Louisiana Division of Administration

Office of Community Development

FY 2027 CDBG

Application Workshop

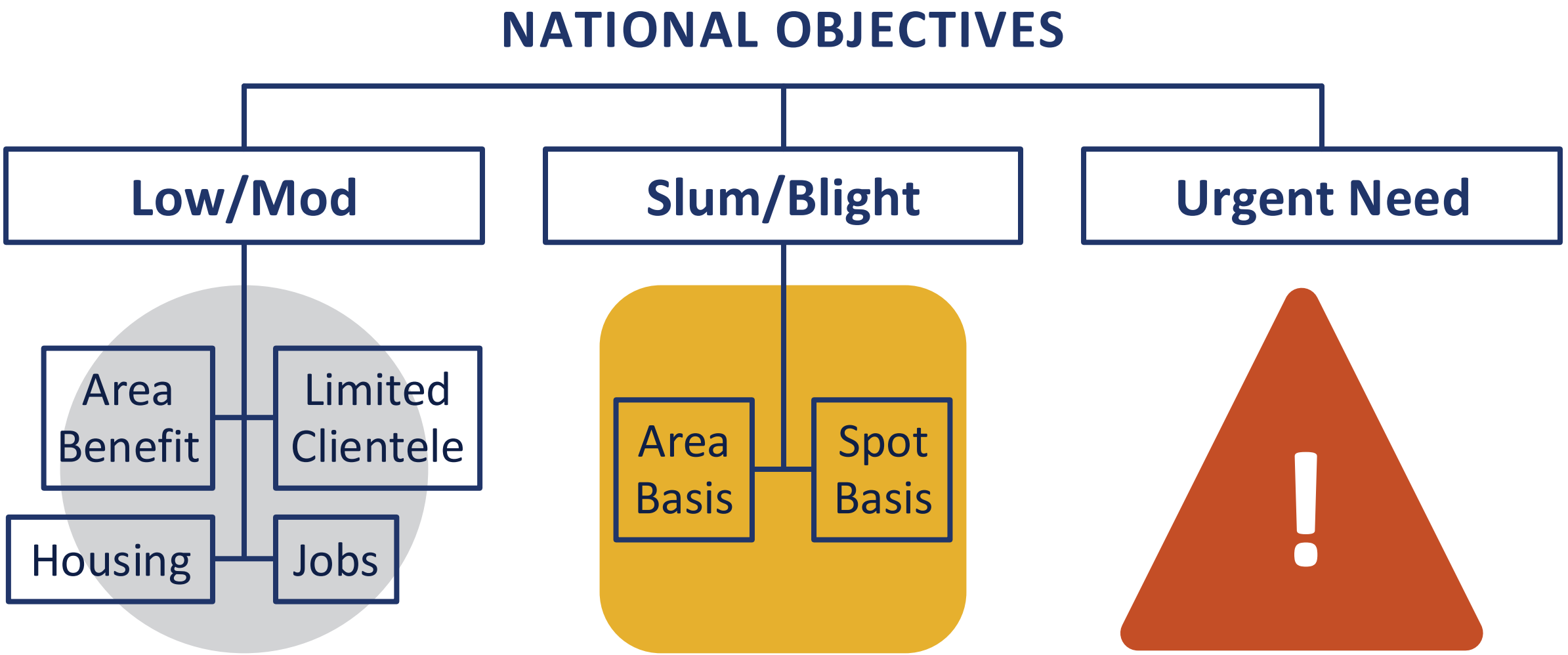
Agenda

1. Program Overview
2. Citizen Participation
3. Procurement Requirements
4. Clearance
5. ABF: Survey and Census
6. Public Facilities (PF)
7. Make a Difference (MAD)
8. Questions & Answers

Program Overview

- Appropriated by Congress and allocations are determined by the U.S. Department of Housing and Urban Development
- Distribution of annual allocation is determined by OCD and approved by HUD
- Funds must be distributed to non-entitlement local governments
- Funds must meet a national objective and be spent on an eligible activity

State Program National Objectives



CDBG Eligible Activities

https://www.hudexchange.info/resource/2179/guide-national-objectives-eligible-activities-state-cdbg-programs/

- Acquisition of Real Property
- Public Facilities and Improvements and Privately-owned utilities
- Code Enforcement
- Clearance, Rehabilitation, Reconstruction, and construction of Buildings (including housing)
- Architectural Barrier Removal
- Loss of rental income
- Disposition of real property
- Public services
- Payment of non-federal share
- Relocation
- Planning and capacity building
- Program administrative costs
- Activiorganizationsties carried out through Non-profit development
- Economic Development assistance to for-profit business
- Microenterprise assistance
- Homeownership assistance
- Lead-based paint hazard evaluation and reduction
- In-Rem housing
- Construction of Tornado-safe shelters.

Allocations

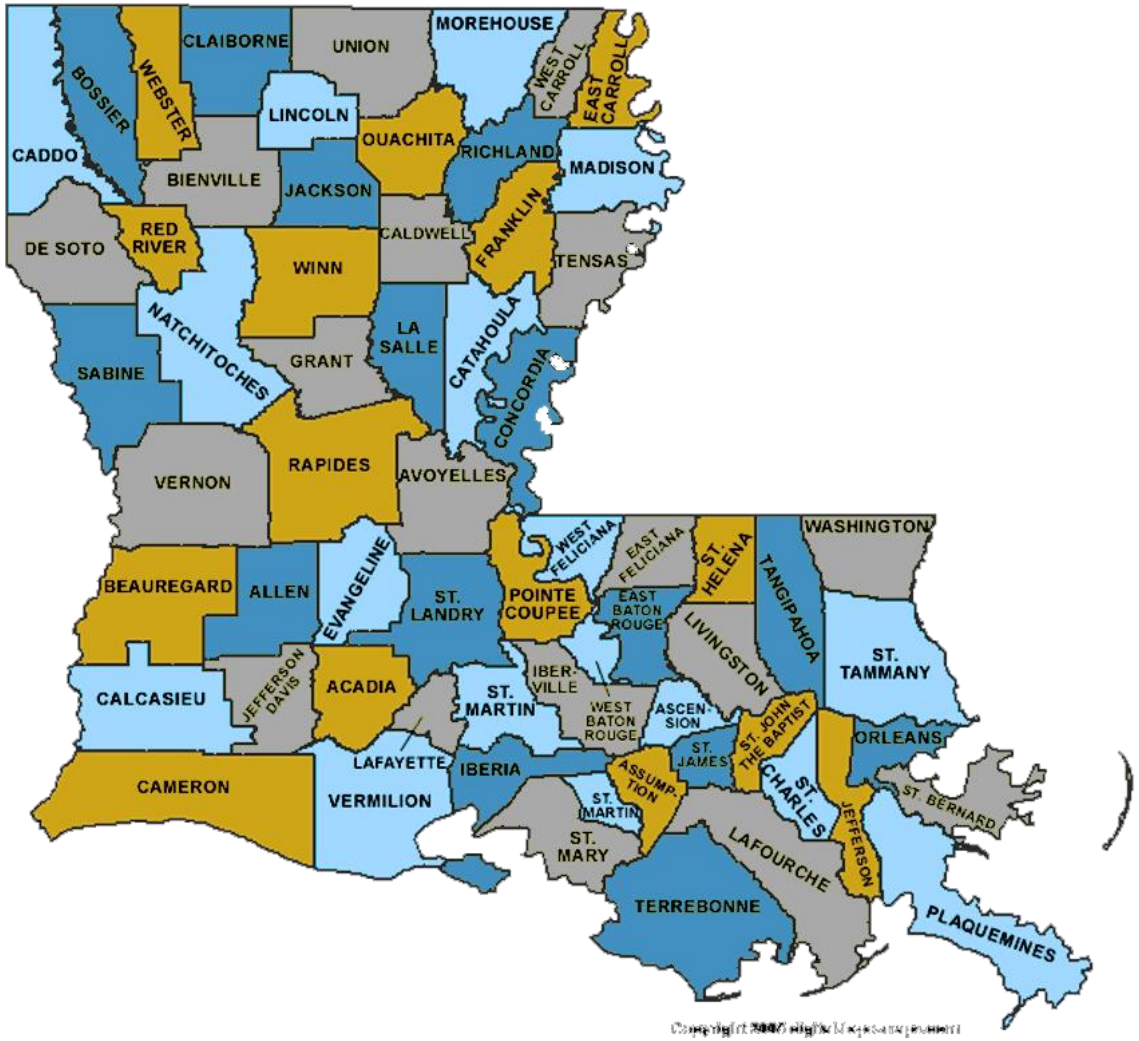


- Louisiana anticipates receiving approximately $22,000,000
- Clearance: $6,000,000
- Make a Difference: $2,000,000
- Public Facilities: estimate $13,500,000

Program Overview

- 306 Municipalities and 64 Parishes
- 15 Entitlements (Alexandria, Baton Rouge, Bossier City, Hammond, Houma-Terrebonne, Kenner, Lafayette, Lake Charles, Monroe, New Orleans, Shreveport, Slidell, Thibodaux, Jefferson Parish, St. Tammany Parish)
- 289 Non-entitlement municipalities and 58 non-entitlement parishes

Program Overview



- All non-entitlement units of general local government are eligible.
- All municipalities and parishes in Louisiana are eligible except: Alexandria, Baton Rouge, Bossier City, Terrebonne Parish Consolidated Government, Hammond, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish, Shreveport, Slidell, and Thibodaux.

Program Overview



- Needs Assessment every two years
- Priorities of the Administration
- Requirements of the CDBG program and HUD administrative policies
- Establish funding programs to address all of these things in an effort to positively impact Louisiana communities.

Application Submittal

All applications for Public Facilities, Clearance, and Make a Difference are due **January 20, 2027** by **4:30 p.m.**

All applications must be submitted to the following email address:
CDBG.Applications@la.gov

ANY APPLICATION RECEIVED THROUGH MAIL WILL NOT BE CONSIDERED.

Citizen Participation

Citizen Participation

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, provide the opportunity to review and comment on proposed activities in an application to the State, and hold a public hearing to allow citizens to comment on the applicant's/grantee's community development performance.

Citizen Participation Plan

- Must develop and adopt a CP Plan **prior to application preparation**.
- Must be made available to the public at the beginning of the planning stage (the first public hearing).
- eCFR :: 24 CFR 570.486 -- Citizen participation.

Citizen Participation Steps

1. Citizen Participation Plan
2. Notification and Holding of Public Hearing
3. Advanced Notice and Period for Application Review
4. Submit Application

CP Plan Minimum Requirements

- Provide for and encourages citizen participation (especially LowMod).
- Provide citizens with reasonable and timely access to meetings, information, and records related to the project.
- Provide for technical assistance.
- Provide for public hearings to obtain citizen views.
- Provide for a formal written procedure which will accommodate a timely written response to written complaints and grievances.
- Identify how the needs of non-English speaking residents will be met.
- Sample plan is on the CDBG website.

First Public Hearing

- Plan hearings and notices early in the process to ensure adequate opportunities to achieve public participation.
- Public notice must be given at least five (5) days in advance.
- Must provide accommodations for handicapped and non-English-speaking persons.
  - Physical assistance, interpreters, etc.
- Must encourage citizens, with emphasis on LowMod, to participate and submit their views.
- Citizens must be made aware of when and where to submit those views and proposals.

First Public Notice Requirements

- Must be published in the local government's journal of record and by any other means identified in the local government's Citizen Participation Plan
- The **amount of funds available** for proposed community development.
- 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.
- The **plans of the applicant for minimizing displacement** of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities.
- If applicable, the applicant must provide citizens with information regarding the **applicant's performance in prior LCDBG programs** funded by the state.

First Public Notice Requirements

- Encourage citizens, particularly those of low/mod income and residents of slum/blight areas to submit their views on community development and housing needs
- State that accommodations will be provided for non-English speaking and disabled individuals
- Have at least 5 calendar days allowed for notification of the public hearing
- Include roster of attendance and minutes retained for the public hearing
  - The local government's Citizen Participation plan **must** be followed

Second Public Notice for Application Review

- After **final application is prepared and signed**, prior to its submittal to the OCD, it must be made available to the public
- Method of notification should be selected based on the **most efficient way to reach the community**
  - Newspaper Ad, post of City Hall, on the website, social medial post, flyer, etc…
- Citizens must be provided with reasonable advance notice of the availability (minimum of 7-days recommended)

Application Review

- Provide citizens with reasonable advance notice
  - Method of notification should be applicable to community - ex. post at City Hall, on website, on social media, in a flyer, in the newspaper
- Provide location for review
- Give opportunity to comment on proposed activities
- Prior to submitting application to OCD

Citizen Participation Additional Requirements

TECHNICAL ASSISTANCE

- TA must be provided to facilitate citizen participation upon request.

AMENDMENTS

- Grantee must involve citizens in program amendments.
- Public hearing must be held prior to submittal of the program amendment.
- Minutes and roster must be included with amendment request.
- Exception: Not required if acquisition is being eliminated.

PERFORMANCE HEARING

- Obtain citizen views and respond to questions relative to program performance.
- After construction is completed.
- Copy of notice and minutes must be submitted with closeout documents.

Program Amendments

- Citizens must have the opportunity to be involved.
- A hearing must be advertised a minimum of 5-days prior
- Include all of the same information as required for the 2nd hearing notice
- Include all proposed changes and reasons for those changes
- Minutes of the hearing and roster of attendance must be included with the program amendment request
- A public hearing is not required if the activity of acquisition is eliminated from the program

Performance Hearing

- Must be done prior to close-out and advertised a minimum of 5-days in advance
- Conduct a public hearing to obtain citizen views and to respond to questions relative to the recipient's performance.
- Must be done after construction is completed (during or after the lien period)
- A copy of the public notice, proof of publication, attendance sheet, and minutes of the hearing must be submitted with the close-out documents
- Documentation must also be kept at the local level

Complaint Procedures

- These must be handled according to your written complaint's procedure
- A written response from the chief elected official to the complainant must be made within 15 working days
- A copy must be submitted to OCD
- Complainants must be made aware that if they are not satisfied with the response, that a written complaint may be filed with the OCD.

Successful Citizen Participation

- CP Plan should be first
- Hybrid meetings are encouraged
- A notice in a newspaper is required, but other methods of contacting the public are encouraged!
- Make sure the paper publishes your notice
- Start early
- Stick to your CP Plan
- Threshold requirement for all programs

SAMPLE CITIZEN PARTICIPATION PLAN – Revised for FY 26/27

CITIZEN PARTICIPATION PLAN

The_____has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The_____is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the _____shall:

1. Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;

2. Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;

3. Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;

4. Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;

5. Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and

6. Provide for a formal written procedure which will accommodate a timely-written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the_____.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the _____a minimum of five calendar days prior to the hearing. In addition, notices will also be posted on the _____'s Facebook page and website, in (parish office buildings/town hall) and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held in person and live-streamed through Facebook at times and locations convenient to potential or actual 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. All citizens, whether attending virtually or in person will be instructed on how to submit views and proposals.

I. APPLICATION:

Public Notice/Hearing

A. The public hearing to address LCDBG 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; and

4. The_____prior performance of LCDBG 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)

_____

_____

_____

_____

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_____.

II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The_____will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately_____calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the_____LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a_____day notice is received by the_____.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the State may make such objection known to:

Office of Community Development

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

The State will consider objections made only on the following grounds:

A. The application description of needs and objectives is plainly inconsistent with available facts and data;

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.

BILINGUAL

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 LCDBG 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 ADEQUATE INFORMATION

The_____shall provide timely disclosure of records, information and documents related to the LCDBG 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 COMPLAINT PROCEDURE

SECTION 1

It is the policy of the (local government) to review all complaints received by the (local government.)

SECTION 2

The following procedures will be followed on all complaints received by the (local government):

A. The complainant shall notify the (designated local official) of the complaint. The initial complaint may be expressed orally or by written correspondence.

B. The (designated local official) will notify the Mayor or designated representative of the complaint within_____working days.

C. The Mayor or designated representative will investigate the complaint and will report the findings to the (designated local official) within_____working days.

D. The (designated local official) will notify the complainant of the findings of the Mayor or designated representative in writing or by telephone within_____working days.

E. If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the (designated local official) who will forward the complaint and all actions taken by the Mayor or designated representative to the appropriate council committee for their review. This will be accomplished within_____working days of receipt of the written complaint.

F. The reviewing council committee will have_____working days to review the complaint and forward their decision to the complainant in writing.

G. If the complainant is aggrieved with the decision of the Committee, he must notify the (designated local official) in writing that he desires to be afforded a hearing by the (local government) Council. The complainant will be placed on the next regularly scheduled council meeting agenda. The (designated local official) will notify the complainant in writing of the date of the hearing.

H. The complainant must bring all relevant data, witnesses, etc., to the hearing. The (local government) Council, at the hearing, will review the complaint and forward within _____ days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the (local governing official) Council will inform complainant of an appropriate date to expect a response. Within_____working days of reaching a decision, the complainant will be notified in writing of the decision.

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 the:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94005
Baton Rouge, Louisiana 70804-9095

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 Division directly at the Toll Free Telephone number 1-877-297-0995, 225-326-6079, 711 or 800-846-5277 for TTY users or by email at HUD@ag.state.la.us. The office's physical address is 1885 N. Third St., Baton Rouge, Louisiana 70802.

SECTION 4

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

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the (local government) 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_____regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by_____in regular session on this_____day of_____, 20_____.

_____ _____

WITNESS CHIEF ELECTED OFFICIAL

When should you develop and adopt the Citizen Participation plan?

A. Prior to application preparation
B. At the beginning of the planning stage
C. After the first public hearing
D. Both A and B

How many days in advance should you advertise for the first public hearing?

A. 3 days

B. 10 days

C. 5 days

D. None of these

_____ must be done prior to close out and advertised a minimum of ___ days in advance.

A. Technical Assistance, 10 days
B. Performance Hearing, 5 days
C. Application submission, 7 days
D. Advertising, 5 days

Procurement Policy

Procurement

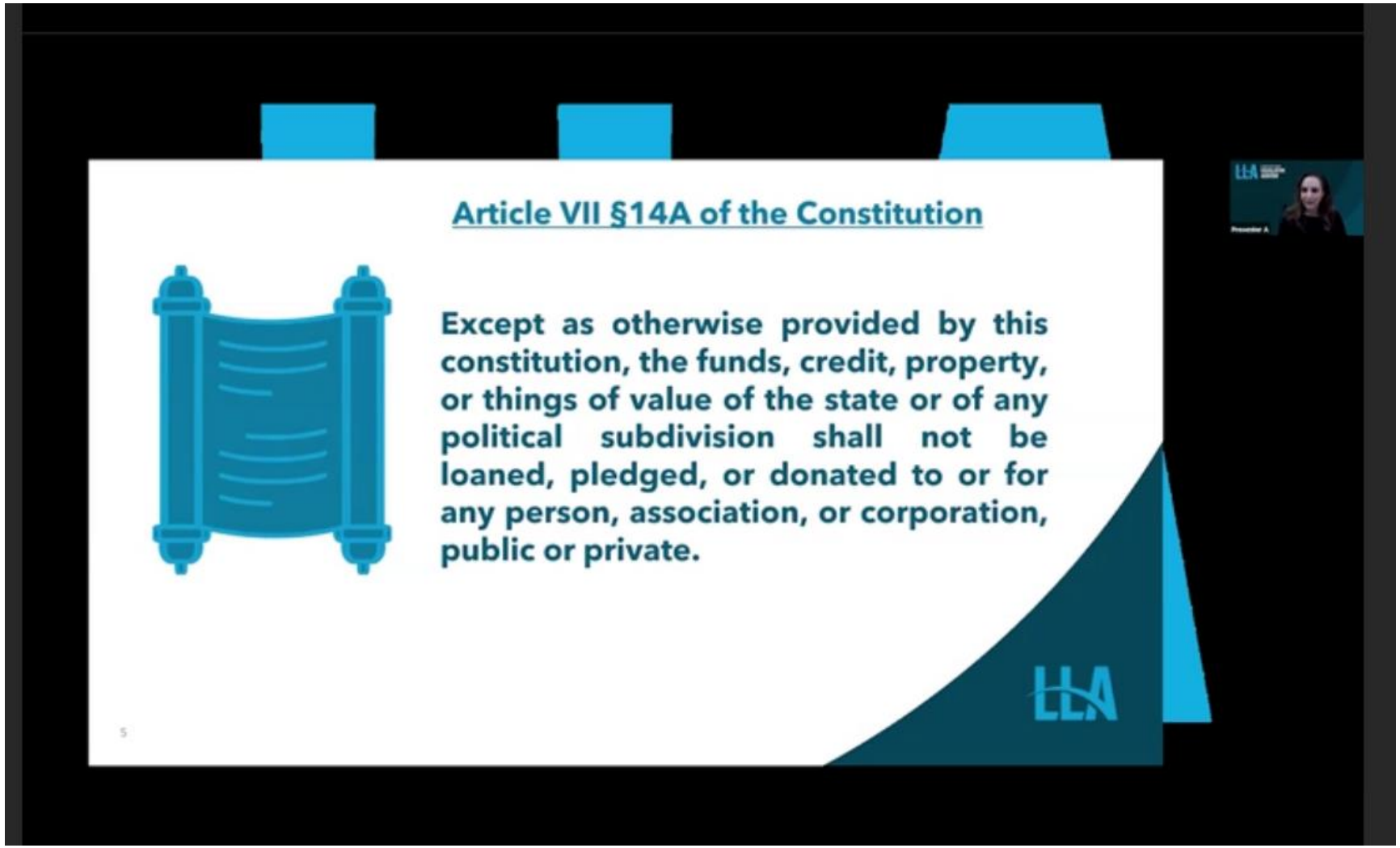
AUTHORITIES

- Regulations
- Policy
- Procedures

TRAINING

Procurement

AUTHORITIES



Procurement Authorities

REGULATIONS

A statement by a governmental body to implement, interpret, or prescribe law or policy for conducting public procurement.

POLICY

A governing principle or plan that establishes the general parameters for the organization to follow in carrying out its procurement responsibilities.

PROCEDURES

The detailed series of related activities that must be completed and the sequence in which they must be done, to accomplish a given task.

Procurement Regulations

- 2 CFR 200 “UNIFORM ADMINISTRATIVE REQUIREMENTS (UAR)” aka “Uniform Guidance”
- 2 CFR 200 Subpart D Post Federal Award Requirements
- **2 CFR § 200.317-.327 Procurement** (9 pages)

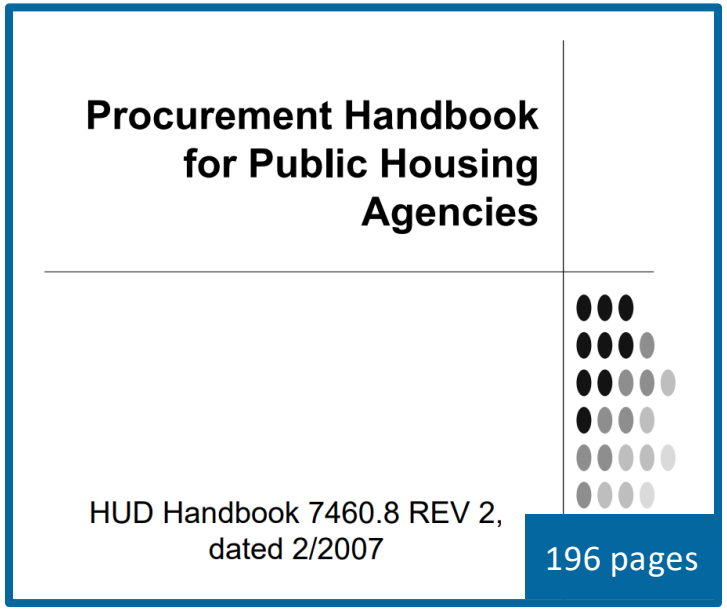
“(R)ecipients and subrecipients, including subrecipients of a State or Indian Tribe, must follow the procurement standards in §§ 200.318 through 200.327.”

