shot).
- Rehabilitation of previously paved streets. Rehabilitation of streets consists of addressing surface deficiencies and base failures followed by the construction of a wearing course. The correction of existing deficiencies may be corrected by pavement patching, crack sealing, cold planing, etc. Patching shall be deep enough to strengthen the base. Asphalt surface treatment is not allowed for the rehabilitation of previously paved streets (two or three shot).
- New Construction (paving of aggregate surfaced streets or other unpaved streets). The engineer will determine the extent and type of base course that is needed as well as the type of wearing course. The wearing course may be portland cement concrete or asphaltic concrete. Asphalt surface treatment is not allowed for the new construction of streets (two or three shot).

Type of Grant – Single Purpose

This project severity package is to be used when applying for funds for public facilities infrastructure projects. Only single purpose applications will be accepted. A single purpose grant provides funds for one primary need or activity, such as streets or a water storage tank. That activity may be supported by auxiliary activities. Examples of auxiliary activities are drainage improvements undertaken in conjunction with street improvements or the acquisition of land upon which a water storage tank will be constructed. Also, only one utility system can be included in each application, unless the application includes a consolidation of more than one system into one system. For example, a Parish may have more than one sewer system within the Parish boundaries, but can only propose improvements to one of those systems in an application unless the Parish is consolidating more than one system into one larger system.

Multi-purpose applications are **not** eligible for funding.

Size of Grants

The State has established the following funding ceilings:

\$2,000,000 – Sewer Treatment, Sewer Rehabilitation, New Sewer and Potable Water (including multi-jurisdictional applications)

\$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, or fall below that floor during the rating process, will not be considered for funding or scored in any way.

Eligible Applicants

All municipalities and parishes in Louisiana are eligible to participate in the LCDBG program with the exception of the following HUD entitlement jurisdictions: Alexandria, Baton Rouge, Bossier City, Terrebonne Parish Consolidated Government, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish, (including Abita Springs, Covington, and Madisonville), Shreveport, Slidell, and Thibodaux.

In general, the applicant will be determined by the location of the potential sites of that project. If an eligible local government is applying for infrastructure improvements to a system that is not owned by the local government, a meeting with OCD-LGA is required to determine the appropriate applicant. A document will be provided to the local government identifying the appropriate applicant. This document must be included in the Project Severity Package submitted to OCD-LGA.

Threshold Criteria (Excerpt from Proposed FY 2024 Consolidated Annual Action Plan)

Performance and capacity determinations for the FY 2024 and FY 2025 Public Facilities program will be made on December 20, 2023 and July 15, 2024, respectively.

In order to be eligible to receive a public facilities grant award under the FY 2024 and 2025 LCDBG Program, the following thresholds must have been met.

- Units of general local government will not be eligible to receive funding for a Public Facilities grant unless past LCDBG programs awarded by the State prior to FY 2023 have been conditionally closed out. CDBG-CV funds will not be considered in making the determination of meeting the threshold requirement for the FY 2024 or FY 2025 Public Facilities program.
- Audit and monitoring findings made by the State or HUD have been cleared.

- All required reports, documents, and/or requested data have been submitted within timeframes established by the State. Also see Section VII.E.2.d., Criteria for Disapproval of Application, in the Method of Distribution.
- Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
- The unit of general local government cannot be on the list of sanctioned communities that is maintained by the OCD-LGA.

For the FY 2024 program year, only those Public Facilities applications which are submitted by applicants who meet the threshold requirements and are invited to submit a full application will be rated and ranked. For the FY 2025 program year, the eligibility status of the Public Facilities applicants will be re-evaluated; at that time any applicants that are invited to submit a full application that are determined to be eligible for FY 2025 funding will be rated and ranked. Applicants who submitted an application for FY 2024, but were not funded, can resubmit a new application for FY 2025 if invited to apply. If an applicant does not meet the threshold requirements for either program year, the applicant will not be included in the computation of the 60% of top project severity scores.

For the FY 2024 program year, the closeout documents (with the exception of the clear lien certificate) for previously funded grants must be received by the OCD-LGA a minimum of one calendar week prior to the performance and threshold determination date of December 20, 2023, in order to be reviewed and considered for closeout. Therefore, the deadline for receipt of the closeout documents is December 13, 2023. The clear lien certificate must be submitted by the performance and threshold determination date of December 20, 2023. The State will not be responsible for conditionally closing a grant if the closeout documents are submitted timely, but are determined to need revisions that cannot be completed prior to the established deadline.

In addition to the requirement for closeout documents discussed above, grantees must be monitored by the OCD-LGA forty-five (45) days prior to the performance and threshold determination date of December 20, 2023. Therefore, the monitoring must occur on or before November 6, 2023 in order to be considered for meeting threshold requirements as of December 20, 2023. The State will not be responsible for conditionally closing out a grant if the monitoring occurs timely, but any monitoring findings cannot be cleared prior to the performance and threshold determination date of December 20, 2023.

The State is not responsible for notifying applicants as to their performance status.

The State may announce some FY 2024 awards and issue “authorizations to incur costs” for those awards prior to receiving funds from HUD for the FY 2024 funding year. Those issuances will be contingent upon the State’s receipt of FY 2024 LCDBG funds from HUD.

All local governments participating in a funded multi-jurisdictional application will not be able to receive future public facilities grants until the multi-jurisdictional grant has been conditionally closed out.

Standard Forms

Only project severity packages submitted on the standard forms included herein will be accepted. The project severity package is available online at <https://www.doa.la.gov/dao/ocd-lga/lcdbg-programs/public-facilities/> More information regarding the scoring of project severity packages can be found in Section IV of this document.

