FY 2023 Public Facilities Program

Louisiana Community Development Block Grant
Agenda

- FY 2023 Louisiana Community Development Block Grant Program
- Citizen participation requirements
- Federal requirements regarding procurement of professional services
- Public Facilities application for street improvements
Community Development Block Grant Program Requirements

- All activities funded must be an eligible activity and meet a national objective.
- National objectives
  - Principal benefit to low- and moderate-income persons
  - Eliminate or aid in the prevention of slums or blight
  - Urgent need
CDBG Eligible Activities

- Housing and Community Development Act of 1974 identifies all eligible activities for CDBG funding under federal guidelines.
- Within HUD regulations, the State of Louisiana has established priorities for program categories and activities.
FY 2023 LCDBG Proposed Distribution of Funds

- Administration and Technical Assistance - 3% + $100,000
- Sustainable Water Management Consolidation Planning - $120,000
- Economic Development - $2,000,000
- Clearance - $6,000,000
- Public Facilities (street improvements) - Remaining LCDBG funds
Sustainable Water Management
Consolidation Planning Grant Program

- Provides funds to assist units of general local government in the consolidation of non-profit/municipal water systems to create sustainable, financially solvent, and stable potable water systems.

- Examples of eligible costs:
  - Engineering fees to develop a preliminary engineering report.
  - Legal and recordation fees.
  - Administrative costs relating to the consolidation of potable water systems.

- Examples of Ineligible costs:
  - Engineering fees to draft plans and specifications
  - Construction
Sustainable Water Management Consolidation Planning Grant Program

- Each planning activity must meet the national objective of principal benefit (at least 51 percent) to low and moderate income persons.
- Each eligible applicant may apply for (and receive) one SWMC planning grant.
- Applications will be accepted on a continuous basis.
- Local governments interested in applying should submit a Letter of Intent regarding the proposed planning project.
- Individual grant ceiling of $40,000
Economic Development Program

- Provides financial assistance for individual projects that will result in job creation or retention in which a majority of the jobs (51 percent) will benefit persons of low to moderate income.

- Eligible costs:
  - Local government to sewer, water, gas, and street/road access on public property for the private industrial/business site boundaries
  - Acquisition, construction, or rehabilitation of a building and improvements for economic development (local government must retain ownership of the infrastructure)
  - Directly assist the business in the form of loans, as long as the business meets the necessary underwriting criteria
  - Public service employment training
Ineligible costs:

- Speculative development projects are prohibited.
- Certain manufacturing and non-manufacturing projects will not be considered for funding based on past experience and the lack of potential for creating permanent positions - truck stops and/or “related activities” (such as gaming) as well as private prison developments, nursing homes, cut-and-sew operations, and hotels/motels.
Economic Development Program

- A minimum of ten jobs created or retained is required for LCDBG assistance.
- Must meet public benefit requirements - the cost per job created or retained cannot exceed $20,000 in grant funds
- New or Startup Businesses:
  - $700,000 (including administrative and pre-agreement costs) grant for publicly-owned infrastructure
  - $700,000 (including administrative and pre-agreement costs) for purchase, rehabilitation or construction of a publicly-owned building
- Expansion of Existing Businesses:
  - $1,100,000 (including administrative and pre-agreement costs) grant for publicly-owned infrastructure
  - $1,100,000 (including administrative costs) for purchase, rehabilitation or construction of a publicly-owned building.
Clearance Program

- Provides funds to eligible applicants for clearance/demolition activities based on a competitive selection process to the extent that the funds are available.
- Deadlines will be established for submitting applications and all eligible applicants will be notified through a direct mailing/emailing, social media, and on the office’s website.
- $2,000,000 will be allocated to Towns/Villages and $4,000,000 will be allocated to Cities/Parishes of the $6,000,000 for the Clearance program.
  - Funding ceiling of $250,000 for Towns and Villages and a funding ceiling of $500,000 for Cities and Parishes
Public Facilities Program - Street Improvements

- The FY 2023 applications will be accepted for street improvements.
- There is no limit on the number of target areas for one application.
- Streets that have been funded within the last ten (10) years (since November 21, 2012) are not eligible to be funded.
- 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.
- Gerrymandering will not be accepted.
Public Facilities Size of Grants

- Maximum grant amount of $800,000 for municipalities with a population up to 12,000 and parishes with an unincorporated population up to 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data).