Procurement Regulations

- **CDBG Regulation 24 CFR § 570.489(g) Procurement Policy**

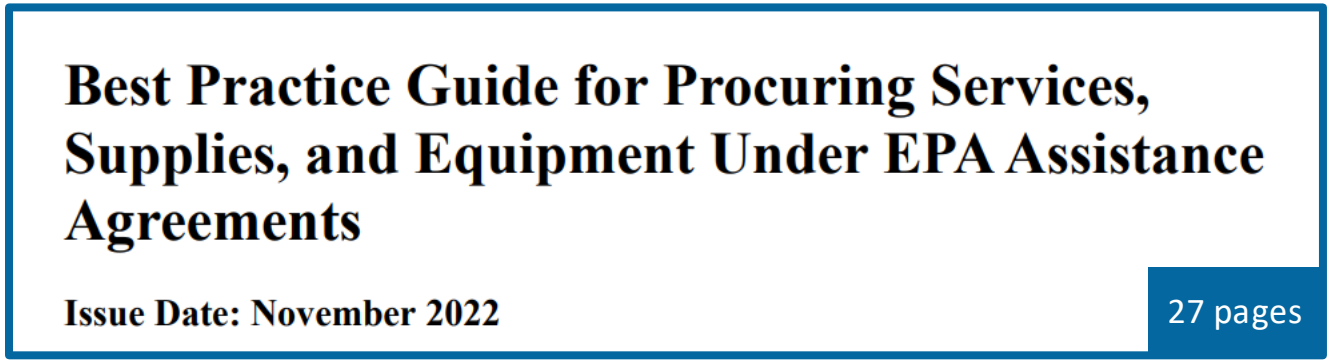
"The State shall establish requirements for **procurement policies and procedures** for units of general local government…"

Procurement Regulations



Additional Federal Guidance for Interpreting 2 CFR 200. 318-327







Procurement Authority

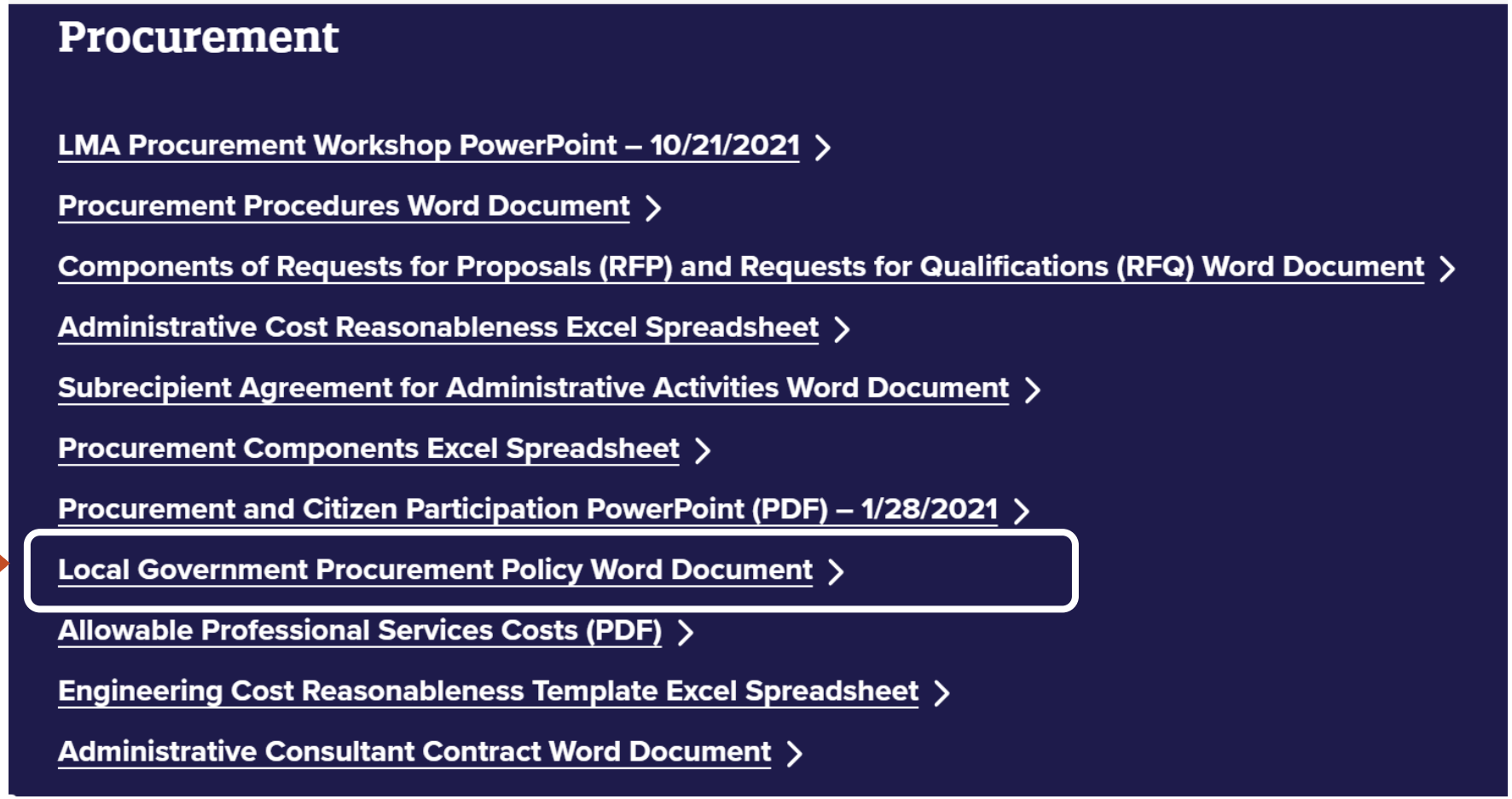
POLICY

The adopted local government procurement Policy is the legal authority to conduct procurement activity with Federal funds.

Revised Procurement Policy

OCD Website: Office Of Community Development | CDBG and CDBG-CV (COVID-19) Programs

The Procurement Policy that OCD has established for local governments to adopt can be found on the new website



Revised Procurement Policy

TOPICS

- Purpose
- Authority and Administration
- Code of Conduct
- Fair and Open Competition
- Solicitations and Advertisements
- Contracting With Small and Minority Business
- Suspension and Debarment
- Protests
- Procurement Components
- Purchase Types
- Procurement Methods
- Contractor Selection
- Solicitation Types
- Contract Types
- Types of Prices
- Types of Payments
- Cost Reasonableness
- Procurement Records
- Federal Contract Provisions
- Procurement Methods and Procedures

Revised Procurement Policy

[On the OCD/LGA website]

PROCUREMENT POLICY

These policy provisions are intended to serve as the legal authority for the procurement of supplies, equipment, construction services and professional services for the [UGLG/NFE subrecipient NAME] in the conduct of all of its Federal programs [and the UGLG/subrecipient's purchases]. These policy provisions meet the Federal grant standards established in 2 CFR 200.317-326.

PURPOSE

The purpose of this Statement of Procurement Policy is to: (1) provide for the fair and equitable treatment of all persons or firms involved in purchasing by [UGLG/NFE subrecipient NAME] ; (2) assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the [UGLG/NFE subrecipient]; (3) promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and (4) assure that [UGLG/NFE subrecipient] purchasing actions are in full compliance with applicable State laws, Federal standards, [UGLG/NFE subrecipient] ordinances, regulations or other relevant policies.

PROCUREMENT AUTHORITY AND ADMINISTRATION

The primary purchasing/procurement authority for the [UGLG/NFE subrecipient] shall be the [job title/position]. All procurement transactions shall be conducted and administered by the [job title/position].

The [purchasing/procurement authority] shall insure that there are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is inspected before payment, and payment is made promptly for contract work performed and accepted.

The [purchasing/procurement authority] shall insure the appropriate method of procurement is used for the particular purchase considering Federal, State and [UGLG/NFE subrecipient] dollar thresholds.

The [purchasing/procurement authority] shall insure the appropriate contract and prices are applied to the particular purchase.

Revised Procurement Policy

COMPONENTS

- Purpose
- Authority and Administration
- Code of Conduct
- Fair and Open Competition
- Solicitations and Advertisements
- Contracting With Small and Minority Business
- Suspension and Debarment
- Protests
- Procurement Components
- Purchase Types
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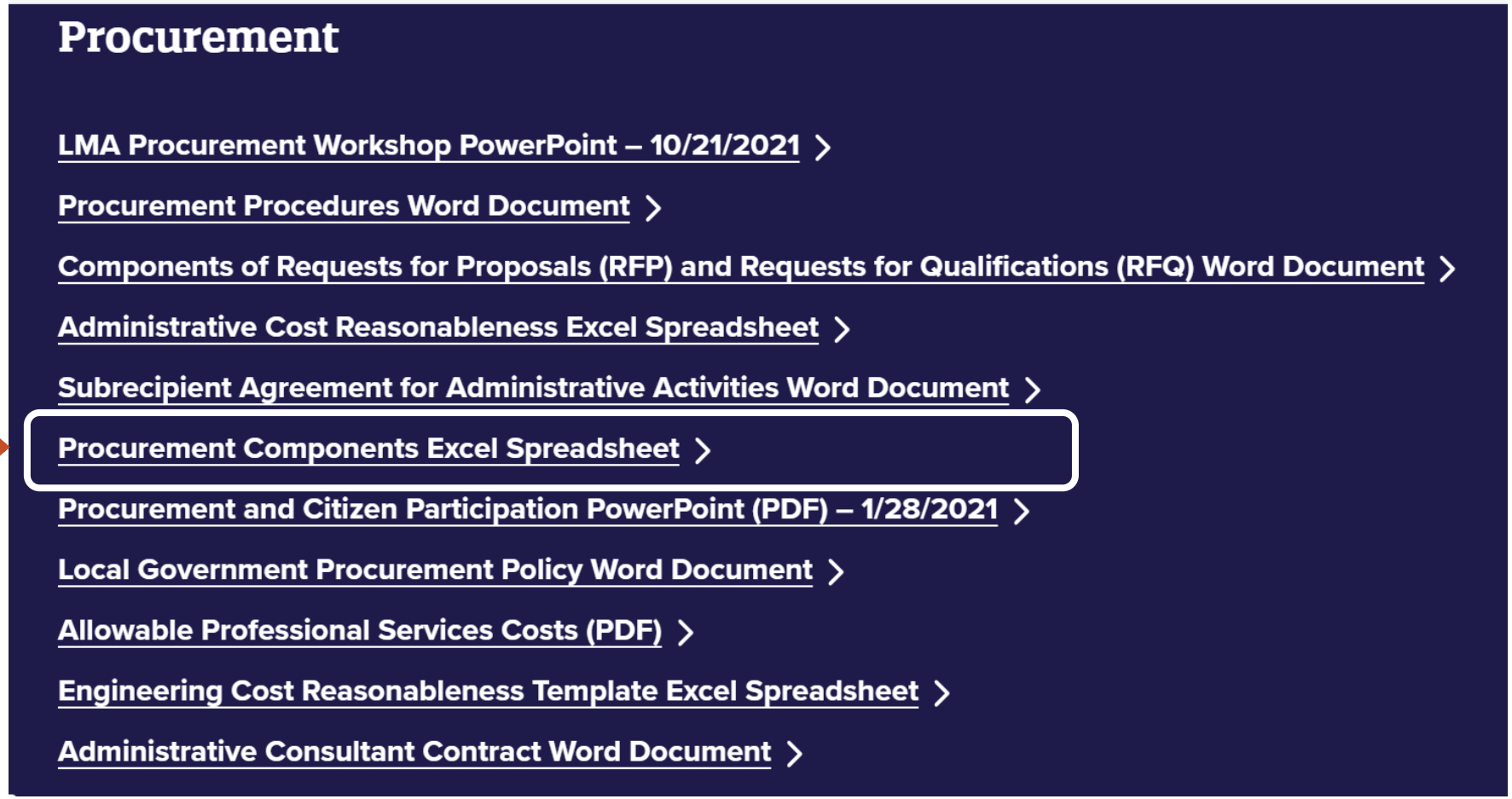
- Cost Reasonableness
- Procurement Records
- Federal Contract Provisions
- Procurement Methods and Procedures

Revised Procurement Policy

OCD Website: Office Of Community Development | CDBG and CDBG-CV (COVID-19) Programs

Definition of each component can be found on Excel Spreadsheet



Procurement Policy

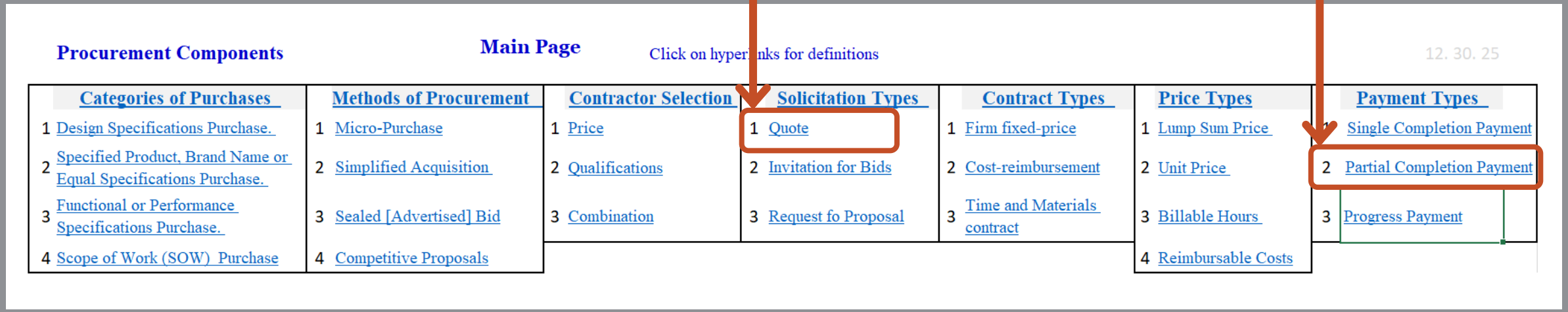
- Excel Spreadsheet found on the Website
- Definition of each component

Procurement Components **Main Page** Click on hyperlinks for definitions 12. 30. 25

	Categories of Purchases	Methods of Procurement	Contractor Selection	Solicitation Types	Contract Types	Price Types	Payment Types
1	Design Specifications Purchase.	Micro-Purchase	Price	Quote	Firm fixed-price	Lump Sum Price	Single Completion Payment
2	Specified Product, Brand Name or Equal Specifications Purchase.	Simplified Acquisition	Qualifications	Invitation for Bids	Cost-reimbursement	Unit Price	Partial Completion Payment
3	Functional or Performance Specifications Purchase.	Sealed [Advertised] Bid	Combination	Request fo Proposal	Time and Materials contract	Billable Hours	Progress Payment
4	Scope of Work (SOW) Purchase	Competitive Proposals				Reimbursable Costs	

Procurement Policy

Click on the Hyperlinks on the spreadsheet



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4	Scope of Work (SOW) Purchase	Competitive Proposals				Reimbursable Costs	

Main Page Planning

Solicitation Types.

Below are the three different types of solicitation methods that can be utilized procurement. They are mutually exclusive and their use may be governed by cost thresholds.

Main Page

Quote - a solicitation of pricing information from several sources based upon a simple description of a commercial item, defined work product or completed service. A **Quote** is normally expressed as a single price inclusive of all the necessary cost components furnished by the vendor. All vendors are expected to provide essentially the same product or service for the offered price. The lowest price/cost **Quote** will be the best value. The solicitation can establish acceptability standards or minimum qualifications for offers, but selection must be made on price. A **Quote** is not necessarily an offer and, consequently, does not have to be accepted by the [UGLG/ Subrecipient] to form a binding contract.

Main Page

Definition for Each Component

Main Page Planning

Payment Types

Below are the three federal payment types to be used depending on the nature of the contract. They are mutually exclusive.

Main Page

Partial Completion Payment Payments for completed items of work. Partial payments are payments made, as authorized by the contract, upon delivery and acceptance of one or more complete units (or one or more **distinct items of service or work products with a cost or price**) in accordance with the contract specifications or statement of work, even though other quantities (or items) remain to be delivered. Can be used whenever the contract can be structured in terms of **incremental stages or deliveries** and there are appropriate acceptance criteria for the supplies, services or completed subsystems of a larger system. When the contract authorizes delivery or performance in increments, payment of a portion of the contract price may be made before the entire contract is completed.

Definition for Each Component

Procurement Authority

POLICY

A governing principle or plan that establishes the general parameters for the organization to follow in carrying out its procurement responsibilities.

The federal grant procurement regulations permit the use of:

- Cooperative Purchases [2 CFR 200.318(e)]
- Pre-qualified Lists [2 CFR 200.319(e)]

These items are not included in the basic OCD Procurement Policy and the Grantee will have to amend their policy accordingly when using Federal funds for these types of procurement

Any questions on
Procurement Policy?

Procurement Procedures

Procurement Authority

PROCEDURES

The detailed series of related activities that must be completed and the sequence in which they must be done, to accomplish a given task.

"[**OCD**] shall establish requirements for procurement … procedures for units of general local government"

Local government recipients shall adopt the procurement procedures established by OCD.

Procurement Procedures

OCD Website: Office Of Community Development | CDBG and CDBG-CV (COVID-19) Programs

The Procurement Procedures that OCD has established for local governments to adopt can be found on our website



Local Government Procurement Procedures

- Must have written procedures that meet the standards for the other procurement methods
- Micro-purchase
- Simplified Acquisition *[formerly Small Purchase]*
- Sealed bids below the State threshold(s)
- Competitive proposals
- Non-competitive proposals

Requirement: Develop procedures that meet the federal grant procurement standards for the other methods of procurement.

Local Government Procurement Procedures

- Must have written procedures that meet the standards for the other procurement methods
- Sealed bids **above** the State threshold $260,000

All political subdivsions in LA have a procedure for public works construction LA R.S. 38:2211

Local Government Procurement Procedures

- Must have written procedures that meet the standards for the other procurement methods
- Competitive proposals

Requirement: Use OCD format for issuing Request for Proposals

Local Government Procurement Procedures

Format for Competitive Proposals

PURPOSE
Explains why the Unit of General Local Government is issuing this proposal

OBJECTIVE
Explains what this procurement is seeking to obtain in terms of a contractor [lowest cost among qualified offers] or best qualified [most experience] [most qualifications] [most capabilities] [best past performance] [best approach plan]

BACKGROUND OF THE ISSUER
Provides information on the UGLG and pertinent information on the project

DEFINITIONS
Identifies any items that are peculiar to the procurement

PROPOSERS INFORMATION
Identifies relevant information about each proposer

SELECTION PROCESS
Identifies how and who will be conducting the evaluation; one step or two step process, interviews

EVALUATION CRITERIA
Threshold Requirements:
States minimum requirements for all proposers to compete
Weighted Evaluation Criteria
States the criteria for comparison of proposers and selection of contractor

PROJECT DESCRIPTION
Provides sufficient information for proposers to estimate work efforts and time needed to accomplish tasks

SCHEDULE OF EVENTS
Outlines the significant events of the procurement

SCOPE OF WORK
Identifies what tasks and/or accomplishments contractor will perform

CONTRACT, PRICE(S) AND PAYMENTS
Identifies the type of contract, type(s) of prices and types of payments that will be utilized in the contract, duration of the contract

PRICE/COST
Identifies how much weight price/cost will carry in the selection; required as a selection factor for all procurement except design professionals. Each separate work product or deliverable must have a separate identifiable price or cost for all CPs including A/E contracts.

SUBMISSION REQUIREMENTS
- Request additional or pertinent information not elsewhere requested
- States Requirements for Submission of RFP/RFQ

Requirement:
Use OCD format for issuing Request for Proposals

Local Government Procurement Procedures

FORMAT FOR COMPETITIVE PROPOSALS

Contract, Price(s) and Payments

Identifies the type of contract, type(s) of prices and types of payments that will be utilized in the contract, duration of the contract



Requirement: Use OCD format for issuing Request for Proposals

Local Government Procurement Procedures

FORMAT FOR COMPETITIVE PROPOSALS

Contract, Price(s) and Payments

Identifies the type of contract, type(s) of prices and types of payments that will be utilized in the contract, duration of the contract



Requirement: Use OCD format for issuing Request for Proposals

Local Government Procurement Procedures

FORMAT FOR COMPETITIVE PROPOSALS

Requirement: OCD must review and approve Requests for Proposals using federal funds before they are issued

Any questions on

Procurement Procedures?

Procurement Training

Procurement Training



PROVIDE COMPETENCIES AND TRAINING

A best practice for grantees is to have a knowledgeable entity review their procurement policies and procedures to ensure that they meet HUD and Office of Management and Budget requirements. In addition, contracting staff should be sufficiently trained to perform its duties and meet its responsibilities.

Procurement Training

2025 Regular Session **ACT No. 436** **ENROLLED**

SENATE BILL NO. 166

BY SENATOR WOMACK

Prefiled pursuant to Article III, Section 2(A)(4)(b)(i) of the Constitution of Louisiana.

AN ACT

To enact R.S. 38:2225.6, relative to public contracts; to provide for expending state funds through contracts with local governmental entities and third party entities; to require

LOUISIANA LEGISLATIVE AUDITOR

Welcome to the LLA Municipal Training Portal

Statutory Requirement:
Per R.S. 38:2225.7(D) and R.S. 33:1440.32., starting July 1, 2026, this portal allows all elected officials of municipalities and certain municipal employees to complete the required one hour of annual training on procurement and the letting of public contracts. This portal is designed to allow you to register and complete the training online.

LLA's Municipal Training Portal Overview

Continue to the LLA Municipal Training Registration page

Procurement Training



Procurement Training





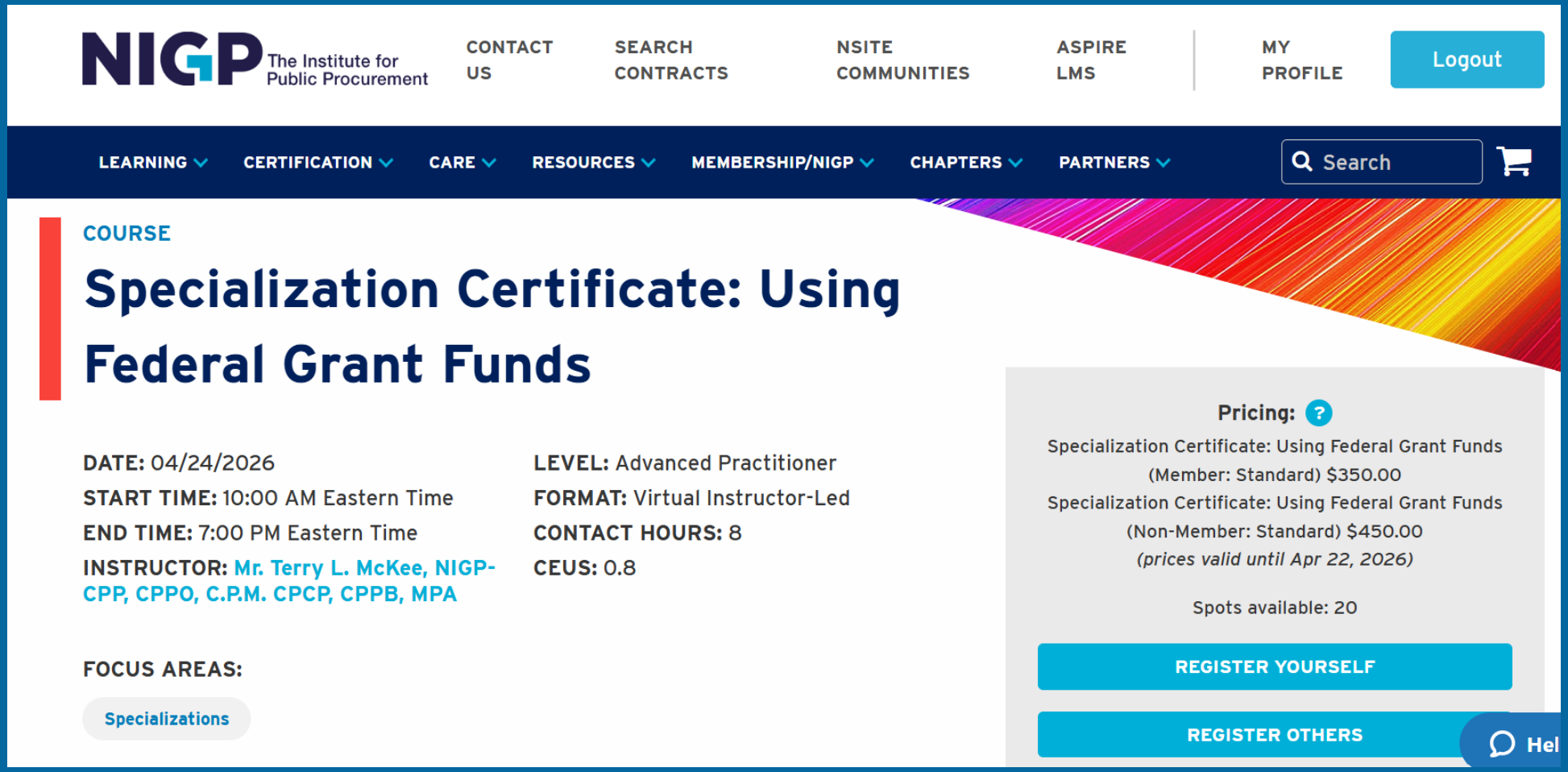


naspo.org/procurement-u

nigp.org

naspo.org

Procurement Training



Procurement Training



NIGP The Institute for Public Procurement

CERTIFICATE OF COMPLETION

William Hall

Specialization Certificate: Using Federal Grant Funds

10/15/2024 17:00

Contact Hours: 8.00
CEU: 0.80

Todd Slater, PhD.