Federal and state statutes and regulations that apply to the LCDBG Public Facilities Program which may affect projected costs include but are not limited to:

The following regulations apply to the LCDBG Program and should be considered in the preparation of your application.

- 1) **Uniform Act (Acquisition and Relocation)** – Requires appraisals for all acquisition (valued over \$10,000) undertaken in connection with activities included in the application, including easements/servitudes for public facilities. The local governing body is required to pay at least fair market value for all properties acquired. Acquisition must be completed before construction begins. Acquisition and relocation can be very time consuming, please develop your program time schedule accordingly.
- 2) **Davis-Bacon and Contract Work Hours and Safety Standards** – Requires that Federal prevailing wage rates are paid to all employees working under a construction contract of \$2,000 or more. Also, all employees must be paid at least time and a half for any time they work more than forty hours per week. The Federal Labor Standards Provisions and the applicable federal wage decision(s) must be included in bid packages and contract documents as well as referenced in all bid advertisements. Prevailing wage rates are higher than regular wages in many rural areas and may affect the project budget.
- 3) **Audit Requirements** – 2 CFR 200 Subpart F requires single audits of all grantees that have total annual federal expenditures in excess of \$750,000. Financial audits and/or certifications are required in accordance with State law when grantee has total annual federal expenditures less than \$750,000.
- 4) **Architectural Barriers Act** – Requires that all non-residential structures and public facilities constructed, renovated, or rehabilitated with federal funds be accessible to the physically disabled. Entrances must have ramps, bathrooms must accommodate wheelchairs, etc.

III. GENERAL INFORMATION REGARDING PUBLIC FACILITIES PROJECTS

According to federal regulations, the general rule is that any expense associated with repairing, operating or maintaining public facilities and services is ineligible. LCDBG funds may be used to reconstruct or rehabilitate previously paved streets or to pave streets which have never been paved. However, according to HUD guidance, eligible street project work must have a useful life of at least eight years, otherwise, work conducted on streets with less than a projected useful life of eight years is considered to be a maintenance activity, and is ineligible. Examples of street maintenance and repair activities for which LCDBG funds may **not** be used are the filling of pot holes in streets, **and the use of asphaltic surface treatment (two or three shot).**

Drainage improvements may be undertaken in conjunction with street improvements projects. Drainage improvements, for the most part, must parallel streets that are proposed for improvements under the LCDBG program. The cleaning of drainage ditches is considered as a maintenance activity for which LCDBG funds cannot be used. The amount of funds which will be used to address drainage improvements will be taken into consideration when determining the average cost per person (cost effectiveness) for street projects.

Each street project applicant is limited to two target areas. All streets within the target area that meet the criteria for improvement under the program must be improved. Beneficiaries for street projects will be those residents whose EMS/911 address is identified as being on one of the streets designated for construction, except residents living in group homes who normally do not drive vehicles. If a portion of a street is being improved, only those residences whose EMS/911 address is identified within the portion of the street being improved can be counted as beneficiaries. The number of occupied residences for each street scheduled for construction will be counted and shown on the Street Summary Table on page 34. In delineating the target areas, the boundaries must be coincident with visually recognized boundaries such as streets, streams, canals,

etc. Property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

Each target area for street projects must have a minimum of fifty-one percent low and moderate income persons benefiting, be a minimum of seventy-five percent residential, and not more than fifty percent exempt.

State roads are not eligible for improvement with LCDBG funds.

Each application will be classified as including a project that benefits a specific target area/areas or that provides benefits on a community/system-wide basis. To be considered and rated as a community/system-wide project under the LCDBG Program, at least thirty-five percent of the total construction cost (including contingencies) must be utilized for a community/system-wide activity. If a project has one or more community/system-wide activities but the construction cost of that activity or activities is less than thirty-five percent of the total construction cost, the project will be classified for rating purposes as primarily involving a target area(s). The cost estimate in the application must clearly separate and distinguish between the community/system-wide and target area activities. Those applications which propose an activity serving a target area/areas (an area smaller than the jurisdiction of the local government) will also be classified and rated as a target area activity.

Any water or sewer project that is funded must completely remedy existing conditions that violate a state or federal standard established to protect health and safety. Also, any project that affects the entire utility system must count all households connected to the system as beneficiaries, including households outside the corporate limits of the municipality.

Only one utility system can be included in each application, with the exception of a project that includes the consolidation of multiple systems. Projects that involve the consolidation of multiple systems must only have one consultant and one engineer.

According to federal regulations, the general rule is that any expense associated with repairing, operating, or maintaining public facilities and services is not eligible.

If the proposed project includes providing **sewer or water** service to an area that does not currently have sewer or water service, then the following items should be noted:

- LCDBG funds, local funds or other state or federal funds must be used to pay for connection lines to **residential** structures that are occupied by low and moderate income persons. Both rental and owner occupied units are eligible for this assistance if the residence is occupied by low and moderate income persons. The applicant is responsible for determining and maintaining documentation regarding the income status of the occupants.
- While LCDBG funds cannot be used to construct the service connection lines for the higher income residences, the applicant must require those residents to connect to the system at their own expense.
- The applicant must adopt and **enforce** a procedure that will ensure that all residences (regardless of income) will be connected to the utility system. This is necessary to meet the project impact certification whereby the engineer states that the proposed project will remedy the existing violation of a state or federal standard. **Also, persons in households that are not connected to the system cannot be considered as beneficiaries of the project.**
- LCDBG funds cannot be used to pay the costs associated with the connection of non-residential structures.
- If invited to submit a full application, all income verifications for hook-ups will be required with the submittal of the application.
- Some communities/parishes charge hook-up fees. A hook-up fee is a one-time access charge that the homeowner must pay for the privilege of connecting to the utility system. This fee is generally a fixed

amount that is not related to the actual construction cost of the service connection line. The federal regulations governing the use of LCDBG funds to pay the hook-up fee for the homeowner are very restrictive. If the community/parish plans to require this fee directly from the recipients of a utility system funded in whole or in part with LCDBG funds, a determination must be made by this office that such a fee would not have an adverse effect on the low/moderate income persons involved. Due to the complex federal regulations governing this matter, all applicants who propose to collect a hook-up fee (whether from LCDBG funds or directly from the homeowners) must schedule a meeting with staff in the OCD-LGA to discuss such fees; this meeting must be held **prior** to the submittal of the application.