- Maximum grant amount of $1,600,000 for municipalities with a population more than 12,000 and parishes with an unincorporated population more than 25,000 (according to the 2011-2015 American Community Survey (ACS) Low and Moderate Income Summary Data).

- A minimum construction amount of $200,000 must be included in the project.

- Within these ceiling amounts, the applicant is allowed to request funds for the reimbursement of administrative costs and engineering fees.
  - No pre-agreement costs are allowed under this program.
  - Up to $50,000 for grant implementation.
  - Engineering fee schedule and policies are on our website.
Public Facilities - Eligible Applicants

- All non-entitlement units of general local government are eligible.
Public Facilities - Restrictions on Applying

- Past LCDBG programs awarded by the State prior to FY 2018 have been closed out or conditionally closed out by November 21, 2022.
- 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 the timeframes established by the State.
- 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.
Citizen Participation Requirements

- Step 1 - Citizen Participation Plan
- Step 2 - Public Hearing
- Step 3 - Design the Project and Complete Application
- Step 4 - Application Available for Review Notice
- Step 5 - Submit Application to OCD-LGA
Step 1 - Citizen Participation Plan

Sample is available on OCD-LGA web under Forms and Information
Citizen Participation Plan Continued…

beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION

First Notice/Public Hearing

A. The public hearing to address LUCDBG application submittal will be held approximately ________ calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

1. The amount of funds available for proposed community development;
2. The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
3. The plans of the for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the to persons actually displaced as a result of such activities;
4. The prior performance of LUCDBG programs funded by the State of Louisiana.

In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

(address of local government)

Second Notice

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

1. Proposed submittal date of the application;
2. Proposed objectives;
3. Proposed activities;
4. Location of proposed activities;
5. Dollar amount of proposed activities; and
6. Location and hours available for application review.

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a ________ day notice is received by the ________.
B. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
C. The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

UNILINQUAL
Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the ________________ will provide an interpreter for dissemination of information to them providing the ________________ is given sufficient notification of ________________ day(s).  

TECHNICAL ASSISTANCE
Technical assistance may be provided directly by the ________________ to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the CDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the ________________ with at least a one-week notification. The persons who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ACCESSIBLE INFORMATION
The ________________ shall provide timely disclosure of records, information and documents related to the CDBG program activities. Documents will be made available for copying upon request at the ________________ Monday thru Friday ________________ a.m. to ________________ p.m. Such documents may include the following:

A. All meetings and promotional materials.
B. Records of hearings and meetings.
C. All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
D. Copies of the regulations (Consolidated Plans or Annual Action Plans) concerning the program.
E. Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.
Citizen Participation Plan Continued

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94005
Baton Rouge, Louisiana 70804

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The ______ (designated local official) ______ will maintain a file for the purpose of keeping records of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the ______ (City/Parish) ______ which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the ______ (City/Parish) ______ regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by ______ (City/Parish) ______ in regular session on this ______ day of ______ , 20__.