AUTHORIZED IACET

Procurement Training

naspo.org/procurement-u



101 - Foundations of Public Procurement

Type: self-paced, online

Description: This course



102 - Introduction to Market Research

Type: self-paced, online

Description: The purpose of



103 - Introduction to Request for Proposals (RFP)

Type: self-paced, online

Description: The purpose of

Procurement Training

naspo.org/procurement-u



CERTIFICATE

of Completion

William hall

Name

has successfully completed the following Procurement U course:

117 - Introduction to Scopes of Work (SOWs)

conducted by the National Association of State Procurement Officials

09/27/2025

Date Completed

2 .2

ACCREDITED IACET PROVIDER

Procurement Training

NIGP
The Institute for Public Procurement

Principles and Practices of Public Procurement

NIGP Publications

Public Procurement Practice
DEVELOPING A PROCUREMENT POLICY MANUAL

Public Procurement Practice
STRATEGIC PROCUREMENT PLANNING

Public Procurement Practice
REQUEST FOR PROPOSALS (RFP)

Public Procurement Practice
SPECIFICATIONS

Procurement Training

NASPO
National Association of
State Procurement Officials

NASPO Publications





Any questions on
Procurement Training?

Conducting Procurement

Considerations For Making A Purchase

1.
2.
3.
4.
5.
6.
7.

Considerations For Making A Purchase

1. What am I buying?
2. How can I buy it?
3. How do I evaluate the purchase for the best value?
4. How do I solicit or advertise for vendors?
5. What kind of contractual relationship do I use for my purchase?
6. What kind of prices can I use for my purchase?
7. How are payments made for my purchase?

Components of Procurement

1.
2.
3.
4.
5.
6.
7.

Components of Procurement

1. Types of Purchase
2. Methods of Procurement
3. Methods of Contractor Selection
4. Types of Solicitations
5. Types of Contracts
6. Types of Prices
7. Types of Payments

Components of Procurement

FIRST COMPONENT:

What am I buying?

Types of Purchases:

- **Design Specifications Purchase**
- **Specified Product, Brand Name or Equal Specifications Purchase**
- **Functional or Performance Specifications Purchase**
- **Scope of Work (SOW) Purchase**

Components of Procurement

FIRST COMPONENT: WHAT AM I BUYING?

Types of Purchases:

- **Design Specifications Purchase**
  - Design specifications detail physical characteristics, and often explain the specific commodities to be used and assembly methods that must be employed. Detailed engineering drawings or blueprints along with comprehensive descriptive building, installation, and testing processes generally accompany design specifications.
- **Specified Product, Brand Name or Equal Specifications Purchase**
  - Under this form of specification, clear and accurate product descriptions are developed. It may be necessary to describe technical requirements for materials and equipment by referencing brand name products in order to define performance or other salient requirements.

Components of Procurement

FIRST COMPONENT: WHAT AM I BUYING?

Types of Purchases: (continued)

- **Functional or Performance Specifications Purchase**
  - These specifications contain performance characteristics that are desired for the item or that identify how the item functions.
- **Scope of Work (SOW) Purchase**
  - A SOW provides a basis for mutual understanding between the purchaser and the offeror and subsequent contractor of the purchaser's requirements. A scope of work is developed at the beginning of the procurement cycle and is a written description of the entity's needs and desired outcomes for the procurement and becomes the basis for any resulting solicitation.

Components of Procurement

FIRST COMPONENT: WHAT AM I BUYING?

Types of Purchases: Examples

- **Design Specifications Purchase**
  - Public works construction
- **Specified Product, Brand Name or Equal Specifications Purchase**
  - Items of equipment, supplies
- **Functional or Performance Specifications Purchase**
  - Designed equipment
- **Scope of Work (SOW) Purchase**
  - Professional services, specialized vendors [demolition)

Components of Procurement

SECOND COMPONENT:

How do I buy it?

Methods of Procurement:

- **Micro-purchases**
- **Simplified Acquisition**
- **Sealed Bid (Advertised/Invitation for)**
- **Competitive Proposals (Request for Proposal)**

Components of Procurement

SECOND COMPONENT: HOW DO I BUY IT?

Methods of Procurement:

- **Micro-purchases**
  - Micro-purchases may be awarded without soliciting competitive price or rate quotations if the purchaser considers the price reasonable based on research, experience, purchase history, or other information; and maintains documents to support its conclusion.
- **Simplified Acquisition [*formerly Small Purchase*]**
  - Small purchase procedures may be used to acquire services, supplies, or other property valued at more than the micro-purchase threshold but less than the Federal Simplified Acquisition Threshold. For Simplified Acquisition, recipients must obtain price or rate quotes from an adequate number of qualified sources.

Components of Procurement

SECOND COMPONENT: HOW DO I BUY IT?

Methods of Procurement: (continued)

- **Sealed Bid (Advertised/Invitation for)**
  - Sealed bidding is a generally accepted procurement method when a complete, adequate, and realistic specification or purchase description is available and in which bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder, whose bid, conforming to all the material terms and conditions of the invitation for bids (IFB), is lowest in price.
- **Competitive Proposals (Request for Proposal)**
  - Competitive proposals, commonly known as a request for proposals, or RFP, are a generally accepted procurement method when the nature of the procurement does not lend itself to sealed bidding and the recipient expects that more than one source will be willing and able to submit an offer or proposal. It is required in circumstances when the purchaser needs or wants to evaluate more than just price.

Components of Procurement

SECOND COMPONENT: HOW DO I BUY IT?

Methods of Procurement: Thresholds

- **Micro-purchases**
  - Federal threshold ceiling $15,000
- **Simplified Acquisition**
  - Federal threshold ceiling $350,000
- **Sealed Bid (Advertised/Invitation for)**
  - Federal threshold floor $350,00; State floor public works $260,000, State floor for supplies and materials $60,000
- **Competitive Proposals (Request for Proposal)**
  - No explicit Federal or State threshold

Components of Procurement

SECOND COMPONENT: HOW DO I BUY IT?

Methods of Procurement: Procedures

Details for each method of procurement can be found on the LCDBG “Procurement Procedures” Document



Components of Procurement

SECOND COMPONENT: HOW DO I BUY IT?

Methods of Procurement: Procedures

Procurement Methods and Procedures

The [purchasing/procurement authority] shall determine the appropriate method of purchasing according to the written procedures for procurement transactions below. The [purchasing/procurement authority] shall determine the appropriate procurement procedure to follow based upon applicable statutory or regulatory price/cost thresholds, ease of obtaining competitive price/cost information, complexity of the solicitation requirements and the complexity of evaluation and selection requirements of a vendor/contractor.

Components of Procurement

SECOND COMPONENT: HOW DO I BUY IT?

Methods of Procurement: Procedures

Procurement Methods and Procedures

Elements of a Procurement Procedure return Methods

The procurement procedure that a recipient develops for the different procurement **methods** must address each of the following elements.

Cost/price thresholds procurement for Method
Price/Cost information and **category of purchase** for procurement Method
Requirements for use of the procurement Method
Solicitation requirements to follow for procurement Method
Selection and contract award procedures for procurement Method.
Contract type, **Price** type(s) and **Payment** type for the procurement Method
Procurement Records for procurement Method

Components of Procurement

THIRD COMPONENT:

How can I evaluate the purchase for the best value?

Methods of Contractor Selection

- **Price**
- **Qualifications-Based Selection**
- **Combination (Best Value Selection)**

Components of Procurement

THIRD COMPONENT: HOW CAN I EVALUATE THE PURCHASE FOR THE BEST VALUE?

Methods of Contractor Selection:

- **Price**
  - Offers are solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible offeror, whose quote or bid, conforming to all the material terms and conditions of the request for quotes or invitation for bids (IFB), is lowest in price.
- **Qualifications-Based Selection (QBS) for Architectural and Engineering Services (A&E)**
  - The most appropriate professional or firm is selected based on qualification factors such as knowledge, skill, experience, and other project-specific factors, rather than on fees.

Components of Procurement

THIRD COMPONENT: HOW CAN I EVALUATE THE PURCHASE FOR THE BEST VALUE?

Methods of Contractor Selection: (continued)

- **Combination (Best Value Selection)**
  - Due to the nature of the procurement, contract award need not be based exclusively on price or price-related factors. The nature of the requirement is such that the purchaser needs to evaluate more than just price to be sure that the prospective contractor understands the purchaser's requirements.

Components of Procurement

THIRD COMPONENT: HOW CAN I EVALUATE THE PURCHASE FOR THE BEST VALUE?

Methods of Contractor Selection: Architectural and Engineering Services (A&E)

- RS 38:2318.1 "No bidding of Architectural and Engineers Profesional Services"
- For projects using **state** or **local** funding neither the State nor any of its political subdivisions may select architects or engineers where price or price-related information is a factor in the selection.

Must use

- **Qualifications-Based Selection (QBS)**
  - The most appropriate professional or firm is selected based on qualification factors such as knowledge, skill, experience, and other project-specific factors, rather than on fees. Recipient **shall negotiate** a contract at a fair and reasonable compensation rate with the selected firm.

Components of Procurement

THIRD COMPONENT: HOW CAN I EVALUATE THE PURCHASE FOR THE BEST VALUE?

Methods of Contractor Selection: Architectural and Engineering Services (A&E)

- "The method, where price is not used as a selection factor, **can only be used** in procurement of **A/E professional services**. It **cannot be used to purchase other types of services** though A/E firms that are a potential source to perform the proposed effort."
- "Note that EPA's position is that the "qualifications based" procurement procedures described in 2 CFR 200.320(b)(2)(iv) may be used when acquiring services that **can only be provided by a licensed A/E firm**…"

Components of Procurement

THIRD COMPONENT: HOW CAN I EVALUATE THE PURCHASE FOR THE BEST VALUE?

Methods of Contractor Selection: Architectural and Engineering Services (A&E)

- 2 CFR 200.320 (b)(2)(iv) “Proposals”
- For projects using **federal** funding the recipient or subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services

may also use

- **Combination (Best Value Selection)**
  - The offeror whose proposal is most advantageous to the recipient or subrecipient is selected considering price and other factors.

Components of Procurement

FOURTH COMPONENT:

How do I solicit or advertise for vendors?

Types of Solicitations

- **Quote**
- **Invitation for Bids**
- **Request for Proposal**

Components of Procurement

FOURTH COMPONENT: HOW DO I SOLICIT OR ADVERTISE FOR VENDORS?

Types of Solicitations:

- **Quote (Request for Quotations)**
  - A solicitation of pricing information from several sources based upon a simple description of a commercial item, defined work product or completed service. A Quote is normally expressed as a single price inclusive of all the necessary cost components furnished by the vendor.
- **Invitation for Bids**
  - A solicitation of pricing information based upon a vendor's evaluation of specifications or detailed work requirements to make an offer. The solicitation will be publicized, in accordance with law or an established policy, with an adequate response time for bidders to respond by the submission date specified in the solicitation.

Components of Procurement

FOURTH COMPONENT: HOW DO I SOLICIT OR ADVERTISE FOR VENDORS?

Types of Solicitations: (continued)

- **Request for Proposal**
  - A request for pricing information based upon a description of the purchaser's particular requirements, typically in a scope of work [or scope of services]. The scope of work may contain contingent items [or iterations] that may or may not be ultimately performed. The issuer of the Proposal may permit offerors to propose different approaches or work products that ultimately meet the purchasers' requirements. Some specification, work efforts, or tasks can be subject to negotiation or post award adjustments. Proposals will also require **qualitative evaluation** of factors in addition to cost/price.

Components of Procurement

FOURTH COMPONENT: HOW DO I SOLICIT OR ADVERTISE FOR VENDORS?

Types of Solicitations: Solicitation Periods

- **Quote** - shorter solicitation period
- **Invitation for Bids** - solicitation period usually fixed by law
- **Request for Proposal** - solicitation period varies with complexity

Components of Procurement

FIFTH COMPONENT:

What kind of contractual relationship do I use for my purchase?

Types of Contracts

- **Firm fixed-price**
- **Cost-reimbursement**
- **Time and Materials contract**

Components of Procurement

FIFTH COMPONENT: WHAT KIND OF CONTRACTUAL RELATIONSHIP DO I USE FOR MY PURCHASE?

Types of Contracts:

- **Firm fixed-price**
  - This contract type requires the delivery of products (or service(s) at a specified price, fixed at the time of the contract award and not subject to any adjustment on the basis of the contractor's cost experience in performing the contract.
- **Cost-reimbursement**
  - Cost-reimbursement types of contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract's statement of work. These contracts establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor may not exceed (except at its own risk) without the approval of the purchaser.

Components of Procurement

FIFTH COMPONENT: WHAT KIND OF CONTRACTUAL RELATIONSHIP DO I USE FOR MY PURCHASE?

Types of Contracts: (continued)

- **Time and Materials contract**
  - Under these contracts, the contractor's services are pre-priced (usually, in terms of hours) in the contract, and the [the purchasing/procurement authority] orders services in unit amounts (e.g., hours) as needed until the funds in the contract are exhausted. Solicitations typically advertise for a scope of services allowable to be performed with no particular tasks to be performed or accomplishments specified.

Components of Procurement

FIFTH COMPONENT: WHAT KIND OF CONTRACTUAL RELATIONSHIP DO I USE FOR MY PURCHASE?

Types of Contracts: Certainty and Risk

- **Firm fixed-price**
  - Most contract performance certainty; least risk
- **Cost-reimbursement**
  - Less contract performance certainty, more risk
- **Time and Materials contract**
  - Least contract performance certainty, most risk

“use a time-and-materials type contract **only** after a determination that no other contract is suitable” 2 CFR 200.319

Components of Procurement

SIXTH COMPONENT:

What kind of prices can I use for my purchase?

Types of Prices

- **Lump Sum**
- **Unit Price**
- **Billable Hours**
- **Reimbursable Costs**

Components of Procurement

SIXTH COMPONENT: WHAT KIND OF PRICES CAN I USE FOR MY PURCHASE?

Types of Prices

- **Lump Sum**
  - For definable work product or deliverable, whose value can be expressed as a single price inclusive of all production costs [labor, materials and purchased service costs, allowable overhead and profit].
- **Unit Price**
  - For definable work products or deliverables whose value can be expressed as a single price inclusive of all production costs [labor, materials and purchased service costs, allowable overhead and profit] for contract tasks or items and will be needed in two more iterations at the same agreed upon price.

Components of Procurement

SIXTH COMPONENT: WHAT KIND OF PRICES CAN I USE FOR MY PURCHASE?

Types of Prices: (continued)

- **Billable Hours**
  - For work efforts that are composed of predominately personnel compensation costs with a minimum of outside purchases of materials and services needed to produce a work product or provide a service.
- **Reimbursable Costs**
  - For work, efforts that require significant outside purchases of materials, services or from subcontractors in addition to the contractor's personnel compensation costs needed to produce a work product or service.

Components of Procurement

SEVENTH COMPONENT:

How are payments made for my purchase?

Types of Payments

- **Single Completion Payment**
- **Partial Completion Payment**
- **Progress Payment**

Components of Procurement

SEVENTH COMPONENT: HOW ARE PAYMENTS MADE FOR MY PURCHASE?

Types of Payments

- **Single Completion Payment**
  - Payment for completed item of work. Payment of the contract price is due upon completion and delivery of the [work] product and submission of the contractor's invoice.
- **Partial Completion Payment**
  - Payments for completed items of work. Partial payments are payments made, as authorized by the contract, upon delivery and acceptance of one or more complete units (or one or more distinct items of service or work products with a cost or price) in accordance with the contract specifications or statement of work, even though other quantities (or items) remain to be delivered.

Components of Procurement

SEVENTH COMPONENT: HOW ARE PAYMENTS MADE FOR MY PURCHASE?

Types of Payments

- **Progress Payment**
  - Progress payments are payments on its contracts based on a percentage or stage of completion of the work. Progress payments are for uncompleted work-in-progress.

Components of Procurement

Which components do you use for the different programs?

Components of Procurement

Procurement Components for this purchase

Component	**Clearance Demolition**
Purchase Type:	Scope of Work (SOW) Purchase
Method of Procurement:	Simplified Acquisition
Contractor Selection:	Price
Solicitation Types:	Quote
Contract Type:	Firm fixed-price
Types of Price:	Lump Sum Price
Payment Type:	Partial Completion Payment
alternates	
Method of Procurement:	Sealed [Advertised] Bid
Types of Price:	Unit Price

Procurement Components for this purchase

Component	**PF Public Works Construction**
Purchase Type:	Design Specifications Purchase.
Method of Procurement:	Sealed [Advertised] Bid
Contractor Selection:	Price
Solicitation Types:	Invitation for Bids
Contract Type:	Firm fixed-price
Types of Price:	Lump Sum Price
Payment Type:	Progress Payment
alternates	
Method of Procurement:	Quote

Components of Procurement

Procurement Components for this purchase

Component	**Design Services [A/E]**
Purchase Type:	Scope of Work (SOW) Purchase
Method of Procurement:	Competitive Proposals
Contractor Selection:	Combination
Solicitation Types:	Request for Proposal
Contract Type:	Cost-reimbursement
Types of Price:	Billable Hours
Payment Type:	Partial Completion Payment
alternates	
Contractor Selection:	Qualifications
Types of Price:	Reimbursable Costs

Procurement Components for this purchase

Component	**Other Services [Testing Appraisel]**
Purchase Type:	Scope of Work (SOW) Purchase
Method of Procurement:	Simplified Acquisition
Contractor Selection:	Price
Solicitation Types:	Quote
Contract Type:	Firm fixed-price
Types of Price:	Lump Sum Price
Payment Type:	Single Completion Payment
alternates	
Method of Procurement:	Competitive Proposals
Contractor Selection:	Combination
Contract Type:	Cost-reimbursement
Types of Price:	Billable Hours Reimbursable Costs
Solicitation Types:	Request for Proposal
Payment Type:	Partial Completion Payment

Any questions on **Procurement?**

WILLIAM.HALL@LA.GOV

Clearance Application Rating Criteria and Forms



Rating Criteria

Clearance Program: Maximum 116 Points

- Impact to Low/Moderate Income Persons (Maximum Possible Points: 100)
- Prior Approval to Demolish All Structures (Maximum Possible Points: 10)
- Legal Fees (Maximum Possible Points: 2)
- Application Completeness (Maximum Possible Points: 2)
- Past Performance (Maximum Possible Points: 2)

Impact to Low/Moderate Income Persons: Possible 100 Points

- Based on the Low/Mod percentage for municipalities. For parishes, it would be the Low/Mod average of all block groups in the parish.
- The percentage of low/moderate income persons will be calculated by dividing the number of low/moderate income persons as defined by the State by the total persons.
- The percentage of low/moderate persons to the 100th decimal place will be used to determine the number of points for this category.

Prior Approval to Demolish All Structures: Possible Points 10

- Applicants with prior approval to demolish all structures applied for will be awarded 10 points.
- 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 structures that have been approved.
- A map must be submitted showing the structures that will be demolished.
- Clearance/Demolition Inventory Forms must be completed for each structure.
- The structures with prior approval must be identified on the cost estimate.

Legal Fees: Possible 2 Points

- Those applicants who agree to pay all legal fees that are incurred during the preparation and/or implementation of this program will receive two points.
- 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 stating that local funds will be used to pay the legal fees incurred by the local government.
- If grantees paying for legal fees 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 legal fees associated with the LCDBG Program.

Application Completeness: Possible 2 Points

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

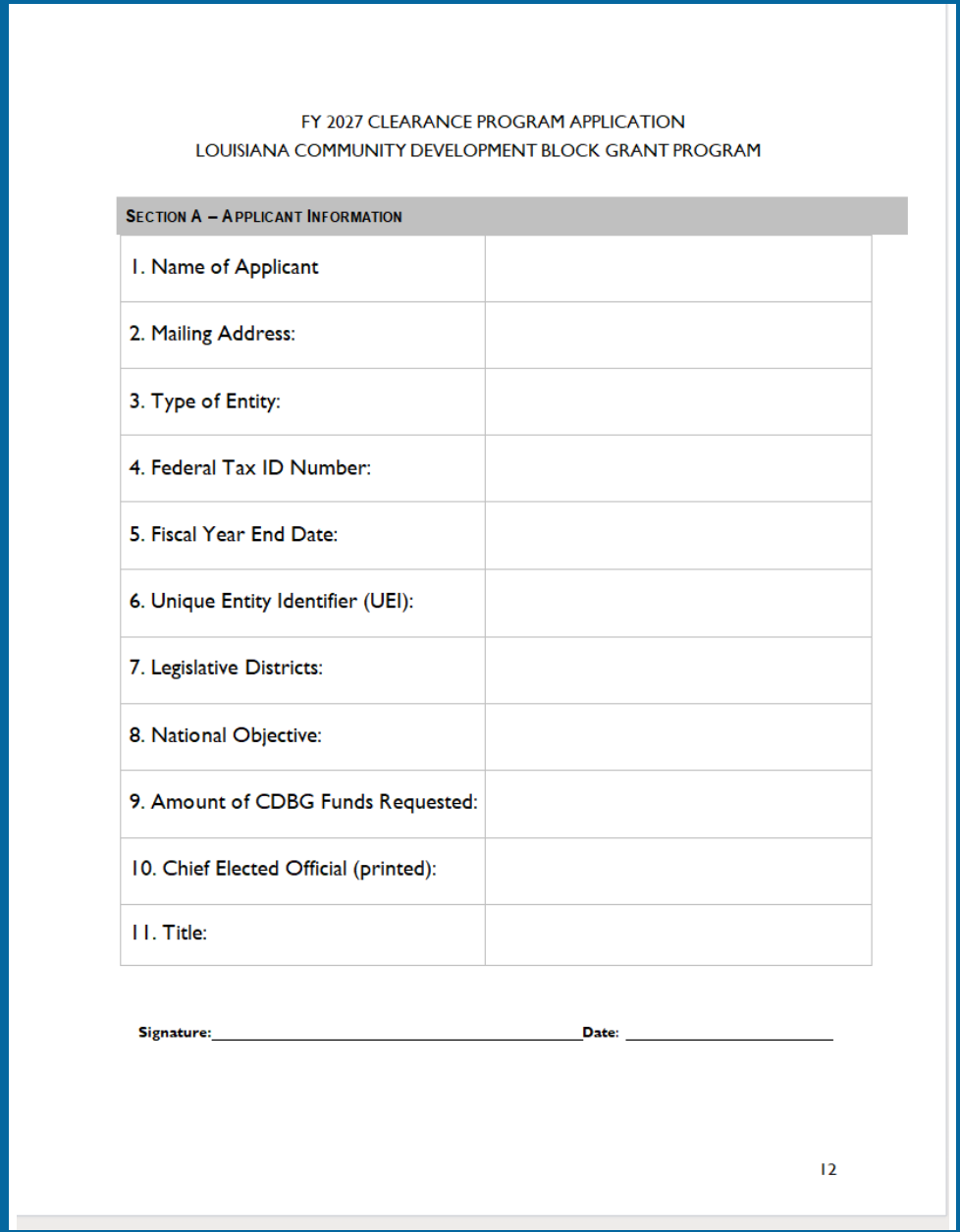
Past Performance: Possible 2 Points

- Applicants will receive points unless one or more of the following is applicable when reviewing past performance of any grants funded to the applicant during the 2020-2025 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 time during the grant due to failure to meet a required benchmark.
- Finding of deficiency identified as “very serious” issued during the grant.