IV. PROPOSED RATING CRITERIA FOR FULL LCDBG PUBLIC FACILITIES APPLICATIONS

Invitations to submit full applications will be issued as described in Section II – Application Process in this document. Once full applications are received, the following procedures will be followed.

Description of Rating Procedures

Public infrastructure applications will be assigned raw scores, then ranked highest to lowest based on the scores. The State may conduct a site visit on any of the applications received. Site visits will verify the information provided in the application. If a site visit discloses information conflicting with that included in the application or the intent of the program, the State will exercise administrative discretion in making the determination as to whether or not the application will receive further consideration, or an adjustment to the score and/or the application itself. Selected applicants *may* be contacted by telephone to arrange a time to visit and to identify items the State will review while on site. Items not specifically mentioned during this phone call may be reviewed during the site visit.

Rating Criteria

Public Facilities - Water, Sewer, Streets (Maximum of 79 Points)

Since the FY 2024 Proposed Consolidated Annual Action Plan is not available in its entirety at this time, the following describes the rating system that the State anticipates to be included in the Plan.

After all rating points have been assigned, a combined final public facilities ranking list will be produced including all public facilities applications that are being considered for the FY 2024 program year ranked from highest to lowest according to the total number of points received by each application. The OCD-LGA will award funding based on this final public facilities ranking list as funds are available. The same process will be used to award funds under the FY 2025 program year, only including applications that are being considered for funding under the FY 2025 program year.

The maximum points available for all PF categories (sewer, water, and streets) is 79.

a) Benefit to Low/Moderate Income Persons (Maximum Possible Points - 5)

For those water and sewer applications that are classified as community/system-wide, for rating purposes and reporting purposes, the beneficiaries of the project will be considered as all of the persons living within the boundaries of the local government and/or those persons served by the utility system. For those applications that involve target areas only, for rating purposes and reporting purposes, the beneficiaries of the project will be considered as those persons residing within the boundaries of the target area or areas. For those applications that involve both target area activities and community/system-wide activities, but which do not meet the LCDBG definition of community/system-wide for rating purposes, the target area data will be used for rating purposes and the community/system-wide data will be used for reporting purposes. Regardless of the application's

classification, projects that involve different beneficiaries for different activities must specifically identify the beneficiary data for each activity.

For street projects, all streets within the target area(s) that require reconstruction, rehabilitation, or paving must be addressed. The total beneficiaries for rating and reporting purposes for benefit to low/moderate income persons will be all residents whose EMS/911 addresses are identified as being on one of the streets designated for construction work.

The engineer for each project must certify as to which residents or persons will benefit for each proposed activity. The OCD-LGA will make the final determination in that matter.

The percentage of low/moderate income persons benefiting will be calculated by dividing the number of low/moderate income persons benefiting (as defined by the State) by the total persons benefiting. Only those applications in which the percentage of low/moderate income persons benefiting is at least fifty-one percent are eligible for funding.

One point will be assigned to those applications/projects where the percentage of low/moderate income persons benefiting is sixty percent or more. No point will be assigned for applications/projects benefiting less than sixty percent low/moderate income persons.

The percentage of low/moderate income persons benefiting will be calculated by dividing the number of low/moderate income persons benefiting (as defined by the State) by the total persons benefiting. Only those applications in which the percentage of low/moderate income persons benefiting is at least fifty-one percent are eligible for funding.

The percentage of low/moderate persons benefitting to the 100th decimal place will be used to determine the number of points for this category.

b) Cost Effectiveness (Maximum Possible Points - 10)

The cost per person benefiting will be calculated for each project. All applications will be categorized by the type of project being proposed (new sewer systems primarily for collection, rehabilitation of sewer systems primarily for collection, sewer treatment, and potable water, streets, and other). Each sewer application will fall into one of three subcategories for the purpose of rating. If the construction cost for new sewer system improvements is equal to or greater than seventy percent of the total construction cost, the application will be assigned to the "New Sewer System" subcategory. If the construction cost for new sewer system improvements is less than seventy percent of the total construction cost or no new sewer system improvements are proposed, then the application will be assigned to either the "Sewer System Rehabilitation" subcategory or the "Sewer Treatment" subcategory. If the construction cost of the sewer system rehabilitation is equal to or greater than the treatment plant improvements, then the application will be assigned to the "Sewer System Rehabilitation" subcategory; otherwise it will be assigned to the "Sewer Treatment" subcategory.

Each project category will then be split into two population groups. The split for each project category will be based on the average value of the total persons benefiting per project which will be computed by dividing the sum of the total persons benefiting (after eliminating the highest and the lowest number of beneficiaries for each category for the calculation) by the number of applications for that category (after eliminating the two applications in each category with the highest and the lowest number of beneficiaries for the calculation). One group will consist of projects having a larger number of total persons benefiting than the average value; the second group will consist of those projects having a smaller number of total persons benefiting than the average value. (If the total number of persons benefiting from any project equals the average value, that project will be placed in the second

or smaller group.) The project in each group having the best cost effectiveness (cost per person) will be given ten points and the remaining projects will be prorated. The population groups will NOT be combined for each category in the determination of rating points for cost effectiveness. They will remain separate, thus creating ten separate sub-categories for cost effectiveness points assignment. This allows those projects benefiting many people and those benefiting fewer people to be rated for cost effectiveness against other projects benefiting a similar number of persons.