__________ (WITNESS) ____________ (CHIEF ELECTED OFFICIAL)
Step 2 – Public Hearing

• Must give at least five days notice before hearing
• Notice must be published and an affidavit must be submitted with application
• Notify citizens in other ways
Step 3 - Design Your Project
Step 4 - Notice of Availability of Application for Review

- Must be published after the first public hearing and before the application is submitted
- Must be published a minimum of seven (7) calendar days prior to submittal of the application to OCD-LGA
- Must inform citizens of the proposed objectives, proposed activities, the location of the proposed activities, and the amounts to be used for each activity
- Citizens must be given the opportunity to review the application and comment on the proposed application
Step 5 - Submit the Application
Common Citizen Participation Errors

- Not ensuring that notice was published
- Signing the application late
- Not following the Citizen Participation Plan
- Not having the application actually available for review
- Only publishing in the newspaper to inform citizens of the hearing
Questions

- Heather Paul
  - heather.paul@la.gov or 225-342-7418

- Resources
  - Citizen Participation Handout
  - OCD-LGA Website - Forms and Information Page
  - OCD-LGA YouTube Channel - Citizen Participation Video
Procurement 101

- Verify whether or not there is a procurement policy already in place.
- If there is, please follow it.
- If there is not, please create one. Each entity has different needs, you can tailor it to your needs.
- Our website has a procurement guide and a sample procurement policy outline.

§ 200.318 General procurement standards.

“The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward.”
Forms and Information

Procurement and Citizen Participation Slideshow 1/28/2021

LCDBG Procurement Procedures

Subrecipient Agreement for Administrative Activities

LCDBG Administrative Consultant Contract
The Basics

- Office of Community Development’s LCDBG Program is federally funded by the U.S. Department of Housing and Urban Development

- OCD-LGA’s Procurement guidance is provided by HUD Handbook 7460.8

- Additional procurement guidance is found on the OCD-LGA website and YouTube Channel.
The Basics

- First is to follow the procurement policy that you have or just adopted.
- Maintain ALL files related to the procurement. Each procurement should have a separate folder.
- What should be in the folder?
  - Solicitation
  - Publications of Solicitation
  - Proposals of submitters
  - Scoring sheets
  - Emails confirming direct solicitation
The Basics-The Solicitation

- The solicitation must be publicized!
  - Entity website, Facebook page, official journal, and closest journal in larger city that runs daily.
  - *Goal is to get more than one response!*
  - Direct Solicitation of a minimum of 10 firms (engineering and consulting)
    - If you need contact information for potential proposers, please contact me.
    - The federal regulations do not specify a time that the solicitation needs to be out there...just long enough to produce multiple proposals. However, we recommend a minimum of 14 days.
The Basics- Procurement & Competition

- 2 CFR 200.319 (b)
- “In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.”
Purpose of Solicitations

- The purpose of all solicitation types is to achieve effective competition; the receipt of two more responsive bids, proposals or offers in response to the solicitation.

- In order to have an effective competition, you must adequately publicize the RFP/RFQ.
RFP or RFQ? Which do you use?

- A **request for proposal (RFP)** is for professional services and includes administrative consulting firms when price is a factor in the selection process.

- A **request for qualifications (RFQ)** is for engineering or architectural services. Louisiana State law (R.S. 38:2318.1 A.) prohibits price or price related considerations as a selection factor. Qualification statements cannot be used to procure any other service (2 CFR 200.302 (d)(5). Engineering and Architectural firms may be procured for administrative services but the RFP procedure must be utilized to procure administrative services.
Writing the Solicitation- Who, What, Where, and Why?

- **Purpose:** Explains *WHY* the local government is issuing the RFP/RFQ.
- **Objective:** Explains *WHAT* the procurement is seeking to obtain.
- **Background:** Explains *WHO* you are.
- **Definitions:** Explains any terms that are particular to the solicitation.
- **Project Description:** Explains in sufficient detail what the proposers work efforts and time needed to accomplish the job. They need to be able to understand their commitment to the job while submitting the proposal.
- **Schedule of Events:** Important dates for the RFP/RFQ.
The Solicitation Continued...

- **Scope of Services:** Explain the tasks, accomplishments, etc. that the contractor is expected to perform including all deliverables.

- **Contract & Payment:** Identify the type of contract and types of prices that will be utilized.