Application Forms

SECTION A

Applicant Information



FY 2027 CLEARANCE PROGRAM APPLICATION
LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

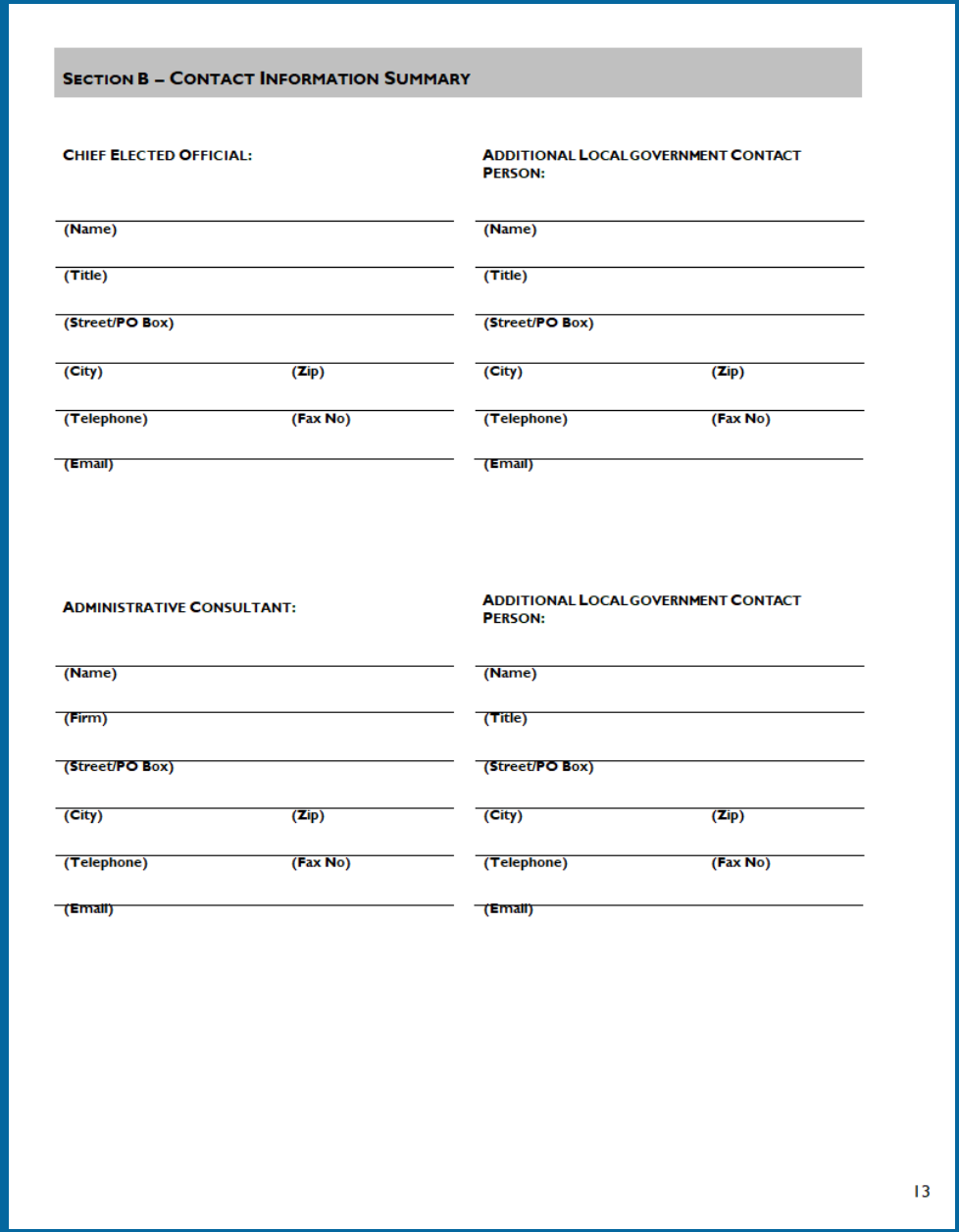
SECTION A – APPLICANT INFORMATION	
1. Name of Applicant	
2. Mailing Address:	
3. Type of Entity:	
4. Federal Tax ID Number:	
5. Fiscal Year End Date:	
6. Unique Entity Identifier (UEI):	
7. Legislative Districts:	
8. National Objective:	
9. Amount of CDBG Funds Requested:	
10. Chief Elected Official (printed):	
11. Title:	

Signature:_____ **Date:** _____

12

SECTION B

Contact Information Summary



SECTION B – CONTACT INFORMATION SUMMARY

CHIEF ELECTED OFFICIAL:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

ADDITIONAL LOCAL GOVERNMENT CONTACT PERSON:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

ADMINISTRATIVE CONSULTANT:

(Name)

(Firm)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

ADDITIONAL LOCAL GOVERNMENT CONTACT PERSON:

(Name)

(Title)

(Street/PO Box)

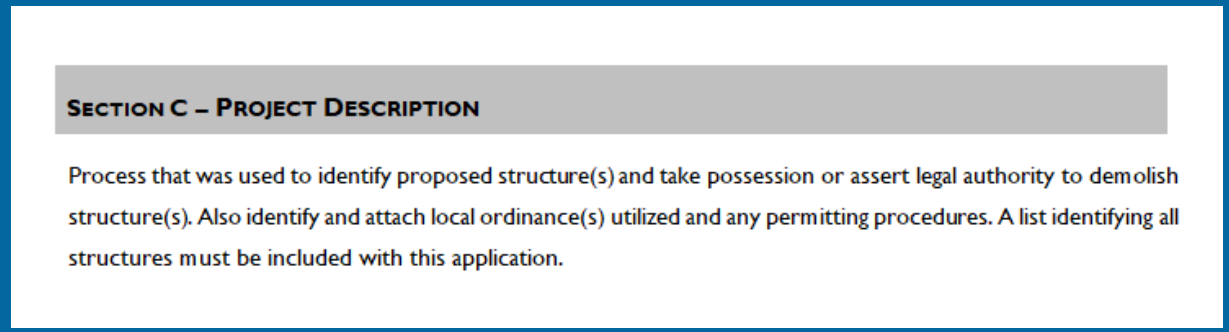
(City) (Zip)

(Telephone) (Fax No)

(Email)

SECTION C

Project Description



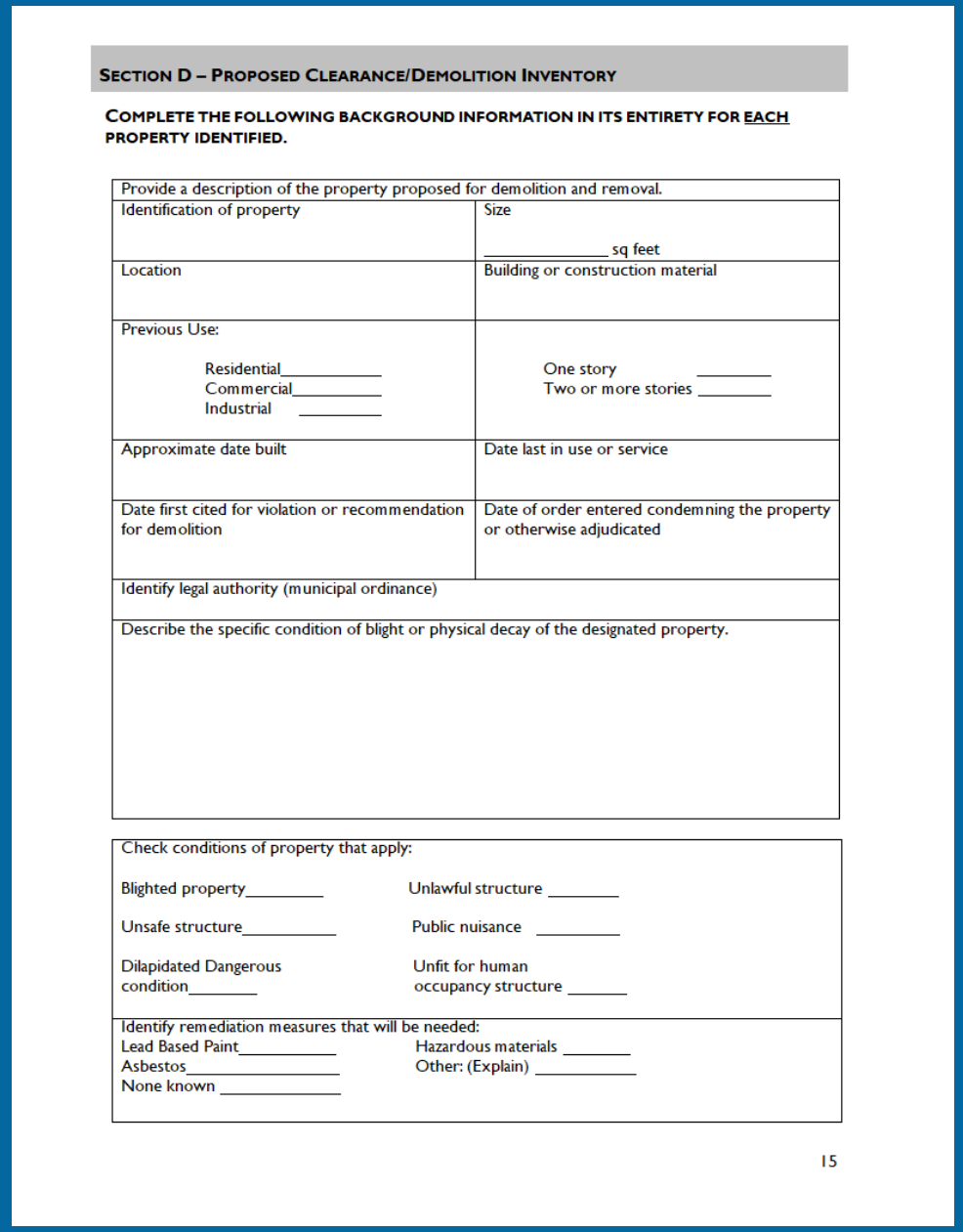
SECTION C – PROJECT DESCRIPTION

Process that was used to identify proposed structure(s) and take possession or assert legal authority to demolish structure(s). Also identify and attach local ordinance(s) utilized and any permitting procedures. A list identifying all structures must be included with this application.

SECTION D

Proposed Clearance/ Demolition Inventory

- Must be completed for each property identified. Add copies as needed.
- Each section should be completed, including providing a picture of the property.



SECTION D – PROPOSED CLEARANCE/DEMOLITION INVENTORY

COMPLETE THE FOLLOWING BACKGROUND INFORMATION IN ITS ENTIRETY FOR EACH PROPERTY IDENTIFIED.

Provide a description of the property proposed for demolition and removal.	
Identification of property	Size _____ sq feet
Location	Building or construction material
Previous Use: Residential_____ Commercial_____ Industrial _____	One story _____ Two or more stories _____
Approximate date built	Date last in use or service
Date first cited for violation or recommendation for demolition	Date of order entered condemning the property or otherwise adjudicated
Identify legal authority (municipal ordinance)	
Describe the specific condition of blight or physical decay of the designated property.	

Check conditions of property that apply:	
Blighted property_____	Unlawful structure _____
Unsafe structure_____	Public nuisance _____
Dilapidated Dangerous condition_____	Unfit for human occupancy structure _____
Identify remediation measures that will be needed: Lead Based Paint_____ Asbestos_____ None known _____	Hazardous materials _____ Other: (Explain) _____

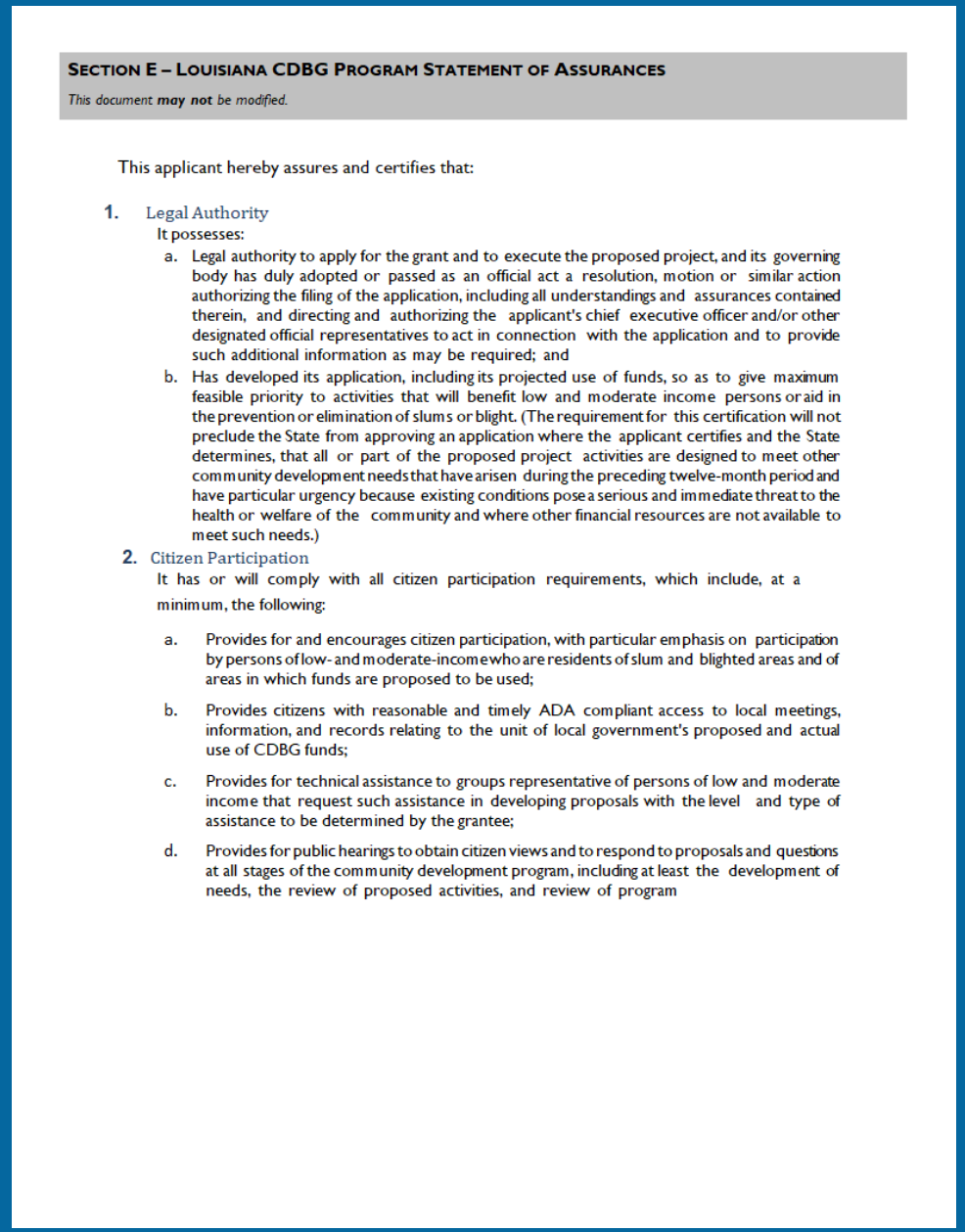
15

SECTION E

Statement of Assurances

(pages 15-21)

*Your agreement to adhere to all cross-cutting LCDBG regulations.



SECTION E – LOUISIANA CDBG PROGRAM STATEMENT OF ASSURANCES

*This document **may not** be modified.*

This applicant hereby assures and certifies that:

1. Legal Authority

   It possesses:

   a. Legal authority to apply for the grant and to execute the proposed project, and 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 applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and

   b. Has developed its application, including its projected use of funds, so as to give maximum feasible priority to activities that will benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. (The requirement for this certification will not preclude the State from approving an application where the applicant certifies and the State determines, that all or part of the proposed project activities are designed to meet other community development needs that have arisen during the preceding twelve-month period and have particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.)

2. Citizen Participation

   It has or will comply with all citizen participation requirements, which include, at a minimum, the following:

   a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;

   b. Provides citizens with reasonable and timely ADA compliant access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;

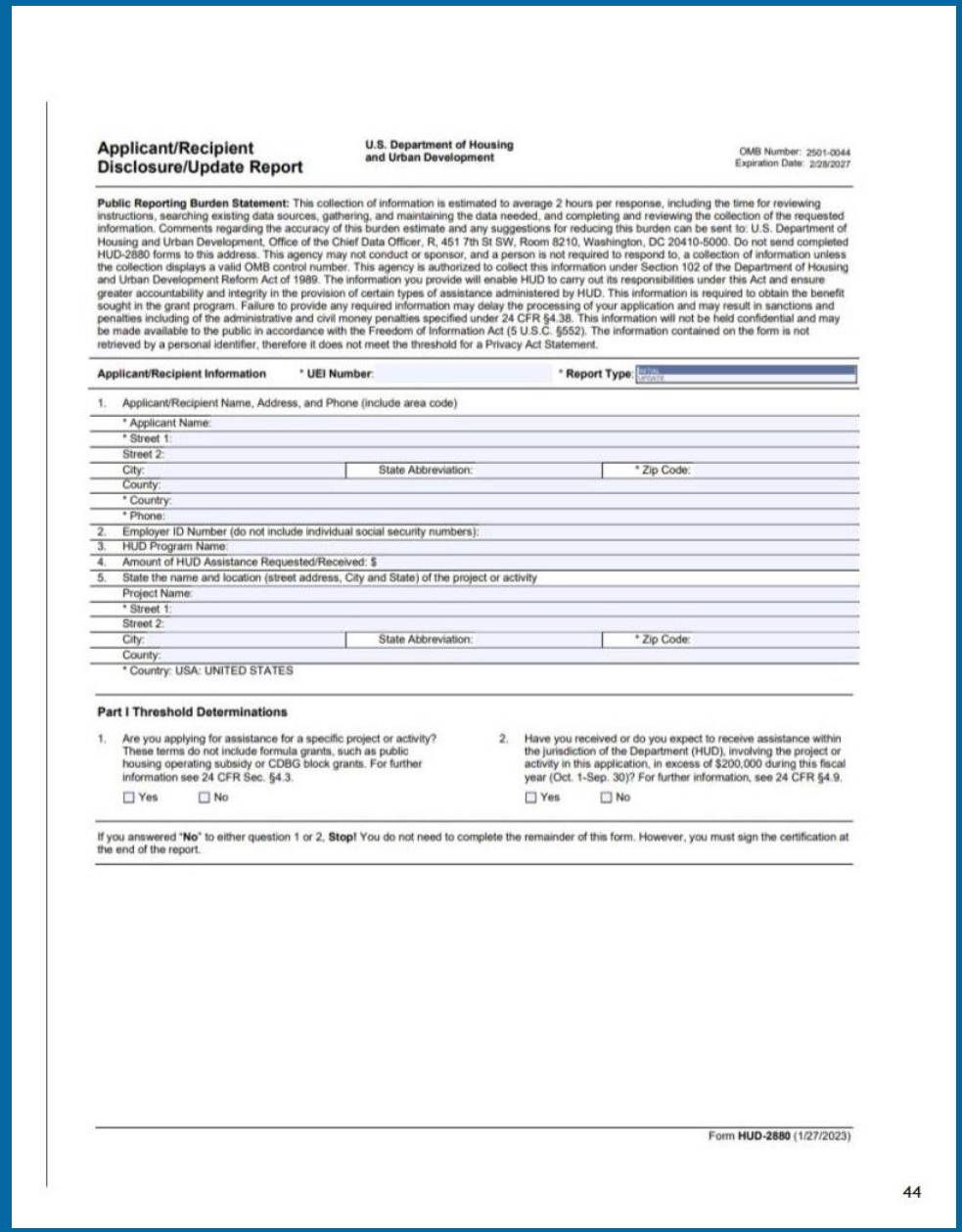
   c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

   d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program

SECTION F

Applicant Disclosure Report

hud.gov/sites.dfiles/OCHCO/documents/2880.pdf



Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0044
Expiration Date: 2/28/2027

Public Reporting Burden Statement: This collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information | *** UEI Number:** | *** Report Type:** New / Update

1. Applicant/Recipient Name, Address, and Phone (include area code)
   - * Applicant Name:
   - * Street 1:
   - Street 2:
   - City: | State Abbreviation: | * Zip Code:
   - County:
   - * Country:
   - * Phone:
2. Employer ID Number (do not include individual social security numbers):
3. HUD Program Name:
4. Amount of HUD Assistance Requested/Received: $
5. State the name and location (street address, City and State) of the project or activity
   - Project Name:
   - * Street 1:
   - Street 2:
   - City: | State Abbreviation: | * Zip Code:
   - County:
   - * Country: USA: UNITED STATES

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.
   ☐ Yes ☐ No
2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.
   ☐ Yes ☐ No

If you answered "**No**" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Form **HUD-2880** (1/27/2023)

SECTION G

Cost Estimate

SECTION G – COST ESTIMATE

Provide estimated cost details (demolition, permitting, removal, abatement, etc.) of proposed sites, including the basis for determining the costs.

COST FACTORS	AMOUNT	BASIS OF DETERMINATION
Demolition		
Testing		
Remediation, if applicable		
Administrative Fees		
Legal Fees		
Other (Identify)		

Identify all structures to be demolished. Local/other funds must also be included as well as the use of those funds.

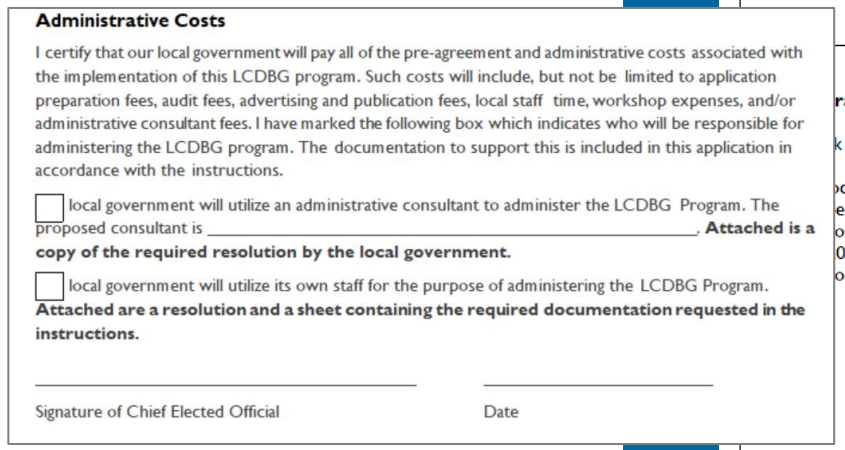
SECTION H

Certifications

There are four certifications:

- Prior Approval to Demolish
- Legal Services
- Federal Funding
- Administrative Costs

Must complete this certification for all administrative costs for the LCDBG program.



