

# Steps: Procurement of Professional Services

Step 1  
**Planning**  
LCDBG Applicant

Determine total requirements  
Identify **Tasks** to be performed in house  
Identify **Tasks** to be contracted

Step 2  
**Issue Solicitation**  
LCDBG Applicant

Determine appropriate procurement method  
Determine relevant selection criteria  
Issue Solicitation for procured **Tasks**

Step 3  
**Offer/Proposal**  
Offeror

Review requirements of solicitation  
Analyze work effort needed  
Estimate proposed cost  
Submit proposal

Step 4  
**Selection**  
LCDBG Applicant

Reviews proposals  
Evaluates selection criteria  
Selects contractor

Step 5  
**Contract**  
LCDBG Applicant

Determines appropriate type of contract  
Determines appropriate types of prices  
Lists **Tasks** to be performed

Step 6  
**Performance**  
Contractor

Performs contracted **Tasks**

Step 7  
**Invoice**  
Contractor

Submits invoices with itemized costs/ applied work efforts

Step 8  
**Work Product**  
Contractor

Provides/Maintains Evidence  
**Tasks** were performed

Step 9  
**Audit/Monitor**  
OCD

Verify compensated **Tasks** were performed and rate of compensation was reasonable

# Citizen Participation Handout

- Each applicant/grantee shall provide citizens with adequate opportunity to participate in the planning, implementation, and assessment of the CDBG program. The applicant/grantee shall provide adequate information to citizens, hold a public hearing at the initial stage of the planning process to obtain views and proposals of citizens, and provide opportunity to comment on the applicant's/grantee's community development performance.
- You must develop and adopt a Citizen Participation Plan prior to application preparation.
  - It must be made available to the public at the beginning of the planning stage (the first public hearing).
  - See the “Citizen Participation Requirements” document on the “Applications and Forms” page of the CDBG website for a sample Plan:
  - ([https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg\\_applications\\_and\\_forms.aspx](https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx)).
- First public hearing
  - Must include amounts of funds available, range of potential activities, plans to minimize displacement, and past LCDBG performance (if applicable).
  - Notice must be given at least five (5) days in advance.
  - Must provide accommodations for handicapped and non-English speaking citizens.
  - Must encourage citizens to participate and submit views.
    - Especially persons of low to moderate income.
- Second public hearing
  - Must be published after first public hearing and prior to application submittal.
  - Must be published at least seven (7) days prior to application submittal.
  - Must inform citizens of what project was chosen for the application.
  - Must be made available for review.
    - All application documents must be signed and executed prior to being made available for review.
- Technical assistance must be given upon request.
- If the project requires a program amendment, a public hearing must be held.
  - Must be performed prior to submittal of the amendment to OCD.
  - Exception: Elimination of acquisition as an activity does not require a hearing.
- A performance hearing prior to closeout must be held.
  - After construction is completed.
  - A copy of the notice and minutes must be submitted with closeout documents.

Note: All publications should have notarized proof of publication and (if applicable) written minutes and a roster of attendees.