- **Proposer’s Information:** Identify the relevant information about each proposer.
  - General firm background
  - General qualifications
  - General experience
  - References
  - Certain assurances and or stipulations
The Solicitation Continued....

- **Selection Process:** Identify who will be conducting the evaluation and the evaluation process.

- **Evaluation Criteria:**
  - Threshold criteria: Minimum requirements for someone to compete.
    - Qualifications
    - Education
    - Experience
    - Capabilities
    - Minimum of 5 years experience with LCDBG programs
    - Particular degree (engineering, architect, accounting, etc.)
The Solicitation Continued...

- Weighted Evaluation Criteria:
  - Qualifications
  - Experience
  - Capabilities (optional)
  - Past performance (optional and NOT recommended)
  - Approach (optional and NOT recommended)
  - Staffing/work plan (optional)
What does the Proposer need to submit?

- **Submission:** You must be very specific as to what you are requesting them to submit.

- **Cover Letter** - Proposers must submit a cover letter signed by an authorized representative of the entity committing proposer to provide the services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must include:
  
  1) Firm and location. Indicate the full, legal company name of proposer, the address of its headquarters and the address of the office to which this project will be assigned.
  
  2) Contact person. Clearly identify the name, address and telephone number of the proposer’s contact person(s) for any and all communications pertaining to this RFP.
  
  3) Authorized submittal. Include name, signature, title, address, and telephone number of the person authorized to submit and sign proposer’s proposal.
Evaluation Criteria

- What is the proposer qualified to do?
  - Academic achievement and or pertinent experience of firm’s personnel to be employed by this project.

- What has the proposer done?
  - Firm’s list of previous *comparable* projects by type, size, and number.

- What can the proposer do?
  - What personnel (and or other resources) and their qualifications/specialties are available for this project.

- How well has proposer done comparable work?
  - Quantifiable measures proposer has *performed previously* on specific/identified projects.
Evaluation Criteria

- The objective, project description and scope of services all align.
  - Firm is asked for their recommendations on how to accomplish the objective implied in the project description.

- Approach and Past Performance require a lot of work for both the proposers and the evaluators.

- Only “do what you can do”. If you don’t have a full time purchasing department, it is best to keep it simple.
Procurement Staff

- Kristie Galy,  CDBG Program Manager
  - Kristie.Galy2@la.gov  225-342-2800

- Denease McGee,  CDBG Program Financial Analyst
  - Denease.Mcgee2@la.gov  225-342-7530

- William Hall,  Community Development Specialist
  - William.Hall@la.gov  225-219-3613
Rating Criteria
Public Facilities - Maximum 146 points

- Benefit to Low/Moderate Income Persons (Maximum Possible Points - 100)
- Population Loss (Maximum Possible Points - 5)
- Cost Effectiveness (Maximum Possible Points - 10)
- Project Severity (Maximum Possible Points - 25)
- Engineering Costs (Maximum Possible Points - 2)
- Administrative Costs (Maximum Possible Points - 2)
- Application Completeness (Maximum Possible Points - 2)
Benefit to Low/Moderate Income Persons - Possible 100 Points

- The beneficiaries of the project will be considered as those persons residing within the boundaries of the target area or areas.
- All streets within the target area(s) that require reconstruction, rehabilitation, or paving must be addressed.
- The engineer for each project must certify as to which residents or persons will benefit for each proposed activity. OCD-LGA will make the final determination.
- 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.
- The percentage of low/moderate persons benefitting to the 100th decimal place will be used to determine the number of points for this category. Must be at least 51% to be eligible.
Population Loss - Possible 5 Points

- Based on the percentage of population loss
- Census data that calculates the rate of loss between 2010 census and 2022 population on World Population Review will be utilized by OCD-LGA.
- Population loss information can be viewed at [https://worldpopulationreview.com/states/cities/louisiana](https://worldpopulationreview.com/states/cities/louisiana)
- Points will be assigned based on this table