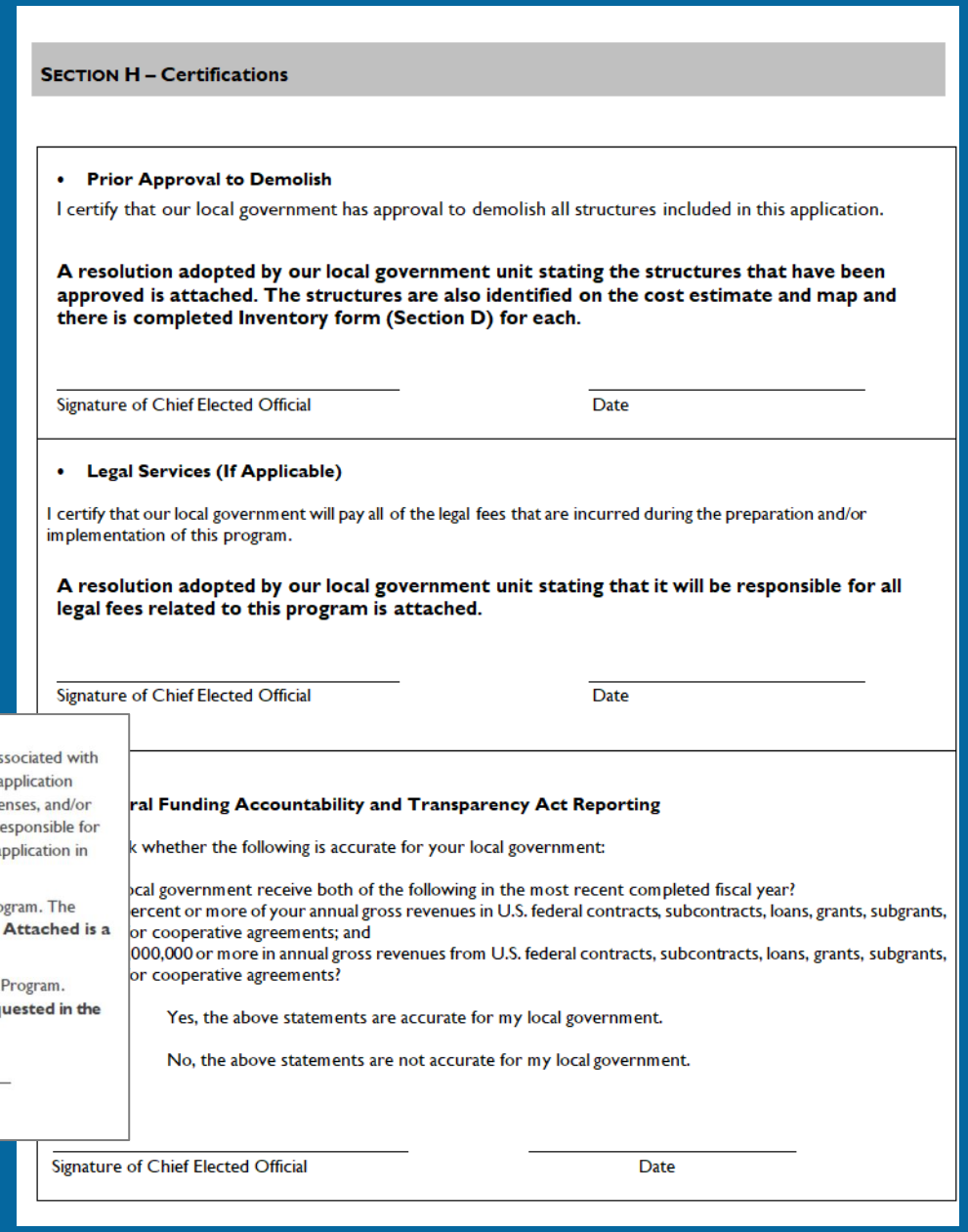
Administrative Costs

I certify that our local government will pay all of the pre-agreement and 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.

☐ 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.**

☐ 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



SECTION H – Certifications

- **Prior Approval to Demolish**

I certify that our local government has approval to demolish all structures included in this application.

A resolution adopted by our local government unit stating the structures that have been approved is attached. The structures are also identified on the cost estimate and map and there is completed Inventory form (Section D) for each.

Signature of Chief Elected Official Date

- **Legal Services (If Applicable)**

I certify that our local government will pay all of the legal fees that are incurred during the preparation and/or implementation of this program.

A resolution adopted by our local government unit stating that it will be responsible for all legal fees related to this program is attached.

Signature of Chief Elected Official Date

ral Funding Accountability and Transparency Act Reporting

k whether the following is accurate for your local government:

ocal government receive both of the following in the most recent completed fiscal year?
ercent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, or cooperative agreements; and
000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, 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

SECTION I

Citizen Participation Requirements

SECTION I – CITIZEN PARTICIPATION REQUIREMENTS

Documentation of required citizen participation must be attached to the application.

First Public Hearing Notice to obtain views of citizens.

1. The public notice must be published in the local government's journal of record and by any other means identified in the local government's Citizen Participation Plan. The notice must state that the following will be discussed at the public hearing:
    - amount of funds available for community development and housing needs
    - the range of eligible activities and the estimated amounts for activities that will benefit low/mod income persons
    - the applicant's plans for minimizing displacement and the provision of benefits should displacement occur
    - information of the applicant's past LCDBG performance
2. The notice must encourage citizens, particularly those of low/mod income & residents of slum/blight areas to submit their views on community development and housing needs.
3. The notice must state accommodations will be provided for non-English speaking and disabled individuals.
4. There must be at least five calendar days allowed for notification of the public hearing.
5. The local government's Citizen Participation Plan must be followed.
6. There must be a roster and minutes retained for the public hearing. The minutes must show that the items in number 1 above were discussed.

Second Public Notice for Application Review (after first public hearing is held)

1. After the final application is prepared and signed, and prior to its submittal to the OCD-LGA, it must be made available to the public.
2. Method of notification should be selected based on the most effective way to reach the community - ex. in the newspaper, post at City Hall, on website, on social media, in a flyer.
3. Citizens must be provided with reasonable advance notice of availability (minimum of 7 days recommended).
4. The notice must include the following:
    - Proposed objectives and activities
    - Location of proposed activities
    - Activity amounts
    - Application submittal date
    - The opportunity to comment on the application and the place and time to review the application

SECTION J

Budget/Cost Summary Form

SECTION J – BUDGET/COST SUMMARY FORM

Read instructions prior to completing.

I. Costs by Activity				
A. Activity	B. LCDBG	C. Other	D. Total	E. Source of Other Funds[1]
1.				
2. Administration				
3.				
Total				

II. Line Item Budget – LCDBG Funds Only		For State Use Only
1. Demolition	$	$
a. Legal Fees	$	$
2. Other	$	$
3. Other	$	$
4. TOTAL AMOUNT REQUESTED	$	$

III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds and procured prior to implementation)		
Name of Firm	**Contract Execution Date**	**Amount of Contract**

SECTION K

Map

SECTION K – MAP

A map indicating the location of concentrations of minorities and concentrations of low- and moderate-income persons, showing number and percent for both groups by jurisdiction, (if minorities and/or low- and moderate-income persons are evenly disbursed throughout the jurisdiction then the applicant must include such a statement on the map). **All proposed structures must be indicated on the map.**

Displacement Policy

- If awarded, each grantee will need to prepare and implement a Residential Anti-displacement and Relocation Plan.
- LCDBG Funds will not be allowed for any relocation or replacement costs.
- All properties included in this application must be unoccupied.

V. DISPLACEMENT POLICY

In accordance with federal law 42 5304(d) and regulations, the State must require each recipient locality to prepare and implement a residential antidisplacement and relocation assistance plan. That plan must include:

(a) A requirement that all low/moderate income dwelling units that are demolished or converted to a use other than low/moderate income housing as a direct result of the use of LCDBG assistance will be replaced and

(b) A relocation assistance component.

The State will review and determine whether any subgrantee activity will cause temporary or permanent displacement as a result of the operation of its LCDBG program. If the State determines that the demolition of any structure would cause an individual, family, or business to be displaced as a result of any activity, then that structure would be removed from consideration. If removal of a structure causes the application's cost to be reduced below the $150,000 minimum, that application will not be considered.

LCDBG funds will not be utilized for any relocation or replacement costs under this program. The subgrantee will be responsible for funding the relocation or replacement costs cited on the following page.

Residential Antidisplacement and Relocation Plan

Guide for Residential Antidisplacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, as Amended

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, the (jurisdiction) will take the following steps to minimize the displacement of persons from their homes.

1. All public facilities projects (water, sewer, gas, et cetera) will be designed so that there will be no displacement of any residences or businesses;
2. No homes will be demolished that can be rehabilitated;
3. There will be no displacement of any residential or business occupants on LCDBG projects.

If displacement does occur, then the following requirements apply:

In the event the activities of this program shall result in displacement of any person(s), the (jurisdiction) shall provide the displaced person(s) as defined by 24 CFR 570.606(b)(2)(i) with relocation assistance at the levels described in, and in accordance with the requirements of 49 CFR part 24. The contact person for antidisplacement in (jurisdiction) is _____ who can be reached at (address and telephone number).

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the (jurisdiction) will make public and submit to the State the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten years from the date of initial occupancy.

The (jurisdiction) will provide relocation assistance, as described in 570.606(b)(2), to each low/moderate income household displaced by the demolition of housing or by the conversion of a low/moderate income dwelling to another use as a direct result of assisted activities.

Census Data to ABF

HOW TO DETERMINE BENEFICIARIES, USE HUD LMISD OR SURVEYS, AND CARRY THE RESULT INTO THE ACTIVITY BENEFICIARY FORM.

ABF Information Objectives

Sources: 24 CFR 570.483(b)(1); Louisiana OCD Forms & Information; FY 2027 Public Facilities Application.

The goal is not just to fill a form. The goal is to demonstrate and document that the project meets the Low- and Moderate-Income (LMI) national objective.

01

WHY IT IS NEEDED

CDBG-funded activities must meet a national objective. For LMI area benefit, the record must identify the service area and show that at least 51% of the residents are LMI.

02

WHAT MUST BE DECIDED FIRST

The project's actual service area or target area. Do not begin by searching for the best Census percentage.

03

WHAT DATA IS ALLOWED

HUD-provided Census data when it appropriately represents the service area, or methodologically sound survey data when Louisiana's LCDBG procedure applies.

04

HOW THE RESULT IS DOCUMENTED

The calculation must carry into the individual ABF(s), and then into the Combined/Final ABF when there are multiple areas.

Sources of Regulatory Standards for ABF Information Requirements

Sources: 24 CFR 570.483; 24 CFR 570.490; HUD CPD-24-04; HUD CPD-26-09; Louisiana OCD Public Facilities Application Information.

If sources conflict, use the current controlling source and confirm unusual cases with OCD.

01

FEDERAL REGULATION

24 CFR 570.483 explains the State CDBG national-objective test for LMI area benefit.

02

CURRENT HUD NOTICES/DATA

CPD-24-04 designates current LMISD. CPD-26-09 updates income determinations for VA disability compensation.

03

LOUISIANA CURRENT APPLICATION GUIDANCE

FY 2026–2027 Public Facilities Application Information provides Louisiana LCDBG beneficiary and rating requirements.

04

LOUISIANA POSTED FORMS/ WORKSHOP

The Census-Survey workshop, Household Survey Instructions and ABF remain posted by OCD under National Objective resources.

05

PRIOR WORK EXAMPLES

Use only as examples when consistent with current official sources. Do not present internal special calculations as universal rules.

CENSUS DATA / PART 1

Census Data Requirement

Applicants need to understand the national objective before they use Census data.



Official source: 24 CFR 570.483(b)(1)(i).

Federal Foundation: LMI Area Benefit

This is the rule that drives the entire Census / Survey / ABF process.

01

BENEFITS AVAILABLE TO ALL RESIDENTS

The activity's benefits must be available to all residents in the particular service area.

02

SERVICE AREA IS FACTUAL

The service area does not have to match Census boundaries, but it must be the entire area served by the activity.

03

51% LMI THRESHOLD

At least 51% of the service-area residents must be low- and moderate-income persons for the LMI area-benefit national objective.

Allowed data: HUD-provided data or methodologically sound survey data, at the State's discretion.

Recordkeeping Requirements

Source: 24 CFR 570.490. Explanatory wording above is a practical documentation principle.

Practical documentation principle: the file should contain enough support for a reviewer to follow the eligibility conclusion.

01

KEEP THE EVIDENCE

State CDBG records must be sufficient for HUD review and audit.

02

RECORD BENEFICIARY CHARACTERISTICS

Where applicable, records must support the income and beneficiary characteristics reported for the activity.

This is why the ABF and supporting Census/survey records matter: they support the national-objective determination.

The 51% Test: Calculate from Persons

Sources: 24 CFR 570.483(b)(1)(i); Louisiana FY 2026–2027 Public Facilities Application Information, LMI scoring.

Do not round an ineligible result upward.

50.99%

DOES NOT QUALIFY

51.00%

MEETS FEDERAL LMI THRESHOLD

60.00%+

5 LMI RATING POINTS

(Maximum points available for LMI benefit in PF scoring)

LMI % = LMI persons ÷ total beneficiary persons × 100

**The 51% threshold is the CDBG area-benefit eligibility requirement. The 60% item is LCDBG PF Application scoring context, not a separate HUD eligibility rule.

CENSUS DATA / PART 2

Define who benefits

The project's real benefit area comes before LMISD, household surveys, or the ABF.



Sources: 24 CFR 570.483(b)(1)(i); FY 2026 Public Facilities Application Information.

Step 1: Define the Activity

Write down exactly what is being improved and who receives that improvement.

01

WATER / SEWER SYSTEM-WIDE

For system-wide water/sewer projects, count all households connected to the utility system, including connected households outside municipal limits.

02

WATER / SEWER TARGET AREA

Only residents/users in the defined served area are included when the benefit is limited to that area.

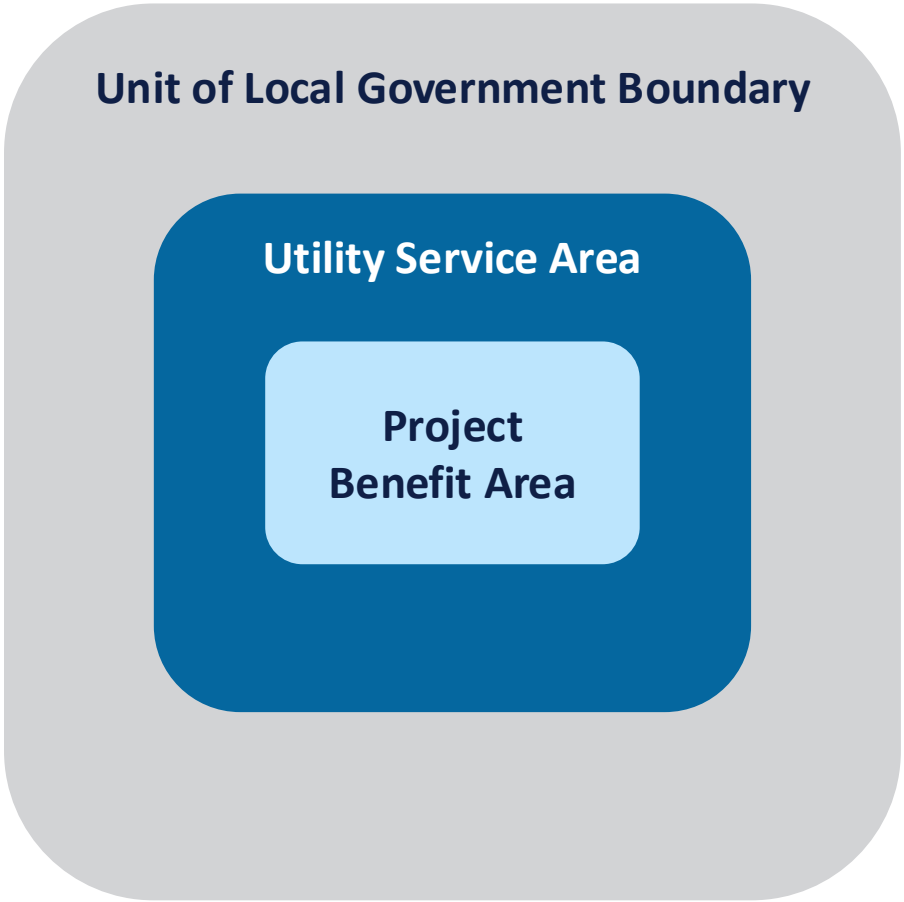
03

STREET PROJECTS

Beneficiaries are residents with EMS/911 addresses on the streets or portions of streets designated for construction.

Sources: 24 CFR 570.483(b)(1)(i); FY 2026 Public Facilities Application Information.

Do not let political boundaries replace service area.



Write down exactly what is being improved and who receives that improvement.

CORRECT QUESTION

Who actually receives the benefit from this LCDBG-funded activity?

INCORRECT SHORTCUT

Can we use the entire municipality because it gives a better LMI result?

The beneficiary area drives the data—not the other way around.

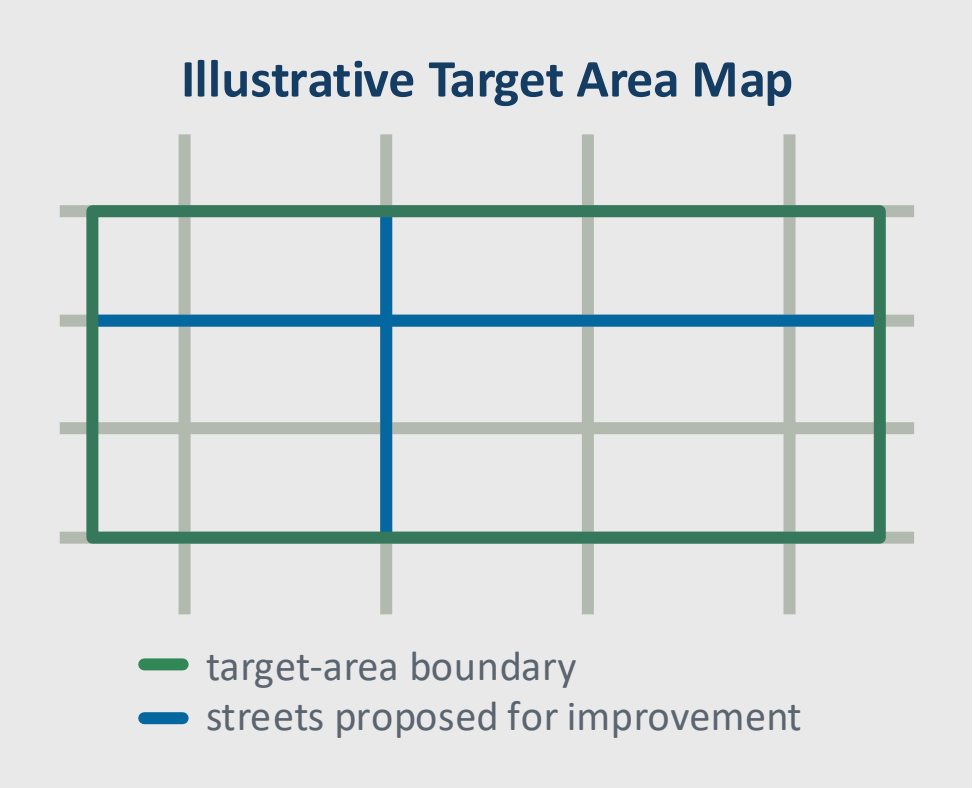
Louisiana LCDBG Streets Target-Area Requirements

Source: Louisiana LCDBG FY 2026–2027 Public Facilities Application Information, street project rules.

Source level: Louisiana LCDBG Public Facilities application requirement, built on HUD's service-area principle.

These are FY 2026–2027 LCDBG Public Facilities application rules that affect who is counted.

- An applicant may propose **up to two** target areas for residential street projects.
- All eligible streets within a target area must be improved.
- Target-area boundaries must follow visible landmarks such as streets, streams or canals.
- Property lines alone are not acceptable, and target areas cannot be gerrymandered.
- If only part of a street is improved, count only households in that section.
- Each street target area must meet the LMI, residential and exempt-property requirements.



CENSUS SECTION / PART 3

Choosing the correct data method

Use HUD LMISD/census data when it validly represents the service area; otherwise use Louisiana's survey process.



LCDBG Methods for Determining LMI Benefit

Use the method that is permitted for the actual project service area under HUD and Louisiana LCDBG guidance.

Sources: 24 CFR 570.483(b)(1)(i); Louisiana OCD Forms & Information; currently posted Census-Survey workshop and Household Survey Instructions.

01

HUD LMISD

Use when HUD Census Data is available and appropriately represents the service/target area.

02

100% HOUSEHOLD SURVEY

Use when Louisiana LCDBG methodology requires or permits a 100% survey of the target area.

03

RANDOM-SAMPLE SURVEY

Use when a household survey is permitted and LCDBG methodology allows a representative random sample.

A household survey should not be used simply because the HUD LMISD result is unfavorable. Use a survey only when permitted under current LCDBG Census/Survey methodology.

Decision tree: HUD LMISD/Census + Survey, or LCDBG Survey?

Use this logic after the actual project service area has been defined.

Sources: FY 2027 LCDBG Public Facilities Application; 24 CFR 570.483(b)(1)(i); HUD CPD-24-04; Louisiana Household Survey Instructions.

Define Project + Actual Service Area

Does HUD LMISD / Census geography reasonably represent the service area?

Start with Census data when available, then apply Louisiana LCDBG Census/Survey rules.

USE HUD LMISD

Use the applicable Place or Block Group geography and document LOWMODUNIV, LOWMOD and LOWMOD_PCT.

CENSUS + SURVEY

Use Census for the full valid geography and survey only the separately defined extra area, then combine ABFs.

CHECK SURVEY PATH

If a household survey is permitted or required, follow LCDBG survey methodology and the application workbook.

Important 2027 checks: if the project area is smaller than a block group and 10% or fewer houses are not/will not be served, use Census data instead of survey where Census data exists. For municipalities, LMI% + Margin of error (MOE) may allow a survey option, but MOE does not change the Census LMI percentage.

CENSUS SECTION / PART 4

Use HUD LMISD correctly

HUD’s current LMISD is based on 2016–2020 ACS 5-Year data and 2020 Census geographies.



Sources: HUD CPD-24-04; HUD LMISD 2016–2020 Block Group service metadata.

What is LMISD?

LMISD is HUD's CDBG low/mod summary data, not a general Census.gov table.

CURRENT DATASET

HUD's current LMISD is based on 2016–2020 ACS 5-year data and 2020 Census geographies.

MAIN VALUES USED

LOWMODUNIV = HUD Low/Mod Universe, the population for which HUD calculates LMI status. LOWMOD = low/mod persons. LOWMOD_PCT = low/mod percentage.

DO NOT SUBSTITUTE

A newer Census.gov table is not automatically the CDBG LMISD compliance dataset.

Use HUD LMISD for LMI area-benefit eligibility when applicable. Use Census/ACS demographic tables only as supporting demographic sources when current OCD practice requires them.

Sources: HUD LMISD 2016–2020; HUD CPD-24-04; 24 CFR 570.483(b)(1)(i).

How to use HUD LMISD Values

Use HUD's published fields for the selected geography; the arithmetic must match that geography.

1,000	620	62.00%
LOWMODUNIV	**LOWMOD**	**LOWMOD_PCT**
HUD Low/Mod Universe	Low/Mod persons	Low/Mod percentage

620 ÷ 1,000 × 100 = 62.00% LMI

Do not replace LOWMODUNIV with an ordinary Census population total unless OCD specifically directs a different documented method.

Source: HUD LMISD documentation/data field logic; 24 CFR 570.483(b)(1)(i).

Selecting More than One LMISD Geography

When multiple valid LMISD geographies together represent one actual service area, combine the underlying counts before calculating.

Area	LOWMODUNIV	LOWMOD	LMI %
BG 1	500	310	62.0%
BG 2	300	150	50.0%
Combined	800	460	57.5%

Correct for one combined service area: (310 + 150) ÷ (500 + 300) = 57.5%

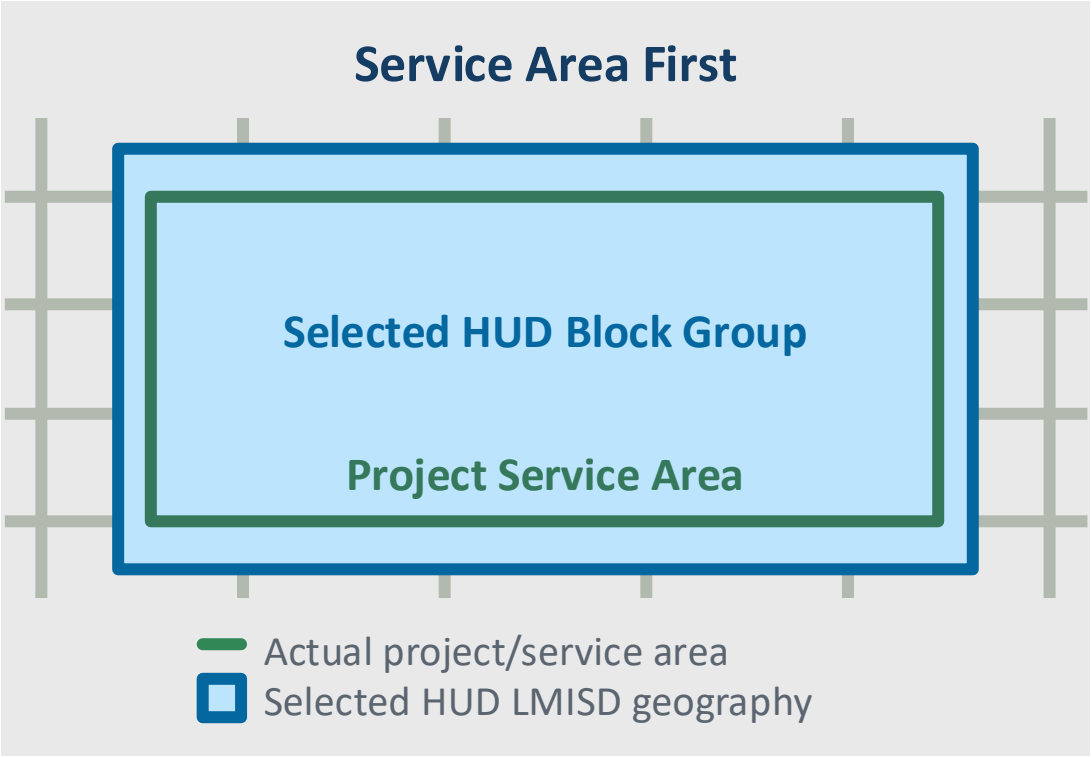
Do not average percentages, and do not combine separate target areas just to reach 51%.