The following formula will be used to determine the cost effectiveness points for each applicant in each grouping:

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

For rating purposes for cost effectiveness points assignment, beneficiaries for **street** projects will be those residents whose EMS/911 address is identified as being on one of the streets designated for construction work.

Cost of resiliency plan components will not be included in the Cost Effectiveness calculation. Components of the resiliency plan that will be addressed in the proposed project must be separated and clearly identified in the cost estimate.

The cost effectiveness points assigned to the FY 2024 applications will be based upon those applications that meet the threshold requirements for FY 2024 funding eligibility and submit a full application upon invitation. Therefore, the cost effectiveness points assigned an applicant under the FY 2025 program will most likely differ from those points assigned to the same applicant under the FY 2024 program. When determining the cost effectiveness points for the FY 2025 applications, the applications that were funded during the FY 2024 program year will not be taken into consideration.

c) Project Severity (Maximum Possible Points – 50)

This rating will be based upon the severity of existing conditions and the extent of the effect of those existing conditions upon the health and welfare of the community. Priority will be given to wastewater systems, water systems addressing potable water, and street projects.

In assigning points for project severity, the following general criteria will be utilized by the OCD-LGA for the type of project proposed.

Wastewater systems and water systems addressing potable water needs: the existence of conditions in violation of the provisions of the State Sanitary Code that most directly protect public health and the adequacy of the proposed improvements to eliminate such conditions. Compliance with federal and state laws and regulations will be considered.

Verification of existing conditions will be provided by LDH based on records or field investigations. Problems that are generally attributable to a lack of routine maintenance will result in a less favorable evaluation.

The specific details of the existing problems and proposed project must be provided so that the project can be assessed properly. A lower assessment of the project could result due to the submittal of incomplete or inaccurate information; in those instances, the assigned score will not be re-evaluated.

Scores for project severity are generally based upon the proposed actions in the following tables assuming that the proposed actions will completely remedy the existing problem. If an application contains multiple actions, each action will be scored and the severity score will be pro-rated

accordingly. Generally, scores will begin at the lower part of the range and will increase if evidence is presented that illustrates a more severe existing condition. If existing conditions as stated in the severity package are unsubstantiated or not in violation of any state or federal standard, the OCD-LGA reserves the right to assign severity scores below the minimum scores shown in the point ranges as shown below.

Project Severity Criteria for Wastewater Applications

PROPOSED ACTION	POINT RANGE
<i>COLLECTION</i>	
Replace or rehabilitate collection system components.	10-50
<i>EXISTING TREATMENT FACILITY</i>	
Replace or upgrade existing facility to meet capacity and or discharge requirements.	15-50
<i>SYSTEM</i>	
New collection system to provide service for un-served areas.	35-50
Replace or rehabilitate various components when minimum requirements have been met.	0-50

Project Severity Criteria for Potable Water Applications

PROPOSED ACTION	POINT RANGE
<i>SOURCE and SUPPLY</i>	
Replace or Rehabilitate source to meet existing demands.	15-50
<i>DISTRIBUTION</i>	
Replace or Rehabilitate Distribution due to pressure or MCL violations.	20-50
<i>STORAGE</i>	
New or Rehabilitate facility when existing capacity is not capable of meeting current requirements.	15-50
<i>TREATMENT</i>	
Replace or upgrade facility due to existing demand to meet primary drinking water standards.	20-50
<i>SYSTEM</i>	
New water system or extension of existing system to un-served areas.	35-50
Replace or rehabilitate various components when minimum requirements have been met.	0-50

MCL – Maximum Contaminant Level as established by the U.S. Environmental Protection Agency.

Residential Street construction, rehabilitation, or reconstruction: existing surface conditions and deficiencies, and surface area measurements. Each street being applied for will be inspected on-site by the OCD-LGA and will be given a condition rating ranging from 0 to 100. Unpaved streets will receive a minimum condition rating of 70. A weighted average will be determined by multiplying a particular street's condition rating by that street's surface area. The sum of the figures for all of the streets in the application will be divided by the total surface area of all the streets to determine the weighted condition rating. The following example illustrates how this will be accomplished.

(a)	(b)	(c)	(d)	(e)	(f)
Street	Length (feet)	Width (feet)	Area (square feet)	Condition Rating	(d) x (e)
Elm Street	1,000	18	18,000	70	1,260,000
Oak Street	1,200	20	24,000	78	1,872,000
Ash Street	800	16	12,800	80	1,024,000
Cedar Street	800	18	14,400	74	1,065,600
Pecan Street	900	20	18,000	62	1,116,000
TOTALS			87,200		6,337,600

Weighted condition rating = $6,337,600/87,200 = 72.68$

Points for project severity will be determined by dividing the weighted condition rating by 2. A maximum of 50 points will be awarded for project severity on street projects. For the above example the project severity score would equal $72.68/2 = 36.31$ points which will be rounded to 36.3 points.

d) Engineering Costs (Maximum Possible Points - 2)

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

e) Administrative Costs (Maximum Possible Points - 2)

Those applicants that agree to pay all administrative costs associated with the implementation of the LCDBG program will receive two points. Such costs will include, but will not be limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, et cetera. If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services.