<table>
<thead>
<tr>
<th>Percentage of loss</th>
<th>Points Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above (-10.0) %</td>
<td>5 points</td>
</tr>
<tr>
<td>(-5.0) - (-9.99)%</td>
<td>3 points</td>
</tr>
<tr>
<td>(-0.01) - (-4.99) %</td>
<td>1 point</td>
</tr>
</tbody>
</table>
Cost Effectiveness - Possible 10 Points

- The cost per person benefiting will be calculated for each project.
- All street applications will 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. It is computed as follows:
  - Eliminate the lowest and highest scores
  - Divide the sum of the total persons benefiting by the number of applications
  - 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.
Cost Effectiveness continued

\[
CE \ Points = \frac{\text{Lowest \ Cost \ per \ Person \ Benefiting}}{\text{Applicant \ Cost \ per \ Person \ Benefiting}} \times 10
\]

- 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.
- 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.
Severity - Possible 25 Points

- Two Major Changes

  1. % of the Total
     - Old: 50 out of 71 Application Points - 70%
     - New: 25 out of 146 Application Points - 17%

  2. Who rates the streets?
     - Old: LCDBG Staff
     - New: Consulting Engineer
## STREET SUMMARY TABLE

<table>
<thead>
<tr>
<th>Name of Street or Portion of Street</th>
<th>Proposed Work *</th>
<th># of Occupied Houses</th>
<th>Existing Width (Average) (Ft.)</th>
<th>Existing Length (Ft.)</th>
<th>Existing Surface Area (Sq. Ft.)</th>
<th>Present Serviceability Rating (PSR)</th>
<th>Proposed Width (Ft.)</th>
<th>Proposed Length (Ft.)</th>
<th>Construction Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elm Street Recon</td>
<td>14</td>
<td>18</td>
<td>1,000</td>
<td>18,000</td>
<td></td>
<td>18</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oak Street Recon</td>
<td>17</td>
<td>20</td>
<td>1,200</td>
<td>24,000</td>
<td></td>
<td>20</td>
<td>1,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ash Street Rehab</td>
<td>12</td>
<td>16</td>
<td>800</td>
<td>12,800</td>
<td></td>
<td>16</td>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cedar Street Recon</td>
<td>11</td>
<td>18</td>
<td>800</td>
<td>14,400</td>
<td></td>
<td>18</td>
<td>800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pecan Street Rehab</td>
<td>14</td>
<td>20</td>
<td>900</td>
<td>18,000</td>
<td></td>
<td>20</td>
<td>900</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Identify the type of work proposed for each street: New construction, rehabilitation, or reconstruction.
<table>
<thead>
<tr>
<th>PSR</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 - 5.0</td>
<td>Only new (or nearly new) superior pavements are likely to be smooth enough and distress free (sufficiently free of cracks and patches) to qualify for this category. Most pavements constructed or resurfaced during the data year would normally be rated in this category.</td>
</tr>
<tr>
<td>3.1 - 4.0</td>
<td>Pavements in this category, although not quite as smooth as those described above, give a first class ride and exhibit few, if any, visible signs of surface deterioration. Flexible pavements may be beginning to show evidence of rutting and fine random cracks. Rigid pavements may be beginning to show evidence of slight surface deterioration, such as minor cracks and spalling.</td>
</tr>
<tr>
<td>2.1 - 3.0</td>
<td>The riding qualities of pavements in this category are noticeably inferior to those of new pavements, and may be barely tolerable for high-speed traffic. Surface defects of flexible pavements may include rutting, map cracking, and extensive patching. Rigid pavements in this group may have a few joint failures, faulting and/or cracking, and some pumping.</td>
</tr>
<tr>
<td>1.1 - 2.0</td>
<td>Pavements in this category have deteriorated to such an extent that they affect the speed of free-flow traffic. Flexible pavement may have large potholes and deep cracks. Distress includes raveling, cracking, rutting and occurs over 50 percent of the surface. Rigid pavement distress includes joint spalling, patching, cracking, scaling, and may include pumping and faulting.</td>
</tr>
<tr>
<td>0.1 - 1.0</td>
<td>Pavements in this category are in an extremely deteriorated condition. The facility is passable only at reduced speeds, and with considerable ride discomfort.</td>
</tr>
</tbody>
</table>