Use the full published counts for every LMISD geography included in the same service-area determination. Do not average percentages, combine separate target areas to reach 51%, prorate a partial LMISD geography, or mix Place and Block Group LMISD for the same people.

Sources: HUD CPD-24-04; HUD current LMISD; 24 CFR 570.483(b)(1)(i).

How to Use HUD LMISD for Your Project

Match HUD LMISD geography to the actual project service area before using the LMI percentage.



GOOD MATCH

LMISD represents beneficiaries

POOR MATCH

Evaluate survey methodology

01. DEFINE THE PROJECT SERVICE AREA

Determine who actually receives the benefit from the funded improvement.

02. LOCATE THE AREA IN HUD LMISD

Identify the applicable current LMISD geography.

03. COMPARE THE BOUNDARIES

Confirm the LMISD geography appropriately represents the beneficiaries.

04. RECORD AND DOCUMENT THE RESULT

Record LOWMODUNIV, LOWMOD and LOWMOD_PCT and retain supporting documentation.

Example LMISD Record

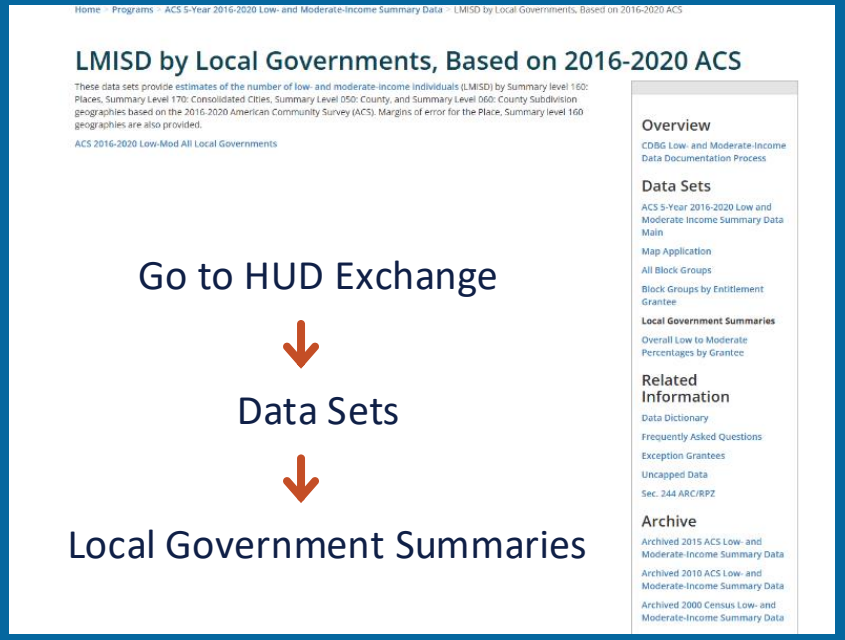
Geography	LOWMODUNIV	LOWMOD	LOWMOD_PCT
Block Group 2	1,000	620	62.00%

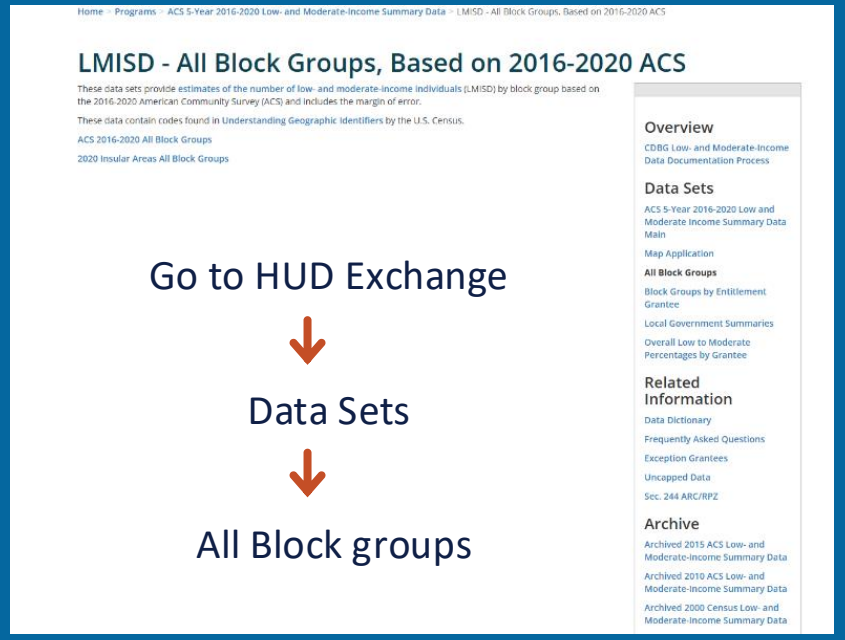
Source: HUD Exchange, 2016–2020 LMISD; HUD CPD-24-04

Where do I pull the LMI data?

Start with HUD LMISD. Choose the file that matches the service-area geography.

LOCAL GOVERNMENT / PLACE





ALL BLOCK GROUPS

Plain Rule: Choose the geography because it represents the people who benefit — not because it has the better percentage.

Source: 24 CFR 570.483(b)(1); HUD CPD-24-04; FY 2027 LCDBG Public Facilities Application

Which LMISD file should I use?

The applicant name does not decide the geography. The actual service area does.

01

WHOLE PLACE IS THE SERVICE AREA

Use Local Government Summaries when the actual beneficiary area is reasonably represented by a Census Place (city, town, village as applicable).

02

SMALLER / MULTI-AREA SERVICE AREA

Use the All Block Groups file when valid Block Group geography or geographies reasonably represent the same actual service area.

03

GEOGRAPHY DOES NOT FIT

Do not force a Place or Block Group onto the project. Apply current Louisiana Census/Survey rules; this may require Census + survey, a household survey, or Census under the 10% rule.

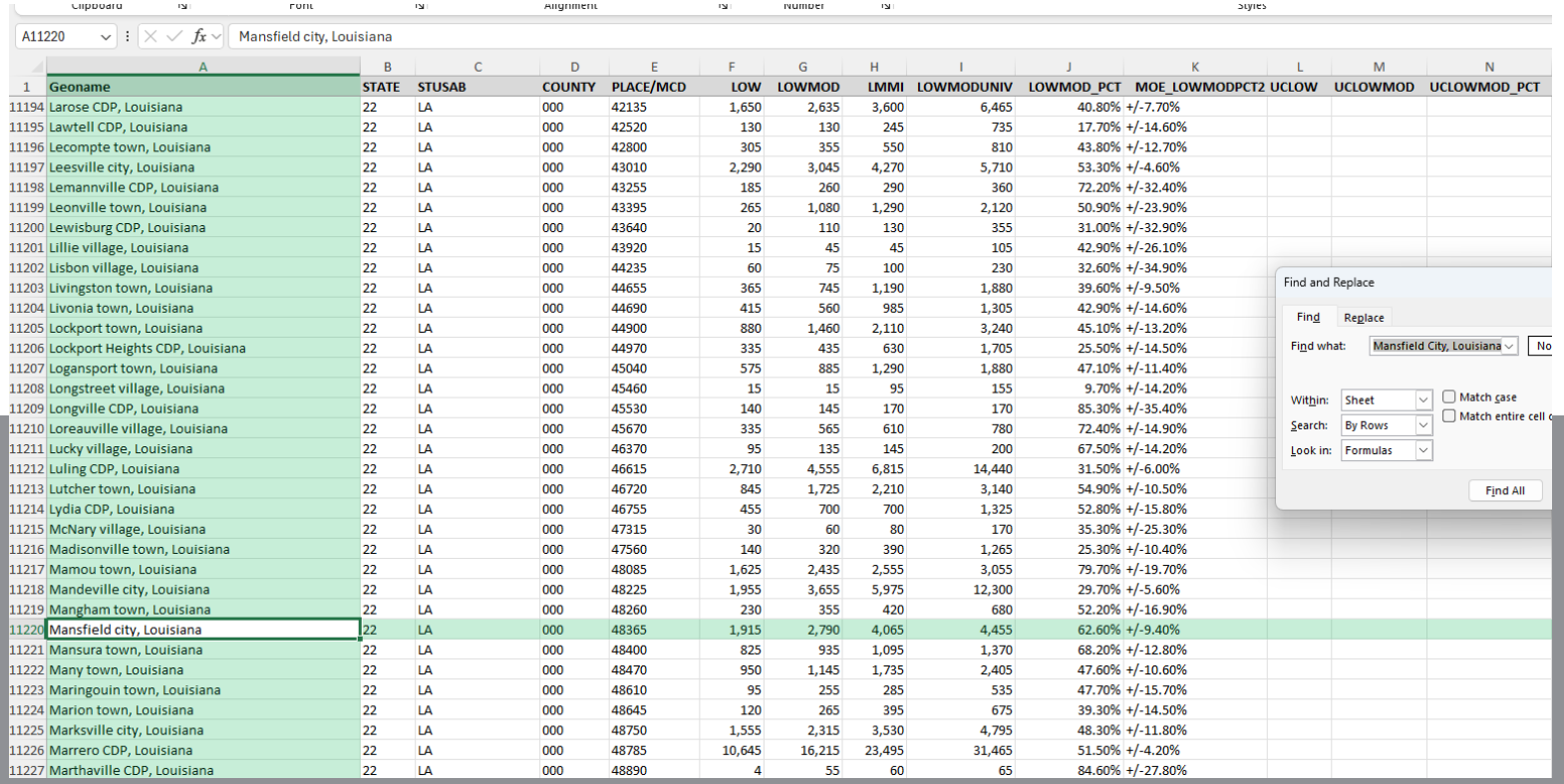
Applicant boundary ≠ automatically the project service area

A city, town, village, or parish may sponsor a project that benefits only a particular water/sewer system, target area, neighborhood, or other defined service area. Determine who actually benefits first; then select the LMISD geography or survey method that appropriately represents that service area.

Source: HUD 2016–2020 LMISD
Local Government Summaries

Mansfield Example: Find the Place Row

System-wide example: use the Local Government Summary file for the Census-supported Mansfield city portion.



A11220 | Mansfield city, Louisiana

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Geoname	STATE	STUSAB	COUNTY	PLACE/MCD	LOW	LOWMOD	LMMI	LOWMODUNIV	LOWMOD_PCT	MOE_LOWMODPCT2	UCLOW	UCLOWMOD	UCLOWMOD_PCT
11194	Larose CDP, Louisiana	22	LA	000	42135	1,650	2,635	3,600	6,465	40.80%	+/-7.70%			
11195	Lawtell CDP, Louisiana	22	LA	000	42520	130	130	245	735	17.70%	+/-14.60%			
11196	Lecompte town, Louisiana	22	LA	000	42800	305	355	550	810	43.80%	+/-12.70%			
11197	Leesville city, Louisiana	22	LA	000	43010	2,290	3,045	4,270	5,710	53.30%	+/-4.60%			
11198	Lemannville CDP, Louisiana	22	LA	000	43255	185	260	290	360	72.20%	+/-32.40%			
11199	Leonville town, Louisiana	22	LA	000	43395	265	1,080	1,290	2,120	50.90%	+/-23.90%			
11200	Lewisburg CDP, Louisiana	22	LA	000	43640	20	110	130	355	31.00%	+/-32.90%			
11201	Lillie village, Louisiana	22	LA	000	43920	15	45	45	105	42.90%	+/-26.10%			
11202	Lisbon village, Louisiana	22	LA	000	44235	60	75	100	230	32.60%	+/-34.90%			
11203	Livingston town, Louisiana	22	LA	000	44655	365	745	1,190	1,880	39.60%	+/-9.50%			
11204	Livonia town, Louisiana	22	LA	000	44690	415	560	985	1,305	42.90%	+/-14.60%			
11205	Lockport town, Louisiana	22	LA	000	44900	880	1,460	2,110	3,240	45.10%	+/-13.20%			
11206	Lockport Heights CDP, Louisiana	22	LA	000	44970	335	435	630	1,705	25.50%	+/-14.50%			
11207	Logansport town, Louisiana	22	LA	000	45040	575	885	1,290	1,880	47.10%	+/-11.40%			
11208	Longstreet village, Louisiana	22	LA	000	45460	15	15	95	155	9.70%	+/-14.20%			
11209	Longville CDP, Louisiana	22	LA	000	45530	140	145	170	170	85.30%	+/-35.40%			
11210	Loreauville village, Louisiana	22	LA	000	45670	335	565	610	780	72.40%	+/-14.90%			
11211	Lucky village, Louisiana	22	LA	000	46370	95	135	145	200	67.50%	+/-14.20%			
11212	Luling CDP, Louisiana	22	LA	000	46615	2,710	4,555	6,815	14,440	31.50%	+/-6.00%			
11213	Lutcher town, Louisiana	22	LA	000	46720	845	1,725	2,210	3,140	54.90%	+/-10.50%			
11214	Lydia CDP, Louisiana	22	LA	000	46755	455	700	700	1,325	52.80%	+/-15.80%			
11215	McNary village, Louisiana	22	LA	000	47315	30	60	80	170	35.30%	+/-25.30%			
11216	Madisonville town, Louisiana	22	LA	000	47560	140	320	390	1,265	25.30%	+/-10.40%			
11217	Mamou town, Louisiana	22	LA	000	48085	1,625	2,435	2,555	3,055	79.70%	+/-19.70%			
11218	Mandeville city, Louisiana	22	LA	000	48225	1,955	3,655	5,975	12,300	29.70%	+/-5.60%			
11219	Mangham town, Louisiana	22	LA	000	48260	230	355	420	680	52.20%	+/-16.90%			
11220	Mansfield city, Louisiana	22	LA	000	48365	1,915	2,790	4,065	4,455	62.60%	+/-9.40%			
11221	Mansura town, Louisiana	22	LA	000	48400	825	935	1,095	1,370	68.20%	+/-12.80%			
11222	Many town, Louisiana	22	LA	000	48470	950	1,145	1,735	2,405	47.60%	+/-10.60%			
11223	Maringouin town, Louisiana	22	LA	000	48610	95	255	285	535	47.70%	+/-15.70%			
11224	Marion town, Louisiana	22	LA	000	48645	120	265	395	675	39.30%	+/-14.50%			
11225	Marksville city, Louisiana	22	LA	000	48750	1,555	2,315	3,530	4,795	48.30%	+/-11.80%			
11226	Marrero CDP, Louisiana	22	LA	000	48785	10,645	16,215	23,495	31,465	51.50%	+/-4.20%			
11227	Marthaville CDP, Louisiana	22	LA	000	48890	4	55	60	65	84.60%	+/-27.80%			

Find and Replace

Find | Replace

Find what: Mansfield City, Louisiana

Within: Sheet | Match case

Search: By Rows | Match entire cell

Look in: Formulas

Find All

01. OPEN THE EXCEL FILE

Use Ctrl + F / Find.

02. SEARCH THE EXACT GEOGRAPHY

“Mansfield city, Louisiana” — confirm the name before taking any numbers.

03. READ ACROSS THE SAME ROW

Record LOWMODUNIV, LOWMOD and LOWMOD_PCT.

Source: HUD LMISD; 24 CFR 570.483(b)(1)

Mansfield: the Three LMISD Numbers to Carry Forward

LMISD establishes the Census-based LMI result. Do not replace its universe with ordinary ACS population.

4,455	2,790	62.60%
LOWMODUNIV	**LOWMOD**	**LOWMOD_PCT**
HUD LMI universe / denominator	Low- and moderate-income persons	HUD-published LMI percentage

Use the HUD-published LOWMOD_PCT exactly as shown in LMISD: 62.60%.

What this tells us: The Census-supported Mansfield city portion meets the 51% LMI area-benefit threshold. We still need the demographic and household support required to complete the ABF.

Source: U.S. Census Bureau ACS 2020 DP05 / DP04; current Mansfield FY26 workpaper example

LMISD Answered Eligibility. What is still missing for the ABF?

Use data.census.gov for supporting demographic and household data — not to replace the LMISD LMI result.

HUD LMISD

- Total LMI universe
- Low/Mod persons
- LMI %

+

DP05

Race / ethnicity support for the Census-based ABF.

+

DP04

Occupied housing units for household support.

+

S1101

Female-headed households for household support.

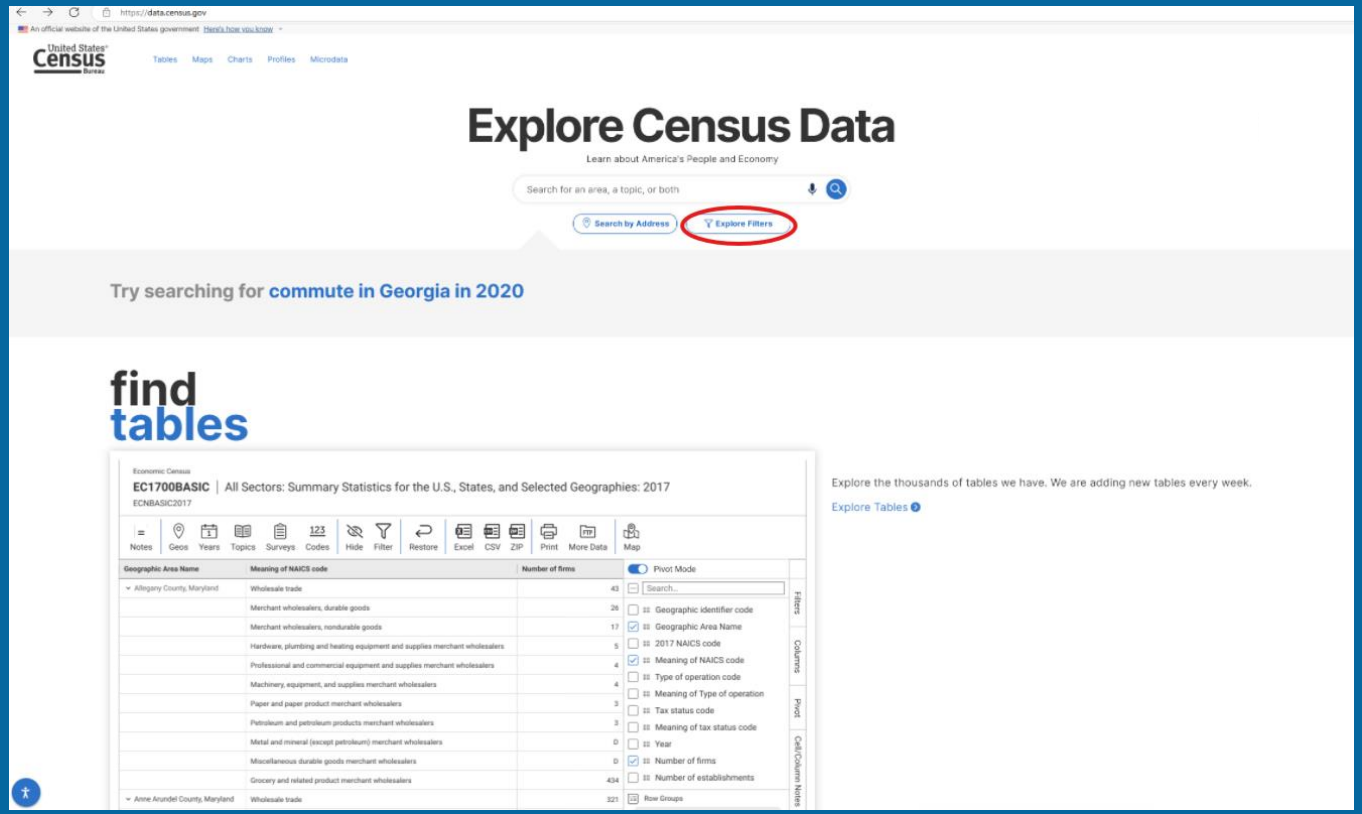
One population story → one ABF

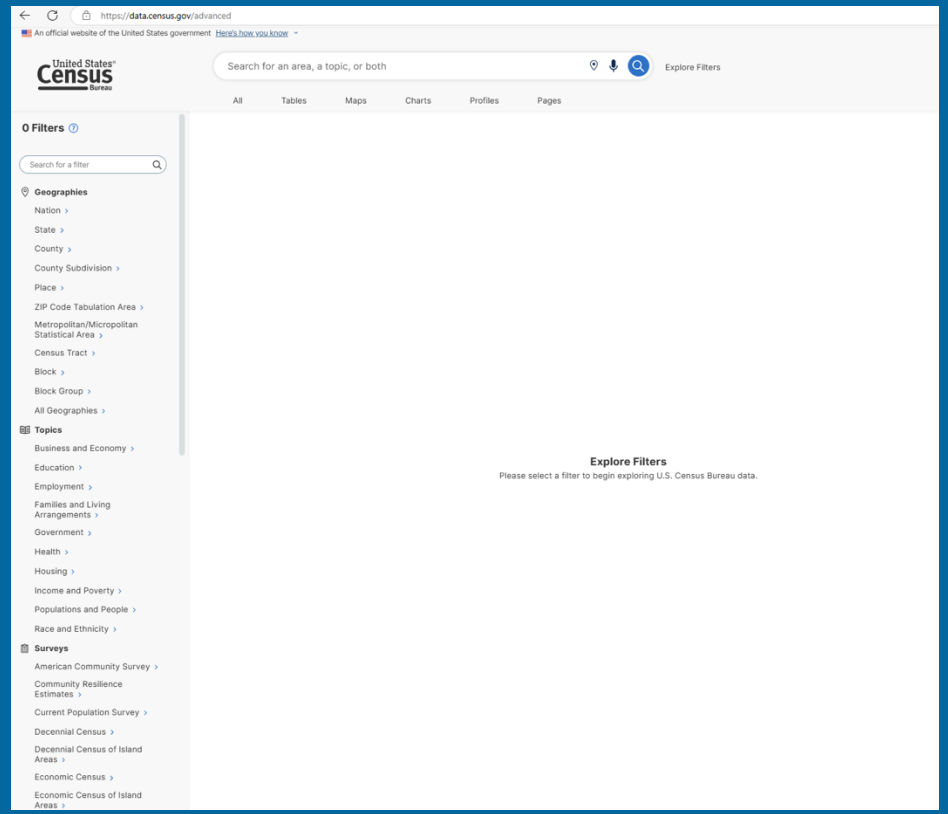
For the Mansfield example, the ACS supporting counts are reconciled to the same 4,455 LMISD universe before they are placed on the Census-based ABF.

data.census.gov — Select the Table First

Source: data.census.gov; Census ACS Data Profiles

This order avoids losing/resetting the geography while changing the table.





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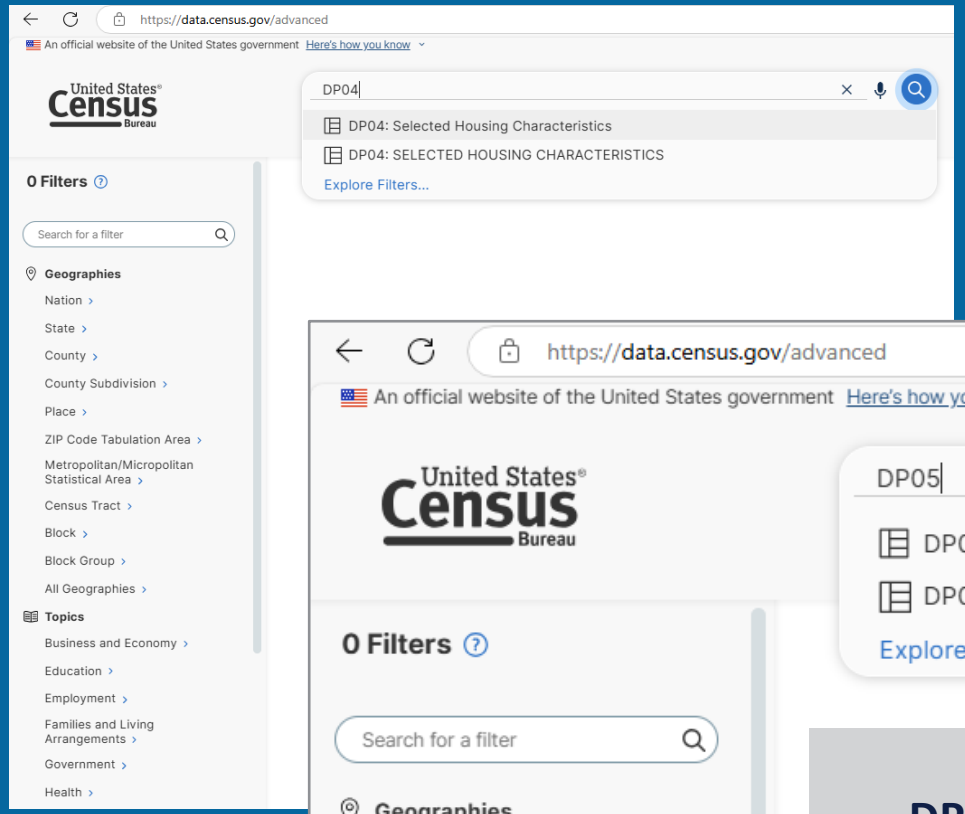


01

OPEN EXPLORE FILTERS

Go to data.census.gov and open Explore Filters.