While the LCDBG Program will allow a maximum of \$100,000.00 for an administrative costs, the actual cost of these services may be less than this amount and will be determined through negotiation during the procurement process. To substantiate that the local government will pay the administrative

costs associated with the LCDBG Program, a certification of such signed by the chief elected official must be included in the application as well as a copy of the resolution by the local government identifying the firms hired and the proposed amount of the contracts.

That resolution must state that local funds will be used to pay the administrative consultant fees and any other administrative costs incurred by the local government.

If the local government maintains full-time permanent staff for the sole or partial purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. In this instance, the points will also be assigned.

f) Consolidation of Systems (Maximum possible points – 4)

If the proposed project includes the consolidation of two existing water or sewer systems into one larger system, four points will be assigned to the applicant. To be considered a consolidation, one or more of the water or sewer systems must be dissolved and be fully absorbed into the larger system. The larger system must own, operate and maintain all other systems in the consolidation grant.

Purchase only systems are not considered a consolidation.

Note: If funded, the grantee will be required to do the following in order to closeout the project and remain in good standing with the LCDBG program:

- For water systems, the system that is dissolved must have their PWS ID removed from the LDH database.
- For sewer systems, the system that is dissolved must contact DEQ and have their Discharge Permit cancelled.

All applicants with proposed projects that include the consolidation of systems must request a meeting with the OCD-LGA prior to submitting the project severity package. OCD-LGA will make the final decision in determining the correct applicant and verify that the project is considered a consolidation. The form included in this package must be submitted to OCD-LGA to request a meeting. After the meeting, OCD-LGA will provide a copy to the applicant identifying whether the project qualifies for these points.

g) Application Completeness (Maximum possible points – 2)

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

h) Resiliency – (Maximum possible points – 2)

Resilience is the ability to prepare and plan for, absorb, respond, recover from and more successfully adapt to adverse events. Applications that include a resiliency plan as a separate attachment to the project description and specific item(s) of improvements are included on the cost estimate that coincide with item(s) identified in the resiliency plan receive two points.

Currently, there are no state or nationwide standards for resilient infrastructure that is widely recognized by engineering or public works professionals. An effective resiliency plan must integrate issues across the physical and logical (also known as digital) domains. For example, most recent

cyberattacks are described as ‘blended’ attacks meaning they exploited vulnerabilities both in the physical and digital domains. The same systems approach also applies to major weather events such as hurricanes. One of the major issues following hurricanes is to restore power and to restart critical infrastructure. One consideration is to determine how significantly the infrastructure would be affected and the degree to which disruptions to services may impact the community.

The engineer, with input from local officials, should develop local standards or guidelines that can be applied to infrastructure projects and increase resilience. Guidelines should be based on selecting probable scenarios that could impact the system within the design lifespan of a project. FEMA, NOAA, USACE, various state agencies and local officials can provide data to aid the engineer in preparing resiliency options. NOAA has developed a U.S. Climate Resilience Toolkit to share case studies, tools and information to help communities and engineers create guidelines (<https://toolkit.climate.gov>).

With broad agreement that spending on resilience protection is an investment, infrastructure owners must first identify and prioritize their critical assets and essential functions. This is crucial to ensuring the limited resources are being spent to protect the highest priority assets and processes. Priorities must also include the most probable scenarios that will occur and affect critical infrastructure. In Louisiana, resiliency plans should include extreme weather events and the effect of water and wind damage to critical infrastructure. The resiliency plan should also consider what must be done during and after an extreme weather event to maintain operating capabilities of critical infrastructure.

The proposed resiliency plan should be included as a separate attachment to the Project Description in the application and should contain the following:

- A list of improvements to the infrastructure.
- The effects of extreme weather that will be offset due to the implementation of the resiliency plan.
- A list of any historical information where extreme weather has been detrimental to the infrastructure or where extreme weather has damaged operating capabilities of the infrastructure.

Components of the resiliency plan that will be addressed in the proposed project must be separated and clearly identified in the cost estimate. Cost of resiliency plan components will not be included in the Cost Effectiveness calculation.

i) Past performance – (Maximum possible points – 2)

Applicants will receive two points unless one or more of the following is applicable when reviewing the 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 point during the grant due to failure to meet a required benchmark.
- Finding of deficiency identified as “very serious” issued during the grant.

COVER SHEET FOR PUBLIC FACILITIES PROJECTS

FY 2024 - FY 2025 Funding Cycle

Rating Type: _____ **Estimated Amount Requested:** _____

Applicant: _____ **Phone:** _____

Name of President/Mayor: _____

Local Contact Person: _____ **Email:** _____

Administrative Consulting Firm: _____ **Phone:** _____

Project Contact Person: _____ **E-mail:** _____

Engineering Firm: _____ **Phone:** _____

Project Contact Person: _____ **E-mail:** _____

Legislative Districts: State Senate: _____ State Rep.: _____ U.S. Congress: _____

UEI: _____ **SAM Cage Code:** _____

List LDH Region: _____

Chief Elected Official (Print): _____

Chief Elected Official Signature: _____ **Date:** _____

For State Use Only

Application submitted date: _____ Application Number: _____

Notes: _____

INSTRUCTIONS

Project Severity Assessment Package for Public Facilities Projects

Points for project severity will be assigned based on an assessment of the severity of existing problems and conditions and on the extent that those problems and conditions have affected the health and welfare of the community. For sewer and water projects, the Office of Community Development-Local Government Assistance will determine the project severity score with assistance from the Department of Health. The assistance provided by the departments will be in the form of verifying that the conditions described in the Description of Problem portion of the Project Severity Assessment Package are factual and are accurately depicted. If existing conditions explained in the Project Severity Assessment Package are deemed to be untrue or exaggerated, a lowering of the initial severity score will result. If the existing conditions explained in the Project Severity Assessment Package cannot be verified by the agencies, the applicant or person(s) providing the information may be contacted to provide further clarification.