**Present Serviceability Rating (PSR) Criteria**

For more details on PSR: [https://www.fhwa.dot.gov/policyinformation/hpms/fieldmanual/](https://www.fhwa.dot.gov/policyinformation/hpms/fieldmanual/)
The Present Serviceability Rating from the Street Summary Table will be converted to a Severity Score based on the following table:

<table>
<thead>
<tr>
<th>PSR</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>15</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>0.1</td>
<td>25</td>
</tr>
<tr>
<td>(a)</td>
<td>(b)</td>
</tr>
<tr>
<td>-------</td>
<td>-----</td>
</tr>
<tr>
<td>Street</td>
<td>Length (feet)</td>
</tr>
<tr>
<td>Elm Street</td>
<td>1,000</td>
</tr>
<tr>
<td>Oak Street</td>
<td>1,200</td>
</tr>
<tr>
<td>Ash Street</td>
<td>800</td>
</tr>
<tr>
<td>Cedar Street</td>
<td>800</td>
</tr>
<tr>
<td>Pecan Street</td>
<td>900</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>87,200</strong></td>
</tr>
</tbody>
</table>

The consulting engineer has ridden Elm Street and has rated the existing conditions.

The engineer has assigned Elm Street a PSR of 1.2, which is between 1 and 2.

From the Table above, a PSR of 1 is a 20 Severity Score and a PSR of 2 is a 15 Severity Score.

There is a straight line delineation between the two.

Elm St. Severity = 20 - ((Elm St. PSR-1)/(2-1)) x (20-15)

The PSR of 1.2 was converted to a Severity Rating of 19.

Weighted condition rating = 1,486,000/87,200 = 17.04

(Area multiplied by Severity for each street total) / total area
Two points will be assigned to applicants that agree to pay the engineering costs associated with the implementation of the LCDBG program.

- Costs include but are not limited to basic design, resident inspection, testing, staking, etc.
- Local funds must be pledged and allocated for such services.
- 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.
- Resolution must state that local funds will be used to pay the engineering fees and any other engineering costs incurred by the local government.
Those applicants that agree to pay all administrative costs associated with the implementation of the LCDBG program will receive two points.

- Costs include, but are not 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.

- While the LCDBG Program will allow a maximum of $50,000.00 for an administrative consultant's fees, the actual cost of these services may be less than this amount and will be determined through negotiation during the procurement process.

- A certification 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.
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.

If grantees paying for administrative costs have an under-run in their project costs, the grantee will not be allowed to use those monies for the purpose of reimbursing the local government for any administrative costs associated with the LCDBG Program.
Applications that are submitted in which all application forms and required documents/information are included will receive one point.

If OCD-LGA determines that no documents require revisions in order to complete the scoring of the application, the applicant will receive one point.
Important Notes...