02

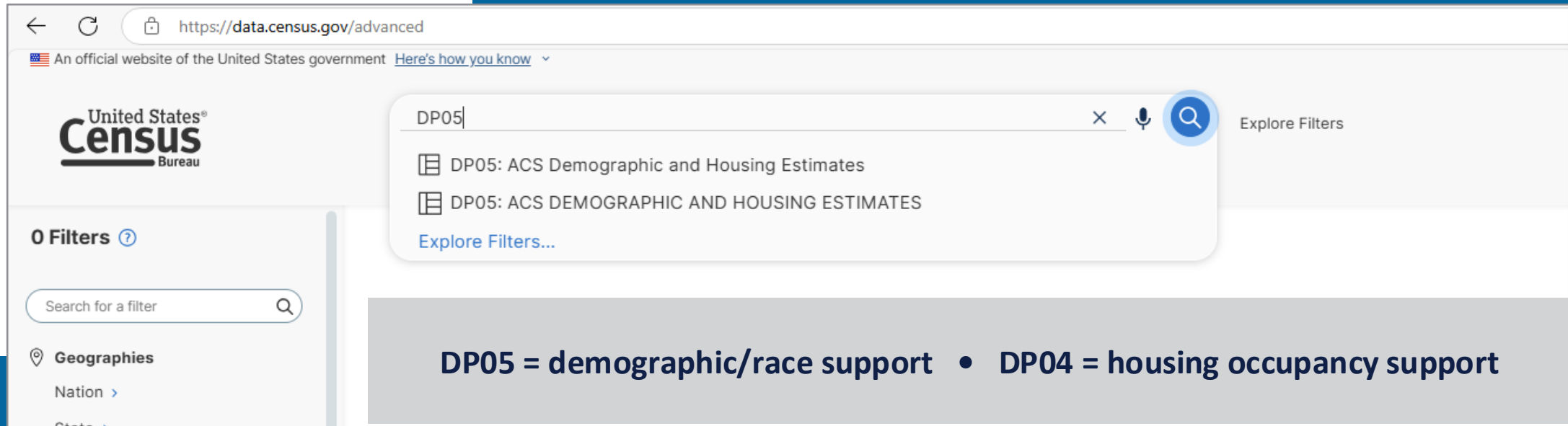
SEARCH THE TABLE

Type DP05 or DP04 in the search bar.

03

SELECT THE TABLE

Then choose the project geography.

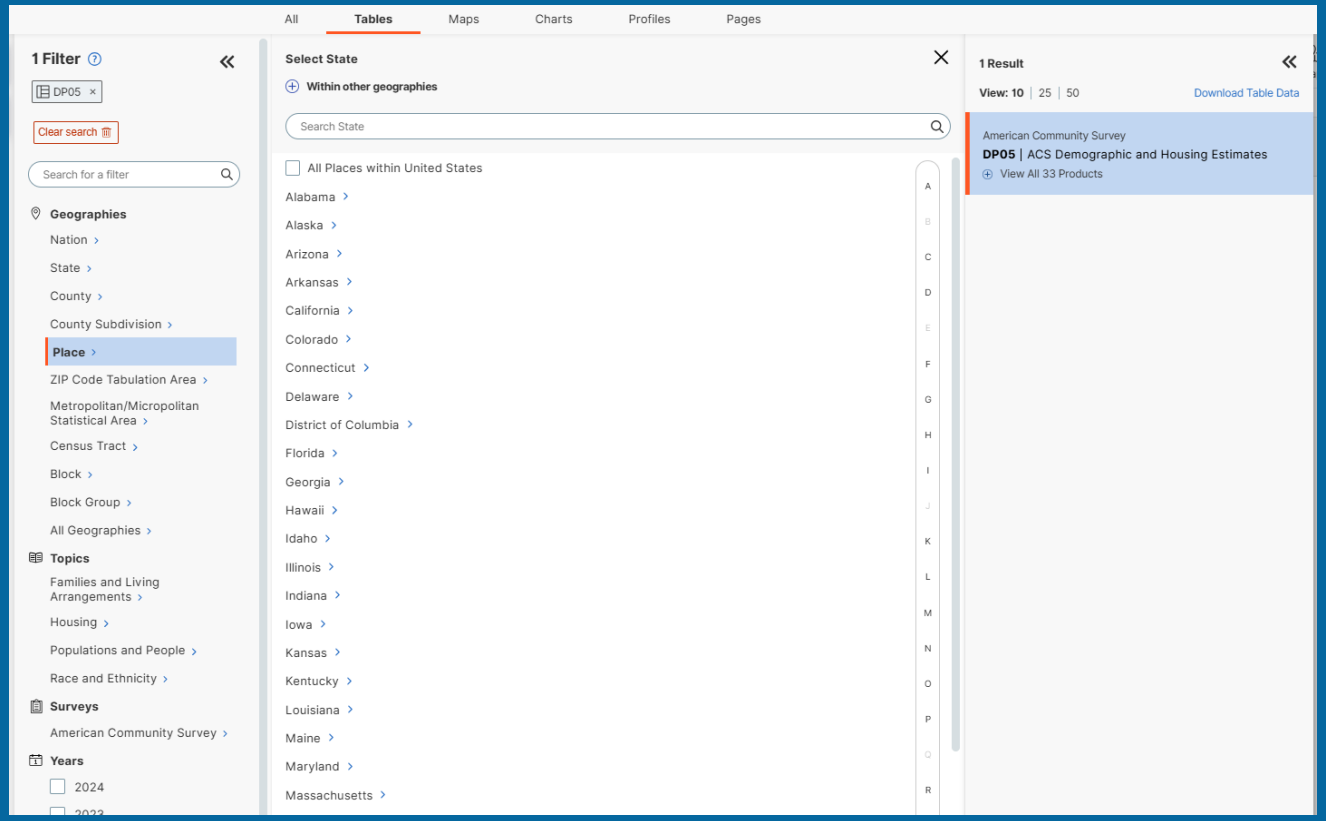


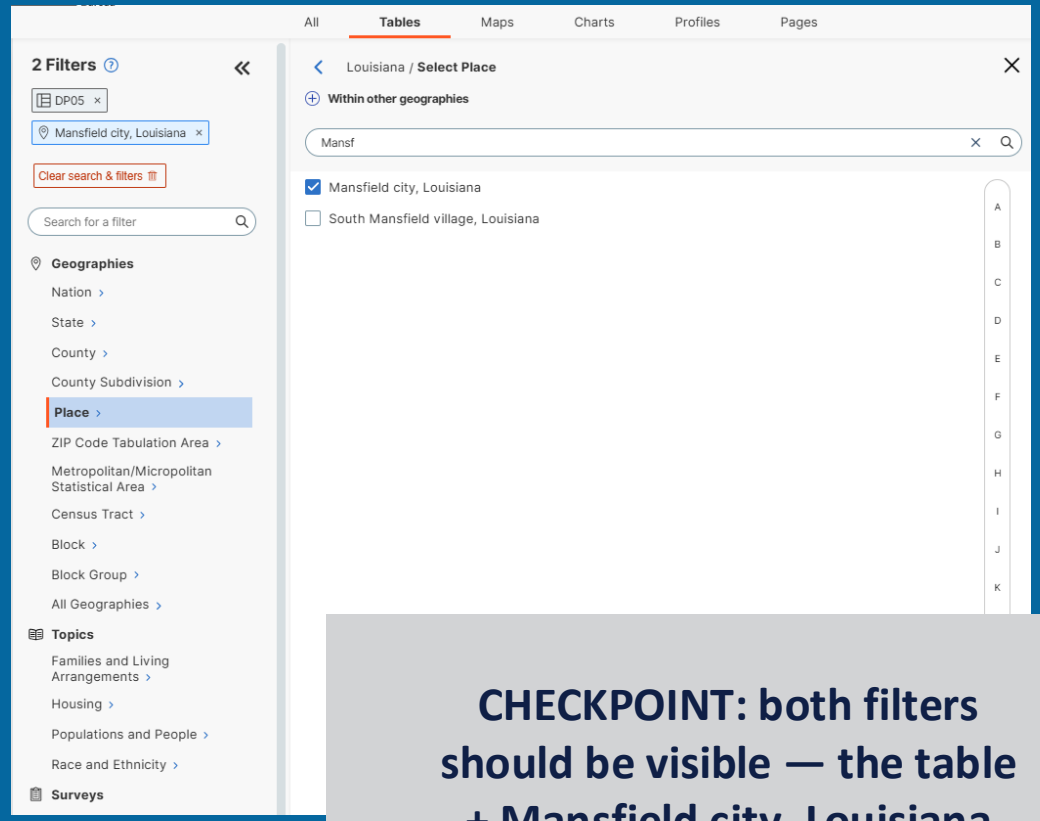
DP05 = demographic/race support • DP04 = housing occupancy support

Source:
data.census.gov

Mansfield Example — Choose the Geography After the Table

For this system-wide Census portion:
Place → Louisiana → Mansfield city, LA



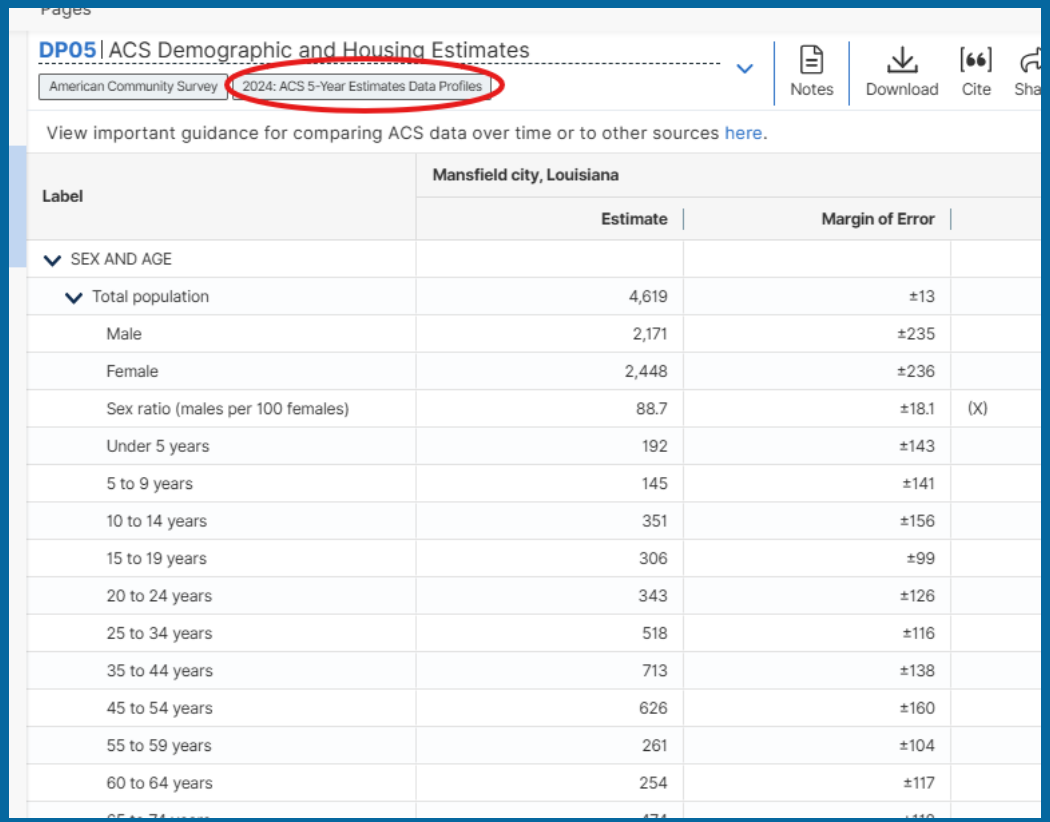


CHECKPOINT: both filters should be visible — the table + Mansfield city, Louisiana

Use the 2020 ACS 5-Year Data Profile, Then Download

The site may open a newer year by default. Change the product before using the values.

Source: data.census.gov; ACS 2020 5-Year Data Profiles



Pages

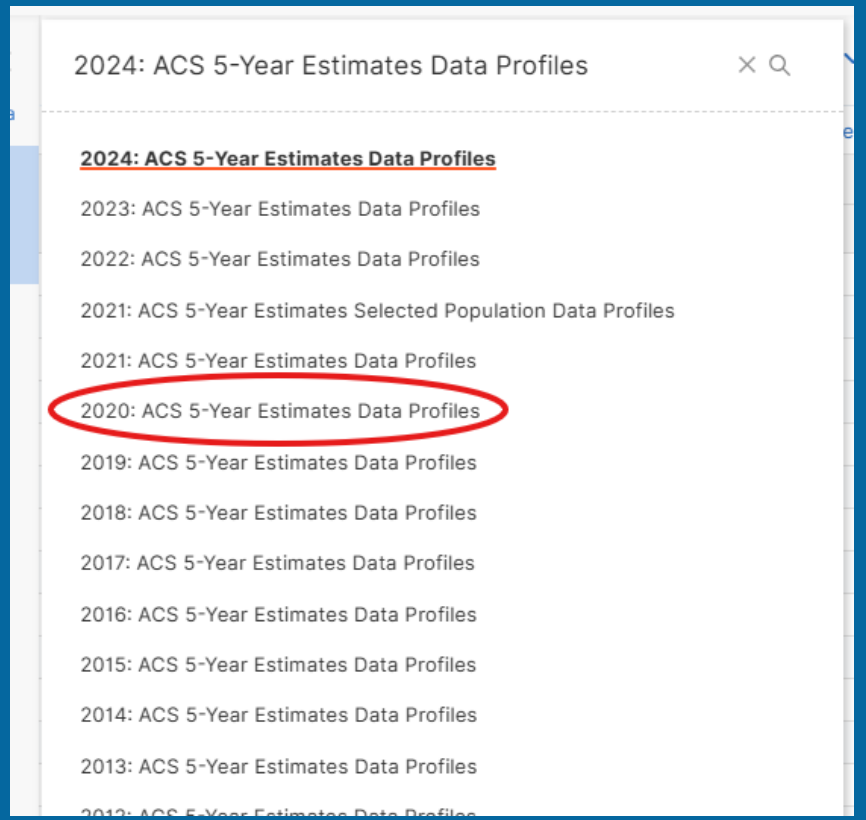
DP05 | ACS Demographic and Housing Estimates

American Community Survey | 2024: ACS 5-Year Estimates Data Profiles

Notes | Download | Cite | Sha

View important guidance for comparing ACS data over time or to other sources here.

Label	Mansfield city, Louisiana		
	Estimate	Margin of Error	
SEX AND AGE			
Total population	4,619	±13	
Male	2,171	±235	
Female	2,448	±236	
Sex ratio (males per 100 females)	88.7	±18.1	(X)
Under 5 years	192	±143	
5 to 9 years	145	±141	
10 to 14 years	351	±156	
15 to 19 years	306	±99	
20 to 24 years	343	±126	
25 to 34 years	518	±116	
35 to 44 years	713	±138	
45 to 54 years	626	±160	
55 to 59 years	261	±104	
60 to 64 years	254	±117	



2024: ACS 5-Year Estimates Data Profiles

2024: ACS 5-Year Estimates Data Profiles

2023: ACS 5-Year Estimates Data Profiles

2022: ACS 5-Year Estimates Data Profiles

2021: ACS 5-Year Estimates Selected Population Data Profiles

2021: ACS 5-Year Estimates Data Profiles

2020: ACS 5-Year Estimates Data Profiles

2019: ACS 5-Year Estimates Data Profiles

2018: ACS 5-Year Estimates Data Profiles

2017: ACS 5-Year Estimates Data Profiles

2016: ACS 5-Year Estimates Data Profiles

2015: ACS 5-Year Estimates Data Profiles

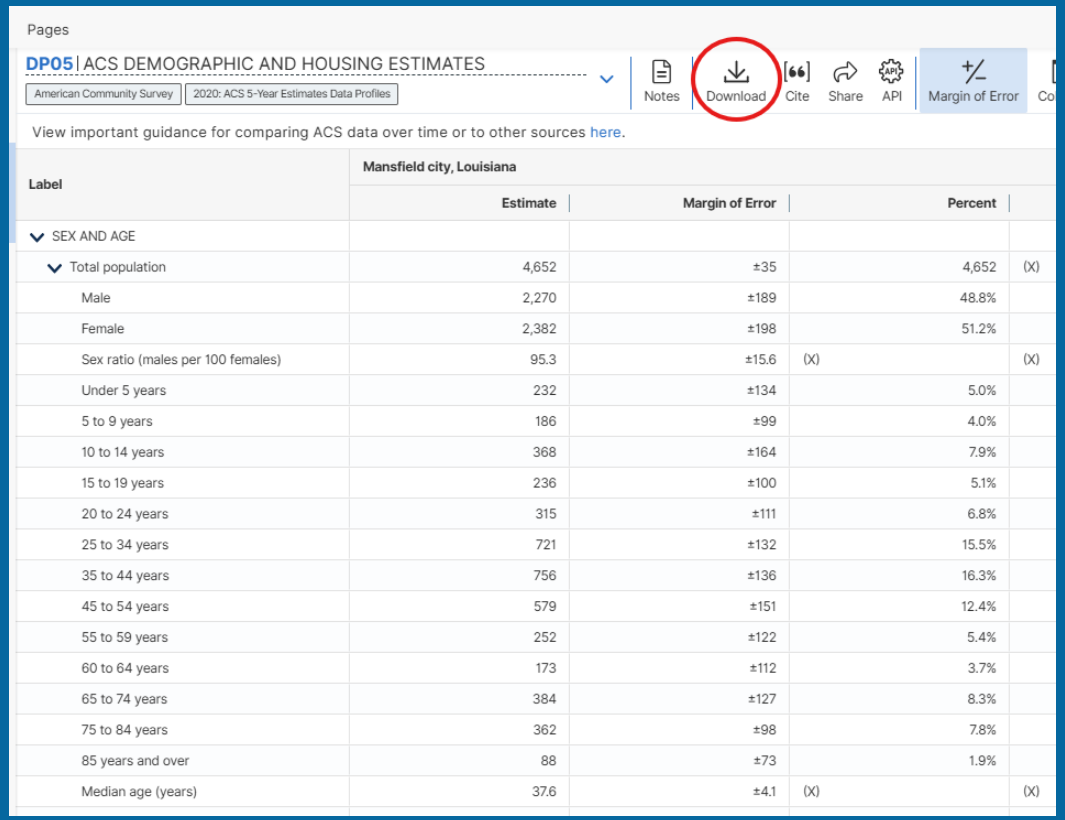
2014: ACS 5-Year Estimates Data Profiles

2013: ACS 5-Year Estimates Data Profiles

Source: data.census.gov; ACS 2020 5-Year Data Profiles

Use the 2020 ACS 5-Year Data Profile, Then Download

The site may open a newer year by default. Change the product before using the values.



Pages

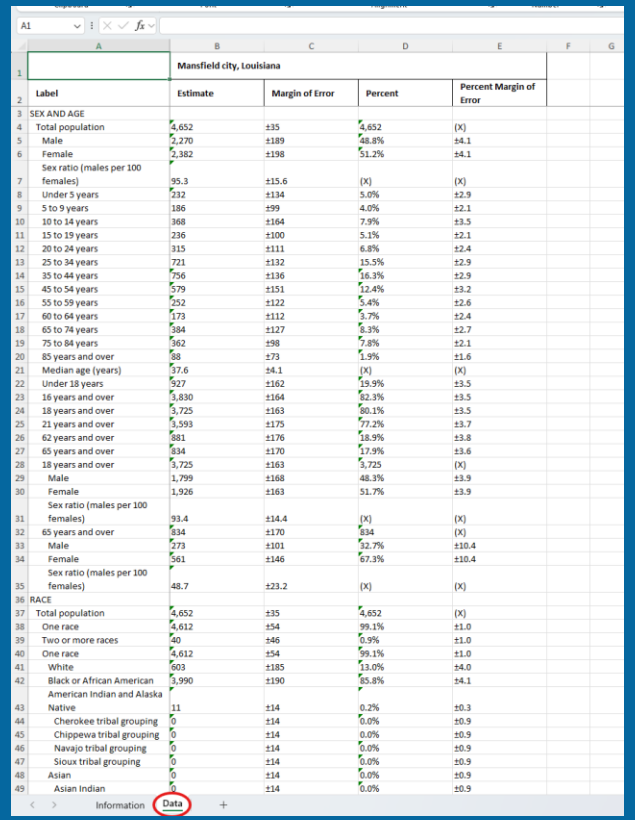
DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES

American Community Survey | 2020: ACS 5-Year Estimates Data Profiles

Notes | Download | Cite | Share | API | Margin of Error

View important guidance for comparing ACS data over time or to other sources here.

Label	Mansfield city, Louisiana			
	Estimate	Margin of Error	Percent	
SEX AND AGE				
Total population	4,652	±35	4,652	(X)
Male	2,270	±189	48.8%	
Female	2,382	±198	51.2%	
Sex ratio (males per 100 females)	95.3	±15.6	(X)	(X)
Under 5 years	232	±134	5.0%	
5 to 9 years	186	±99	4.0%	
10 to 14 years	368	±164	7.9%	
15 to 19 years	236	±100	5.1%	
20 to 24 years	315	±111	6.8%	
25 to 34 years	721	±132	15.5%	
35 to 44 years	756	±136	16.3%	
45 to 54 years	579	±151	12.4%	
55 to 59 years	252	±122	5.4%	
60 to 64 years	173	±112	3.7%	
65 to 74 years	384	±127	8.3%	
75 to 84 years	362	±98	7.8%	
85 years and over	88	±73	1.9%	
Median age (years)	37.6	±4.1	(X)	(X)



Mansfield city, Louisiana

Label	Estimate	Margin of Error	Percent	Percent Margin of Error
SEX AND AGE				
Total population	4,652	±35	4,652	(X)
Male	2,270	±189	48.8%	±4.1
Female	2,382	±198	51.2%	±4.1
Sex ratio (males per 100 females)	95.3	±15.6	(X)	(X)
Under 5 years	232	±134	5.0%	±2.9
5 to 9 years	186	±99	4.0%	±2.1
10 to 14 years	368	±164	7.9%	±3.5
15 to 19 years	236	±100	5.1%	±2.1
20 to 24 years	315	±111	6.8%	±2.4
25 to 34 years	721	±132	15.5%	±2.9
35 to 44 years	756	±136	16.3%	±2.9
45 to 54 years	579	±151	12.4%	±3.2
55 to 59 years	252	±122	5.4%	±2.6
60 to 64 years	173	±112	3.7%	±2.4
65 to 74 years	384	±127	8.3%	±2.7
75 to 84 years	362	±98	7.8%	±2.1
85 years and over	88	±73	1.9%	±1.6
Median age (years)	37.6	±4.1	(X)	(X)
Under 18 years	927	±162	19.9%	±3.5
16 years and over	3,830	±164	82.3%	±3.5
18 years and over	3,725	±163	80.1%	±3.5
21 years and over	3,593	±175	77.2%	±3.7
62 years and over	881	±176	18.9%	±3.8
65 years and over	834	±170	17.9%	±3.6
18 years and over	3,725	±163	3,725	(X)
Male	1,799	±168	48.3%	±3.9
Female	1,926	±163	51.7%	±3.9
Sex ratio (males per 100 females)	93.4	±14.4	(X)	(X)
65 years and over	834	±170	834	(X)
Male	273	±101	32.7%	±10.4
Female	561	±146	67.3%	±10.4
Sex ratio (males per 100 females)	48.7	±23.2	(X)	(X)
RACE				
Total population	4,652	±35	4,652	(X)
One race	4,612	±54	99.1%	±1.0
Two or more races	40	±46	0.9%	±1.0
One race	4,612	±54	99.1%	±1.0
White	603	±185	13.0%	±4.0
Black or African American	3,990	±190	85.8%	±4.1
American Indian and Alaska Native	11	±14	0.2%	±0.3
Cherokee tribal grouping	0	±14	0.0%	±0.9
Chippewa tribal grouping	0	±14	0.0%	±0.9
Navajo tribal grouping	0	±14	0.0%	±0.9
Sioux tribal grouping	0	±14	0.0%	±0.9
Asian	0	±14	0.0%	±0.9
Asian Indian	0	±14	0.0%	±0.9

Information | Data

01. SELECT 2020

Choose “2020: ACS 5-Year Estimates Data Profiles.”