Three (3) copies of the project severity assessment are to be submitted for each type of project. The required information for the package is as follows.

1. Cover sheet – See page 19. **Do not use any other cover sheet.** This form is required for all application types. The rating type should be identified (Potable Water, New Sewer, Sewer Rehabilitation, Sewer Treatment, Streets). The estimated amount requested should be the construction amount for the project (note: this amount should equal the total of the Engineer's Construction Estimate). For applicant, enter the name of the local government. For Local Contact Person, enter the name and email address of the appropriate point of contact for the project. For Grant Consulting Firm and Engineering Firm, provide the name of the firm. For Project Contact Person, provide the name and email address of the appropriate point of contact for the project. For Legislative Districts, list the district number(s) of each State Senator, State Representative, and U.S. Congressman representing the target area of the proposed project. Enter the UEI for the applicant. A UEI can be obtained at www.sam.gov. Enter the SAM CAGE Code of the local government. The SAM system may be accessed online at www.sam.gov. Refer to page 22 for the LDH region, if applicable. The cover sheet should be signed (along with a printed name) and dated by the Chief Elected Official.
2. Nature of Project – Provide a general description of the nature of the project proposed. For example: extend existing wastewater collection system; replace failing wastewater collection lines; construct a new water storage tank; etc.
3. Description of Problem – Provide a detailed description of the problems being experienced in the project area. Be as specific as possible and provide specific locations. Examples include raw sewage is flowing in roadside ditches along Oak Street, backup of sewerage in houses, water main breaks have occurred along Smith Avenue; etc.
4. Proposed Scope or Nature of Corrective Action(s) – Provide a detailed, itemized description of the work to be undertaken to correct the problems noted in the above paragraph. Each aspect of a problem previously described should be addressed. Examples include 8" PVC sewer main and new manholes to be installed along Oak Street as shown on the attached map; replace deteriorated 4" cast iron pipe with new 6" PVC pipe along Smith Avenue; etc.
5. Cost Estimate – All project severity packages must be accompanied by a detailed cost estimate prepared and signed by a Professional Engineer licensed in the State of Louisiana. The cost estimate shall contain the cost of construction only for this package. The construction estimate shall be a

listing of construction line items (as a bid proposal), estimated quantity, unit of measure, unit price, and amount. **A maximum of 10 percent is allowed for construction contingencies.**

If the proposed project involves hookups (work conducted on private property), then the costs associated with hookups must be identified separately on the cost estimate.

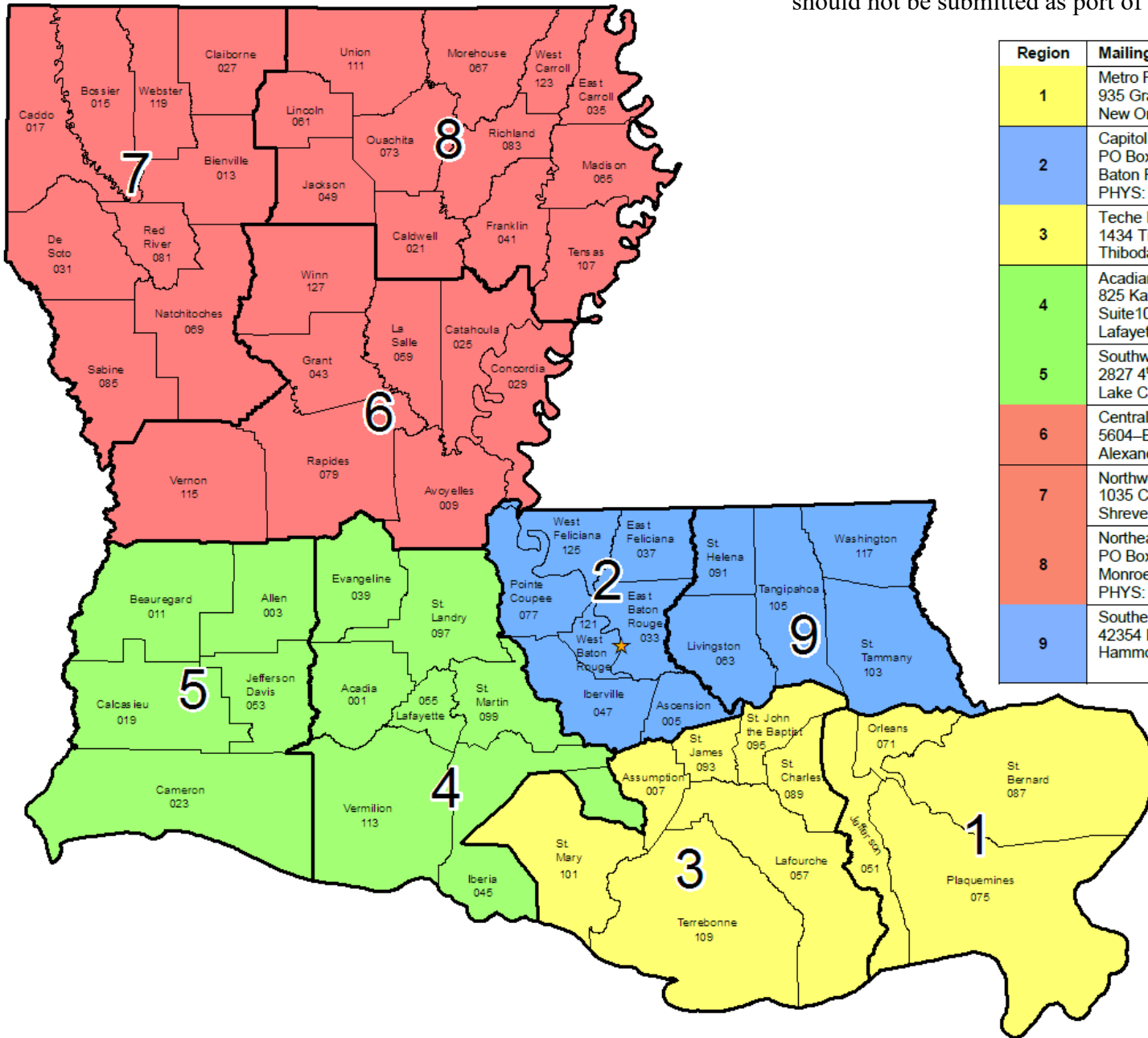
If any other funds (federal, local, etc.) will be used to complete the construction of the project, then the cost estimate must identify the amount of those funds.