- Each target area must meet the following criteria:
  - Benefit at least 51% low/mod persons.
  - Minimum of 75% residential.
  - Minimum of 50% exempt.
- State roads are not eligible for improvements with CDBG funds.
- No limit on the number of target areas.
- Streets that have been funded within the last ten (10) years (since November 21, 2012) are not eligible to be funded.
- Gerrymandering will not be accepted.
LCDBG Public Facilities Application Forms
**General Description Form**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant Name and Mailing Address</td>
<td></td>
</tr>
<tr>
<td>2. Name of City Clerk or Parish Secretary</td>
<td>3. Applicant’s Email Address</td>
</tr>
<tr>
<td>4. Name and Phone Number of Administrative Consulting Firm Preparing Application</td>
<td>5. Name and Phone Number of Engineering Firm Preparing Application</td>
</tr>
<tr>
<td>6. Administrative Consulting Firm Contact Name and Email Address</td>
<td>7. Engineering Firm Contact Name and Email Address</td>
</tr>
<tr>
<td>5. Target Area information – attach additional pages if needed</td>
<td></td>
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<tr>
<td>system-wide</td>
<td>Census Tract / Block Group/Zip Code</td>
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<tr>
<td>target area(s)</td>
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<td>name of target area</td>
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<td>name of target area</td>
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<td>name of target area</td>
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<thead>
<tr>
<th>Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>11. U.S. Congress:</td>
<td></td>
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<tr>
<td>10. National Objective Addressed:</td>
<td></td>
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<tr>
<td>[ ] Slum/Squalor</td>
<td>[ ] Low/Moderate Income</td>
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<tr>
<td>[ ] Urgent Need</td>
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<tr>
<td>11. Total Amount of CDBG Funds Requested:</td>
<td>$</td>
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<tr>
<td>12. Funds</td>
<td>Amount</td>
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<tr>
<td>LCDBG</td>
<td>$</td>
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<tr>
<td>Local Funds</td>
<td>$</td>
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<td>Private Funds</td>
<td>$</td>
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<tr>
<td>State Funds</td>
<td>$</td>
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<tr>
<td>Federal Funds</td>
<td>$</td>
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<tr>
<td>Other Funds</td>
<td>$</td>
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<tr>
<td>TOTAL COST</td>
<td>$</td>
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<tr>
<td>13. Signature (Chief Elected Official)</td>
<td>14. Date</td>
</tr>
<tr>
<td>15. Type/Name/Title</td>
<td>16. Telephone Number</td>
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</tbody>
</table>
### I. Costs by Activity (Read Instructions Before Completing)

<table>
<thead>
<tr>
<th>Activity (A)</th>
<th>LCDBG (B)</th>
<th>Other (C)</th>
<th>Total (D)</th>
<th>Source of Other Funds¹ (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Streets</td>
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<tr>
<td>2. Administration</td>
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<td>3.</td>
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<td>TOTAL</td>
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</tbody>
</table>

### II. Line Item Budget – LCDBG Funds Only

<table>
<thead>
<tr>
<th>Line Item Budget</th>
<th>LCDBG Funds Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Public Facilities – Streets (Total)</td>
<td>$</td>
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<tr>
<td>a. Construction Costs</td>
<td>$</td>
</tr>
<tr>
<td>b. Engineering Costs</td>
<td>$</td>
</tr>
<tr>
<td>c. Acquisition Costs</td>
<td>$</td>
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<tr>
<td>2. Administration</td>
<td>$</td>
</tr>
<tr>
<td>5. Other</td>
<td>$</td>
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<tr>
<td>6. TOTAL</td>
<td>$</td>
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</tbody>
</table>

### III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds)

<table>
<thead>
<tr>
<th>Name of Administrative/Engineering Firm</th>
<th>Contract Execution Date</th>
<th>Amount of Contract</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>LCDBG PROGRAM</td>
<td>PUBLIC FACILITIES IMPROVEMENTS</td>
<td>APPLICANT NAME</td>
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<tr>
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<tr>
<td>PROJECT DESCRIPTION</td>
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</tbody>
</table>

(Use only one sheet per target area)
Engineer’s Cost Estimate

---

Estimated number of weeks of construction: _____
Estimated number of parcels to be acquired: _____

Signature of Licensed Engineer

Date
PROJECT IMPACT CERTIFICATION – STREETS PROJECTS

I certify, to the best of my knowledge and belief, that (check all boxes that apply):

☐ The improvements proposed for the streets in the application will improve the Present Serviceability Rating (PSR) to greater than a 4.1 and extend the service life of a minimum of 8 years.

Refer to the instructions for any specific statements that must be made on this form.

