

Office of Community Development  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

**TO:** Potential LGAP/CWEF Applicants

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

**DATE:** October 17, 2024

**SUBJECT:** FY 2024-2025 LGAP and CWEF Applications

The Office of Community Development-Local Government Assistance (OCD-LGA) will soon open the online portal for submittal of applications for the Local Government Assistance Program (LGAP) and Community Water Enrichment Fund (CWEF). The online portal can be found at <https://wwwcfprd.doa.louisiana.gov/cwef-lgap/login.cfm>.

On Wednesday, October 23, 2024 at 10:00 am, the OCD-LGA will host a webinar to provide an online demonstration of the LGAP-CWEF Application Portal and discuss the programs. The portal will open November 1, 2024 for submittal of applications for 2024-2025 program year funds and close at February 28, 2025 at 4:00 pm. It is important to remember that all documents must be loaded into the portal by the deadline in order to be considered for funding. This means that all support letters and resolutions of support must be completed by February 28, 2025. No extensions will be approved and no late applications will be accepted. All documents must be submitted through the application portal by 4:00 pm on February 28, 2025. It is not necessary to submit any application documents directly to OCD-LGA staff.

Access to the portal can be obtained by completing the attached form and emailing to me at [traci.watts@la.gov](mailto:traci.watts@la.gov). Each local government can have up to three persons with active access in the portal. If you were given access to this portal previously and were issued an M ID number, then you do not need to request access again. If you were assigned an M ID number for a different portal, please include that number on your access request form. M ID numbers are assigned to a person, not a local government, and should not be shared with other persons. If you already have an M ID number, were given access to this portal, and have difficulty accessing the portal, then you can request assistance by emailing me from the email associated with the M ID number with the following information:

- M ID number
- Name of person assigned M ID number
- Description of issue

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You can access the webinar [here](#) or from the OCD-LGA website at <https://www.doa.la.gov/doa/ocd-lga/ocd-lga-news/> . A recording of the meeting will be linked on the OCD-LGA website after completion.

All municipalities and parishes within the State of Louisiana that are identified by the U.S. Department of Housing and Urban Development (HUD) as non-entitlement communities are eligible to apply for assistance under the LGAP and CWEF programs.

**For the 2024-2025 fiscal year, the maximum allocation amounts available per parish for LGAP is \$300,000 and for CWEF is \$350,000.** The grant ceilings for local governments are included in the online portal. The OCD-LGA encourages all potential applicants within each parish to prioritize their requests.

If you have any questions, please contact Wendi Vessel at [wendi.vessel@la.gov](mailto:wendi.vessel@la.gov), Janice Walker at [janice.walker@la.gov](mailto:janice.walker@la.gov), Collette Desselles at [collette.desselles2@la.gov](mailto:collette.desselles2@la.gov) or call 225-342-7412.

Attachment