6. Project Map (existing conditions) – Provide a detailed map of the existing system that delineates such items as the location and size of sewer lines, manholes, location of treatment plants, etc.
7. Project Map (proposed improvements) – Provide a detailed map showing the location, sizes, etc. of the proposed improvements.

NOTE: The Existing Conditions map and the Proposed Improvements map may be combined into one map if all the information shown can be depicted in such a way as to easily determine the difference between the existing conditions and proposed improvements.

8. For Potable Water projects only - Summary of Existing Facilities for Water Projects Form – Complete and submit the forms beginning on page 23.
9. LDH/DEQ Certification Form - The DEQ/LDH Certification Form must be utilized to get concurrence from both agencies prior to applying. The deadline to submit this form to the agencies is September 15, 2023, to allow time to make changes to application. The form can be found on page 27. If the completed and returned Certification Form is not submitted with the severity package, a severity score will not be assigned. Therefore, the applicant will not be considered for funding under the FY 2024 or FY 2025 LCDBG Public Facility programs. **Applicants whose water system is rated “D” or “F” or whose sewer system is under a compliance order would not be eligible to apply for a different project type unless the Louisiana Department of Health (LDH) and/or the Department of Environmental Quality (DEQ) have given their approval.**
10. Request for OCD-LGA Meeting/Applicant Determination Form – All local governments seeking to apply to the LCDBG Public Facilities Program that do not own the system being proposed for improvements and/or is proposing a project involving consolidation must submit this form to OCD-LGA, participate in a meeting with OCD-LGA, receive the completed form from OCD-LGA, and include the completed form in the Project Severity Package submitted for consideration. OCD-LGA recommends this meeting occur by as soon as possible in order for the applicant to have time to complete the Project Severity Package and submit to OCD-LGA by the deadline.
11. For Street projects only – Street Summary Table Form. Complete and submit the form shown on page 31.
12. Other – Provide any other documentation that further supports the need of the proposed improvements. Examples include copy of current Administrative Orders/Compliance Orders issued by the Environmental Protection Agency or DEQ, records of citizen complaints, pertinent work orders, purchase orders, legal actions, media reports, photographs, comments from LDH, etc.
Providing specific details of the existing problems and the proposed project aids in the proper assessment of the project. A lower project severity score could result due to the submittal of incomplete or inaccurate information.

Submit plans or variance request to the appropriate LDH office. This form should not be submitted as part of the Project Severity package.



Region	Mailing Address	Telephone Numbers
1	Metro Region 1 935 Gravier St, Ste 1420 New Orleans, LA 70160	(504) 599-1564 (504) 599-0200 (Fax)
2	Capitol Region 2 PO Box 4489 Baton Rouge, LA 70821-4489 PHYS: 628 N 4 th St, 1 st Floor	(225) 342-7499 (225) 342-7607 (Fax)
3	Teche Region 3 1434 Tiger Dr Thibodaux, LA 70301	(985) 449-5007x345 (985) 447-0920 (Fax)
4	Acadian Region 4 825 Kaliste Saloom Rd Brandywine # 3 Suite 100 Lafayette, LA 70508	(337) 262-5316 (337) 262-5638 (Fax)
5	Southwest Region 5 2827 4 th Ave, Ste 100 Lake Charles, LA 70601	(337) 475-3200 (337) 475-3222 (Fax)
6	Central Region 6 5604-B Coliseum Blvd. Alexandria, LA 71303	(318) 487-5282 x242 (318) 487-5338 (Fax)
7	Northwest Region 7 1035 Creswell Ave, 3 rd Floor Shreveport, LA 71101	(318) 676-7477 (318) 676-7485 (Fax)
8	Northeast Region 8 PO Box 6118 Monroe, LA 71211-6118 PHYS: 1650 Desiard St, 2 nd Floor	(318) 361-7201 (318) 362-3163 (Fax)
9	Southeast Region 9 42354 Deluxe Plaza, Suite 12 Hammond, LA 70403	(985) 543-4958 (985) 543-4951 (Fax)

**SUMMARY OF EXISTING FACILITIES
for Water Projects**

Name of Applicant: _____

Name of Water System: _____

A. GENERAL

Existing system provides for _____ domestic use only; _____ domestic use and fire protection.