Signature and Stamp of Licensed Engineer

Date
Cost Effectiveness

COST EFFECTIVENESS

Total LCDBG funds requested less administration and engineering costs $________

b. Total number of persons benefiting (for streets, use number of persons living in occupied houses on streets designated for work) ________

c. Average cost per person (a / b = c) $________
Engineer’s Cost Certification

ENGINEERING COSTS CERTIFICATION

I certify that our local government will pay all of the engineering costs associated with the implementation of this LCDBG program. These costs will include but not be limited to basic design, resident inspection, testing, staking, etc.

A resolution adopted by our local government is attached which identifies the firm hired and the proposed amount of their contract.

_____________________________  ______________________________
Chief Elected Official               Signature of

_____________________________
Date
Certification of Other Funds

CERTIFICATION OF OTHER FUNDS

Enter the amount of other cash funds that the applicant will inject into the proposed project’s construction costs. $__________

Verification identifying the amount and source of other funds must be inserted behind this form. Do not identify any local funds that will be used to pay administrative or engineering costs on this form. This form should involve cash contributions that will be used for the construction of the project.
Administrative Costs Certification

I certify that our local government will pay all of the administrative costs associated with the implementation of this LCDBG program; such costs will include, but not be limited to application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, and/or administrative consultant fees. I have marked the following box which indicates who will be responsible for administering the LCDBG program. The documentation to support this is included in this application in accordance with the instructions.

The local government will utilize an administrative consultant to administer the LCDBG Program. The proposed consultant is ________________. Attached is a copy of the required resolution by the local government.

The local government will utilize its own staff for the purpose of administering the LCDBG Program. Attached are a resolution and a sheet containing the required documentation requested in the instructions.

Signature of Chief Elected Official

Date
FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING

Please mark whether the following is accurate for your local government:

Did your local government receive both of the following in the most recent completed fiscal year?

- 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
- $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

- Yes, the above statements are accurate for my local government.

- No, the above statements are not accurate for my local government.

______________________________  ______________________________
Signature of Chief Elected Official  Date
Proofs of Publication

<table>
<thead>
<tr>
<th>PROOFS OF PUBLICATION</th>
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<tbody>
<tr>
<td>Attach the two required public notices and proofs of publication.</td>
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</table>
STATEMENT OF ASSURANCES

This applicant hereby assures and certifies that:

It possesses legal authority to apply for the grant and to execute the proposed program.

Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

It has facilitated citizen participation (in accordance with 42 U.S.C. 5304[a]) by:

- Providing adequate notices that provide the information specified on the Office of Community Development’s website.
- Holding a hearing to obtain citizens’ views on housing and community development needs and to provide citizens with the information specified on the Office of Community Development’s website.

It has adopted a detailed written citizen participation plan that:
<table>
<thead>
<tr>
<th>Name of Street or Portion of Street</th>
<th>Proposed Work *</th>
<th># of Occupied Houses</th>
<th>Existing Width (Average) (Ft.)</th>
<th>Existing Length (Ft.)</th>
<th>Existing Surface Area (Sq. Ft.)</th>
<th>Present Serviceability Rating (PSR)</th>
<th>Proposed Width (Ft.)</th>
<th>Proposed Length (Ft.)</th>
<th>Construction Cost</th>
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Public Facilities Application

Each eligible applicant can submit one application for consideration. The OCD-LGA will accept applications until November 21, 2022 at 5:00 pm as follows:

- An original and one copy of the complete application must be mailed to:
  - Division of Administration
  - Office of Community Development
  - Post Office Box 94095
  - Baton Rouge, Louisiana 70804-9095

- Or delivered to:
  - Division of Administration
  - Office of Community Development
  - 1201 North Third Street
  - Claiborne Building, Suite 3-150
  - Baton Rouge, Louisiana 70802
Stay Connected

- Office phone number 225-342-7412

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

- Catch us on YouTube - Search OCD-LGA
  - https://www.doa.la.gov/doa/ocd-lga/