Is this system a wholesale supplier to any other system? _____ Yes; _____ No

B. SOURCE OF WATER

GROUNDWATER

Well No.	Pumping Capacity (Gallons Per Minute)	Age (Years)	Existing Condition (Good, Fair, Poor, Not in Service)

SURFACE WATER

Treatment Plant Capacity (MGD): _____

Condition of Treatment Plant (Good, Fair, Poor): _____

WHOLESALE SUPPLIER

Name of supplier: _____

Quantity purchased (Gallons Per Day): _____

Describe any current source related problems: _____

C. WATER DEMANDS

Average Day Demand for system (Gallons Per Day): _____

Maximum Day Demand for system (Gallons Per Day): _____

Average Day Demand for Target Area (Gallons Per Day): _____

Maximum Day Demand for Target Area (Gallons Per Day): _____

D. STORAGE

Tank No.	Storage Capacity (Gallons)	Elevated or Ground	Age (Years)	Condition (Good, Fair, Poor)

Describe any current storage related problems: _____

E. BOOSTER PUMP STATIONS

Number	Pumping Capacity (Gallons Per Minute)	Age (Years)	Condition (Good, Fair, Poor)

Describe any current pumping related problems: _____

F. HYDROPNEUMATIC TANKS

Number	Capacity (Gallons)	Age (Years)	Condition (Good, Fair, Poor)

Describe any current hydropneumatic tank related problems: _____

G. DISTRIBUTION

Sizes of pipe in distribution system: _____

Number of Residential Connections on system: _____

Number of Commercial Connections (converted to residential connection equivalents) on system: _____

Number of Residential Connections in Target Area: _____

Number of Commercial Connections (converted to residential connection equivalents) in Target Area: _____

Is system able to provide at least 15 psi at each connection? _____ Yes; _____ No

Are all fire hydrants installed on 6" or larger lines? _____ Yes; _____ No; _____ N/A

Describe any current pressure/distribution related problems: _____

H. WATER QUALITY

Is the system currently under an administrative order? _____ Yes; _____ No

Is the system currently on the significant non-compliers list? _____ Yes; _____ No

Has the system had MCL violations during the past 3 years? _____ Yes; _____ No

Is adequate disinfection currently being provided? _____ Yes; _____ No

Describe any current water quality issues (high microorganism, inorganic chemical, and/or organic chemical contaminants, etc.):

DEQ / LDH Certification Form

Name of Applicant: _____

Brief description of proposed project: _____

- For Municipalities: Does the water/sewer utility system within the corporate limits require improvements that qualify for LCDBG Public Facilities assistance? Yes [] No []

- For Parishes: Does any water/sewer utility system within the parish boundaries require improvements that qualify for LCDBG Public Facilities assistance? Yes [] No []

Signature of Responsible Entity: _____

Name of above-referenced water system: _____

Name of above-referenced sewer system: _____

*** For parish projects, attach a map of the target area(s) in relation to parish boundaries. ***

Louisiana Department of Health (for water systems only)

I agree that the above-referenced water utility system is not currently in violation of any LDH regulations that would necessitate CDBG Public Facilities assistance.

Yes []

Name (printed): _____

No []

Signature: _____

If no, state why: _____

Louisiana Department of Environmental Quality (for sewer systems only)

I agree that the above-referenced sewer utility system is not currently in violation of any DEQ regulations that would necessitate CDBG Public Facilities assistance.

Yes []

Name (printed): _____

No []

Signature: _____

If no, state why: _____

Instructions for DEQ/LDH Certification Form

This form is required for all projects. Consultation must take place with the Louisiana Department of Health (LDH) to obtain concurrence for water systems or the Louisiana Department of Environmental Quality (DEQ) to obtain concurrence for sewer systems.

Fill out the name of the applicant, and a brief description of the project.

In the boxed-in portion of the form, municipalities must use the first sentence, and parish must use the second sentence. The Responsible Entity (RE) must certify the statement utilized.

Fill in the name of the water or sewer system within the corporate limits/target area.

If the project is for a parish, submit a map showing the target area in relation to the boundaries of the parish.

This form should be completed and sent, via email, to the following contact(s) in their respective agencies:

LDH (water)		DEQ (sewer)	
Amanda Ames	amanda.ames@la.gov	Sharron Crayton	Sharron.Crayton@la.gov

A response to this form should be received within two weeks of submittal. **The deadline to submit the form to LDH/DEQ for concurrence September 15, 2023.**

Request for Meeting with OCD-LGA
Applicant Determination Form

1. Local Government: _____
2. Contact Person: _____
3. Contact Person Email/Phone Number: _____
4. What kind of system does the project involve? Water _ Sewer _____ Other _____
5. Does the applicant intend to apply for consolidation points? _____ Yes _____ No
6. The system involved in this project is owned by:
 - applicant (sewer or water district included) _____
 - other municipal/parish (sewer or water district included) _____
 - private (for-profit) _____
 - private (non-profit) _____
 - other (_____) _____
7. Provide a brief history of the system, explaining how and when it was established:

To be completed by OCD-LGA based on information provided by applicant during meeting and through documentation submittal:	
Date of Meeting:	
Approved Applicant:	
Approved for Consolidation Points: <input type="radio"/> Yes <input type="radio"/> No	
Signature of OCD-LGA Director:	Date:

INSTRUCTIONS

All local governments seeking to apply to the LCDBG Public Facilities Program that do not own the system being proposed for improvements or whose project involves a consolidation must submit this form to OCD-LGA, participate in a meeting with OCD-LGA, receive the completed form from OCD-LGA, and include the completed form in the Project Severity Package submitted for consideration.

- Item 1: Name of Local Government requesting meeting.
- Item 2: Name of person that OCD-LGA should contact to schedule meeting.
- Item 3: Email address and phone number of person identified in Item 2.
- Item 4: Identify the type of system for which the local government is seeking funds.
- Item 5: Mark yes if the proposed project involves a consolidation of systems that would meet the OCD-LGA requirements to receive the points under the rating criteria; otherwise, mark no.
- Item 6: Identify what type of entity owns the utility system.
- Item 7: Provide a brief history of the system, including how and when the system was established and who governs the system.