02. DOWNLOAD

Select the Excel presentation-ready format.

03. OPEN DATA TAB

Use the downloaded workbook for reconciliation.

Source: ACS 2020 DP05; Mansfield FY26 Census-based ABF workpaper

DP05 → Race / Ethnicity: Why an Adjustment is Needed

The ACS population and HUD LOWMODUNIV are not always the same. The Mansfield workpaper scales the supporting ACS counts to the 4,455 LMISD universe.

ADJUSTMENT FACTOR

4,455 ÷ 4,652 = 0.9576526

White
603 × 0.9576526 = 577.46 → 577

Black
3,990 × 0.9576526 ≈ 3,821

American Indian + Black
40 × 0.9576526 ≈ 38

DP05 2020 MANSFIELD CITY

Total population	**4,652**
White alone	**603**
Black alone	**3,990**
AIAN alone	**11**
NHPI alone	**8**
American Indian + Black	**40**
Ethnicity (reported separately - not part of race total)	
Hispanic / Latino	**29**

FINAL CHECK

Use exact DP05 race rows for ABF race categories.

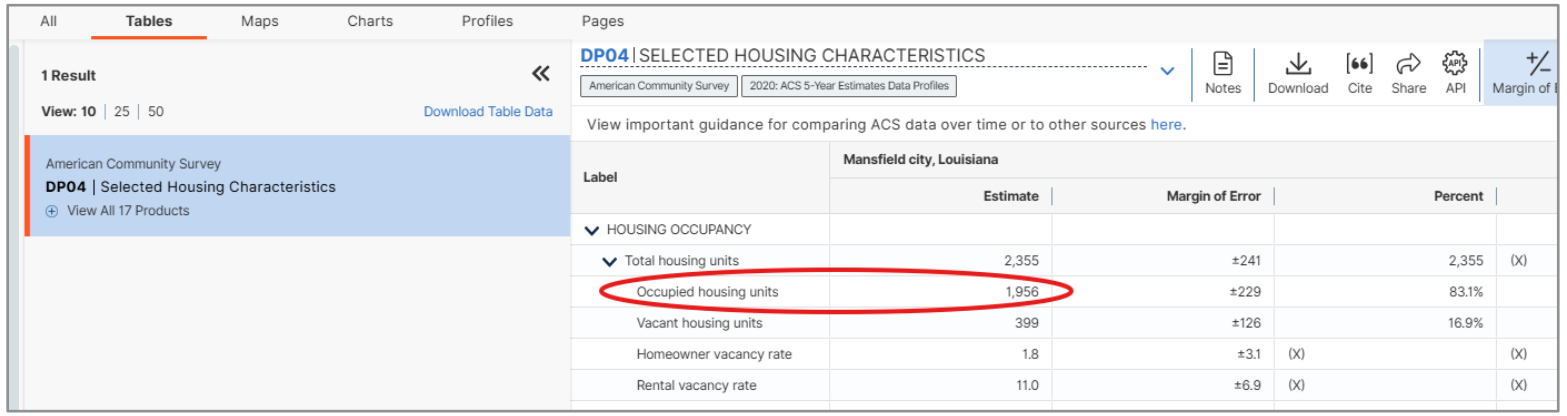
Race rows must reconcile to 4,455.

Hispanic/Latino is ethnicity, reported separately; do not add it to the race total.

DP04 → Occupied Households: Use the Occupied Row

Source: ACS 2020 DP04; Mansfield FY26 Census-based ABF workpaper

Do not use Total Housing Units. For the ABF household count, the Mansfield example uses Occupied Housing Units.



ABF RESULT

Total Occupied Households = 1,873

CORRECT DP04 VALUE

Occupied housing units = 1,956

SAME ADJUSTMENT FACTOR

1,956 × 0.9576526

= 1,873.16 → 1,873

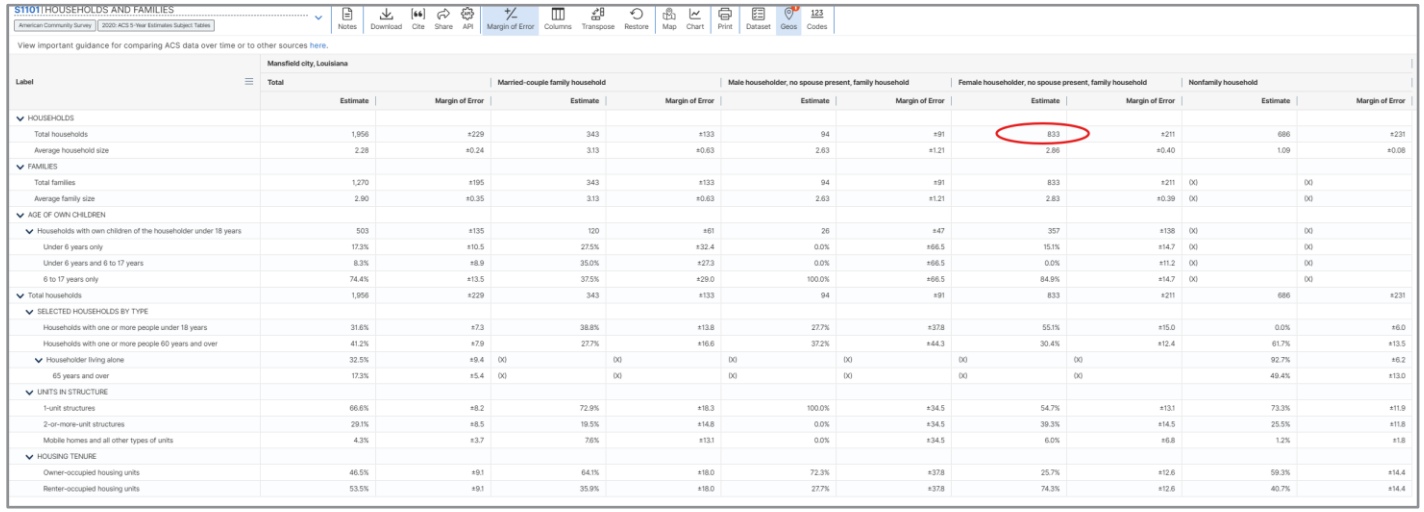
DO NOT CONFUSE

Total housing units = occupied + vacant. The ABF field here is occupied households.

S1101 → Female-Headed Households: Use the Correct Household Type

Source: ACS 2020 DP04; Mansfield FY26 Census-based ABF workpaper

For the Mansfield city-limits ABF, use the S1101 estimate for Female householder, no spouse present, family household.



S1101 | HOUSEHOLDS AND FAMILIES

American Community Survey | 2020: ACS 5-Year Estimates Subject Tables

Notes | Download | Cite | Share | API | Margin of Error | Columns | Transpose | Restore | Map | Chart | Print | Dataset | Geos | Codes

View important guidance for comparing ACS data over time or to other sources here.

Mansfield city, Louisiana

Label	Total		Married-couple family household		Male householder, no spouse present, family household		Female householder, no spouse present, family household		Nonfamily household	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
HOUSEHOLDS										
Total households	1,956	±229	343	±133	94	±91	833	±211	686	±231
Average household size	2.28	±0.24	3.13	±0.63	2.63	±1.21	2.86	±0.40	1.09	±0.08
FAMILIES										
Total families	1,270	±195	343	±133	94	±91	833	±211	(X)	(X)
Average family size	2.90	±0.35	3.13	±0.63	2.63	±1.21	2.83	±0.39	(X)	(X)
AGE OF OWN CHILDREN										
Households with own children of the householder under 18 years	503	±135	120	±61	26	±47	357	±138	(X)	(X)
Under 6 years only	17.3%	±10.5	27.5%	±32.4	0.0%	±66.5	15.1%	±14.7	(X)	(X)
Under 6 years and 6 to 17 years	8.3%	±8.9	35.0%	±27.3	0.0%	±66.5	0.0%	±11.2	(X)	(X)
6 to 17 years only	74.4%	±13.5	37.5%	±29.0	100.0%	±66.5	84.9%	±14.7	(X)	(X)
Total households	1,956	±229	343	±133	94	±91	833	±211	686	±231
SELECTED HOUSEHOLDS BY TYPE										
Households with one or more people under 18 years	31.6%	±7.3	38.8%	±13.8	27.7%	±37.8	55.1%	±15.0	0.0%	±6.0
Households with one or more people 60 years and over	41.2%	±7.9	27.7%	±16.6	37.2%	±44.3	30.4%	±12.4	61.7%	±13.5
Householder living alone	32.5%	±9.4	(X)	(X)	(X)	(X)	(X)	(X)	92.7%	±6.2
65 years and over	17.3%	±5.4	(X)	(X)	(X)	(X)	(X)	(X)	49.4%	±13.0
UNITS IN STRUCTURE										
1-unit structures	66.6%	±8.2	72.9%	±18.3	100.0%	±34.5	54.7%	±13.1	73.3%	±11.9
2-or-more-unit structures	29.1%	±8.5	19.5%	±14.8	0.0%	±34.5	39.3%	±14.5	25.5%	±11.8
Mobile homes and all other types of units	4.3%	±3.7	7.6%	±13.1	0.0%	±34.5	6.0%	±6.8	1.2%	±1.8
HOUSING TENURE										
Owner-occupied housing units	46.5%	±9.1	64.1%	±18.0	72.3%	±37.8	25.7%	±12.6	59.3%	±14.4
Renter-occupied housing units	53.5%	±9.1	35.9%	±18.0	27.7%	±37.8	74.3%	±12.6	40.7%	±14.4

ABF RESULT

Female-Headed Households = 798

CORRECT S1101 VALUE

Female-headed households = 833

SAME ADJUSTMENT FACTOR

833 × 0.9576526

= 797.72 → 798

DO NOT CONFUSE

Use the female householder, no spouse present, family household column. Do not substitute total households or nonfamily households.

Source: Louisiana Activity Beneficiary Form; HUD LMISD; ACS DP05/DP04; Mansfield workpaper example

Census-based ABF: Which source fills which part?

Keep the source paths separate so every number can be traced.

01. HUD LMISD

4,455 total universe • 2,790 LMI persons • 62.60% LMI

02. ACS DP05

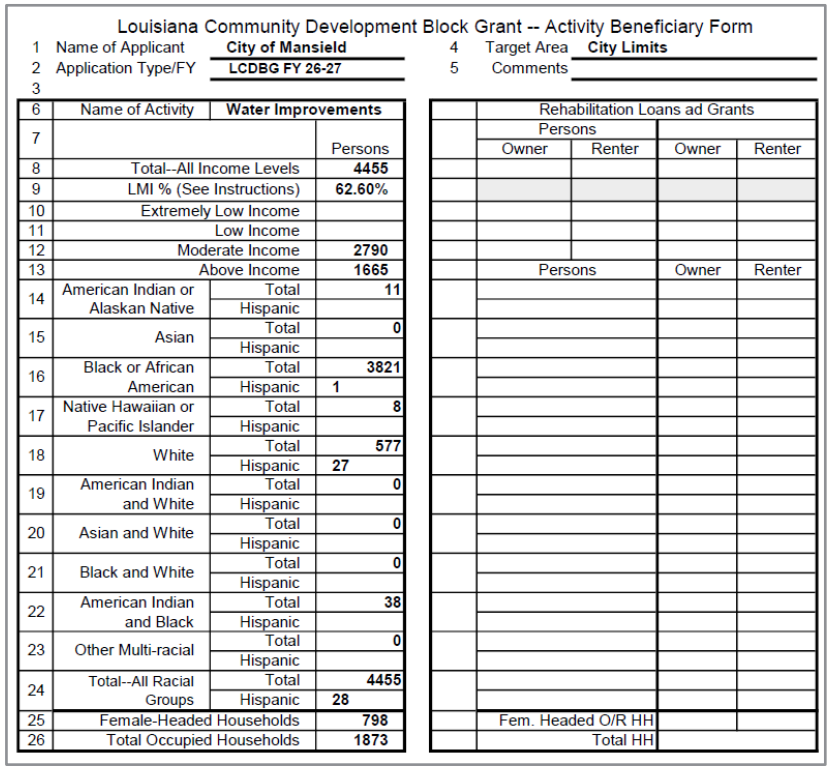
Adjusted race / ethnicity counts reconciled to 4,455.

03. ACS DP04

Adjusted occupied households = 1,873.

04. ACS S1101

Adjusted female-headed households = 798.



Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant: **City of Mansield**
2 Application Type/FY: **LCDBG FY 26-27**
4 Target Area: **City Limits**
5 Comments:

6	Name of Activity	**Water Improvements**	
7			Persons
8	Total--All Income Levels		**4455**
9	LMI % (See Instructions)		**62.60%**
10	Extremely Low Income		
11	Low Income		
12	Moderate Income		**2790**
13	Above Income		**1665**
14	American Indian or Alaskan Native	Total	**11**
		Hispanic	
15	Asian	Total	**0**
		Hispanic	
16	Black or African American	Total	**3821**
		Hispanic	**1**
17	Native Hawaiian or Pacific Islander	Total	**8**
		Hispanic	
18	White	Total	**577**
		Hispanic	**27**
19	American Indian and White	Total	**0**
		Hispanic	
20	Asian and White	Total	**0**
		Hispanic	
21	Black and White	Total	**0**
		Hispanic	
22	American Indian and Black	Total	**38**
		Hispanic	
23	Other Multi-racial	Total	**0**
		Hispanic	
24	Total--All Racial Groups	Total	**4455**
		Hispanic	**28**
25	Female-Headed Households		**798**
26	Total Occupied Households		**1873**

	Rehabilitation Loans ad Grants			
	Persons			
	Owner	Renter	Owner	Renter
	Persons		Owner	Renter

When LMISD May Not Represent the Project

A project may be located inside a Census geography without serving everyone represented by that geography.

LMISD LIKELY REASONABLE

Use LMISD only when the selected place/block group(s) appropriately represent the people receiving the benefit.

SURVEY LIKELY NEEDED

If the service area does not match LMISD, check the Census + survey option and the 10% unserved-house rule before using a household survey.

Key check: the selected LMISD geography must reasonably correspond to the actual service area. Being located inside a block group does not automatically make the full block group the beneficiary area, but the 2027 10% rule may still require Census when applicable.

Sources: 24 CFR 570.483(b)(1)(i); Louisiana OCD currently posted Census-Survey workshop.

SURVEY SECTION

Louisiana Survey Methodology

When HUD LMISD does not appropriately represent the service area, follow the current Louisiana LCDBG Census/Survey methodology to determine whether a household survey is required/permitted.



Louisiana LCDBG Survey Map Comes First

Sources: Louisiana OCD currently posted Census-Survey workshop and Household Survey Instructions.

The map establishes the survey universe before a 100% survey or random sample is conducted.



01. RESIDENTIAL STRUCTURES

Number every residential structure, occupied and vacant, in consecutive order.

02. NON-RESIDENTIAL / EXEMPT

Label businesses, churches and governmental buildings separately.

03. VACANT LOTS

Do not treat vacant lots as residential structures.

04. CONSECUTIVE MAP/LIST

Customer utility lists cannot be used to conduct the survey; use the numbered field map/list.

Use current LCDBG survey instructions when preparing the actual application.

Louisiana LCDBG Street-Project Target-Area Requirements

Sources: 24 CFR 570.483(b)(1)(i); Louisiana FY 2026 Public Facilities Application Information, street-project target-area rules.

Relevant when Census/survey rules are applied to Public Facilities street-project target areas.

51%

LMI THRESHOLD

Federal State CDBG area-benefit threshold, applied by Louisiana LCDBG.

75%

RESIDENTIAL

Louisiana LCDBG Public Facilities street-project target-area requirement.

50%

EXEMPT CAP

Louisiana LCDBG Public Facilities street-project target-area requirement.

These standards are relevant to LCDBG PF street target areas; do not apply the 75%/50% rules to all CDBG activities.

Source: Louisiana Household Survey Forms Instructions, Survey Worksheet instructions.

100% Survey vs. Random Sample

The survey method determines workbook order, sample documentation and how results support the ABF.

01

100% HOUSEHOLD SURVEY - LOUISIANA LCDBG PUBLIC FACILITIES

Louisiana LCDBG PF instructions require a 100% survey when the target-area population size is 50 residential structures or fewer. A survey is 100% only when all occupied houses are surveyed.

02

RANDOM-SAMPLE HOUSEHOLD SURVEY

Used when allowed by LCDBG instructions. The sample size must be exact, the original random sequence must be included with the application, and survey forms must follow the required order.

Do not choose households based on appearance, convenience, expected income, or which households are easiest to reach.

If a selected household cannot be surveyed, follow the documented replacement/attempt procedure rather than calling an incomplete sample “100%.”

Source: Louisiana Household Survey Forms Instructions, Survey Worksheet instructions.

Random sample: Required Logic

Use the map population, exact sample size and random sequence in the documented order.

01

SURVEY UNIVERSE

Total residential structures from the survey map.

→

02

SAMPLE SIZE

95% confidence level and 5% confidence interval.

→

03

RANDOM SEQUENCE

Generate from 1 through the total residential-structure population / highest map-key number.

→

04

REQUIRED SURVEYS

Count down the sequence to the exact sample size.

→

05

REPLACEMENTS

Use the next sequence number when a selected household cannot be surveyed.

Population Size	Confidence Level	Confidence Interval	Sample Size	Sequence Range
153 Structures	95%	5	110 Surveys	1–153

Print and include both the sample-size output and the original random-number sequence with the application; keep a file copy.

Random Sample Settings

Louisiana LCDBG instructions specify the population input and calculator settings.

01. POPULATION SIZE

Enter the total number of residential structures from the survey map.

02. CONFIDENCE LEVEL

Use 95%.

03. CONFIDENCE INTERVAL

Use 5.

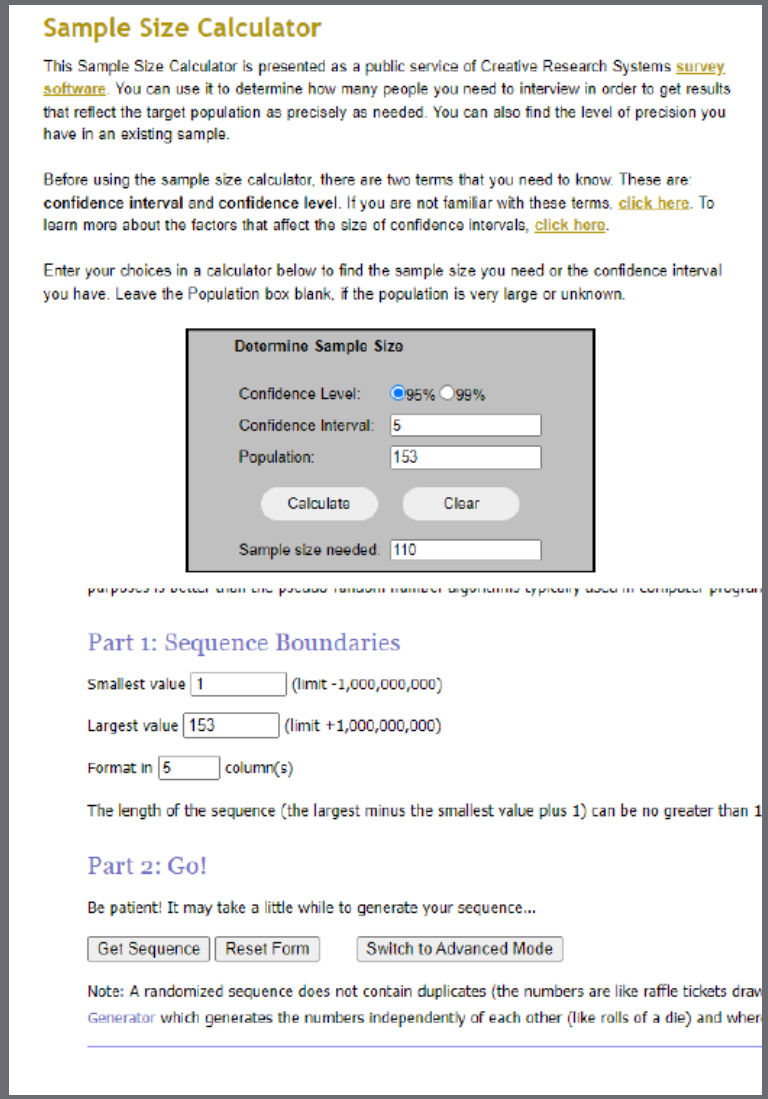
04. EXACT SAMPLE SIZE

The required number of surveys from the calculator must be exact.

05. DOCUMENTATION

Print and include the sample-size result and original random-number sequence with the application.

Official Methodology example: Sample-Size Calculator



Source: Louisiana Household Survey Instructions, Survey Worksheet instructions.

Source: Louisiana Household Survey Instructions, Survey Worksheet instructions.

Document Field Outcomes Accurately

Do not invent income information, skip the random order, or reorder random-survey forms.

OCCUPIED / COMPLETED

Survey information is usable and carried to tabulation.

NOT AT HOME

Make three total attempts on different days/times; if more than 10% are “not at home,” submit attempt documentation.

REFUSED

Record as refusal; do not estimate income.

VACANT / BUSINESS / EXEMPT

Document the actual status and use the next number in the predetermined sequence when a replacement is needed.

ORDER OF FORMS

Random-survey forms must follow the random sequence. A 100% survey must be in numerical order.

Income Determination During Survey

Sources: HUD Income Limits; HUD CPD-26-09; Louisiana Household Survey Forms Instructions.

Use current HUD income limits for the correct area and household/family size.

01

IDENTIFY HOUSEHOLD SIZE

The income-limit row depends on how many persons are in the household.

02

USE CURRENT HUD LIMITS

Do not use old workshop information or prior-year dollar amounts.

03

COMPARE ANNUAL INCOME

Place the household in one income category only.

04

APPLY 2026 VA RULE

Exclude VA service-connected disability compensation from local CDBG income determinations. Use HUD-published LMISD as issued.

Use the current HUD Income Limits applicable to the applicant's parish only when conducting a household survey. Include a copy of the applicable Income Limit Chart with the application.

Sources: Louisiana posted Census-Survey workshop; HUD Income Limits.

Income Category Labels

HUD income-limit terminology and Louisiana ABF category labels differ; keep the two labels distinct when explaining the survey.

HUD Income-Limit Terminology	ABF Category	Counts as LMI?
30% Extremely Low	Extremely Low	Yes
50% Very Low	Low	Yes
80% Low	Moderate	Yes
Above 80%	Above Income	No

Sources: 24 CFR 570.483(b)(1)(i); Louisiana OCD currently posted Census-Survey workshop.

Survey LMI Calculation

Add persons in the eligible income categories, then divide by total persons.

EXTREMELY LOW	LOW	MODERATE	ABOVE INCOME
70	65	95	190

LMI persons = 70 + 65 + 100 = 230

LMI % = 230 ÷ 420 × 100 = 54.76%

Louisiana LCDBG requirement: if a target-area household-survey result is 51.0%–55.9% LMI, complete the Analysis of Household Survey Data Form for that target area.

Source: FY 2027 LCDBG Public Facilities Application — Analysis of Household Survey Data Form.

51.0%–55.9% LMI? Complete the Analysis of Household Survey Data Form

Louisiana LCDBG Public Facilities — complete a separate analysis for each target area that falls in this range.

WHEN?

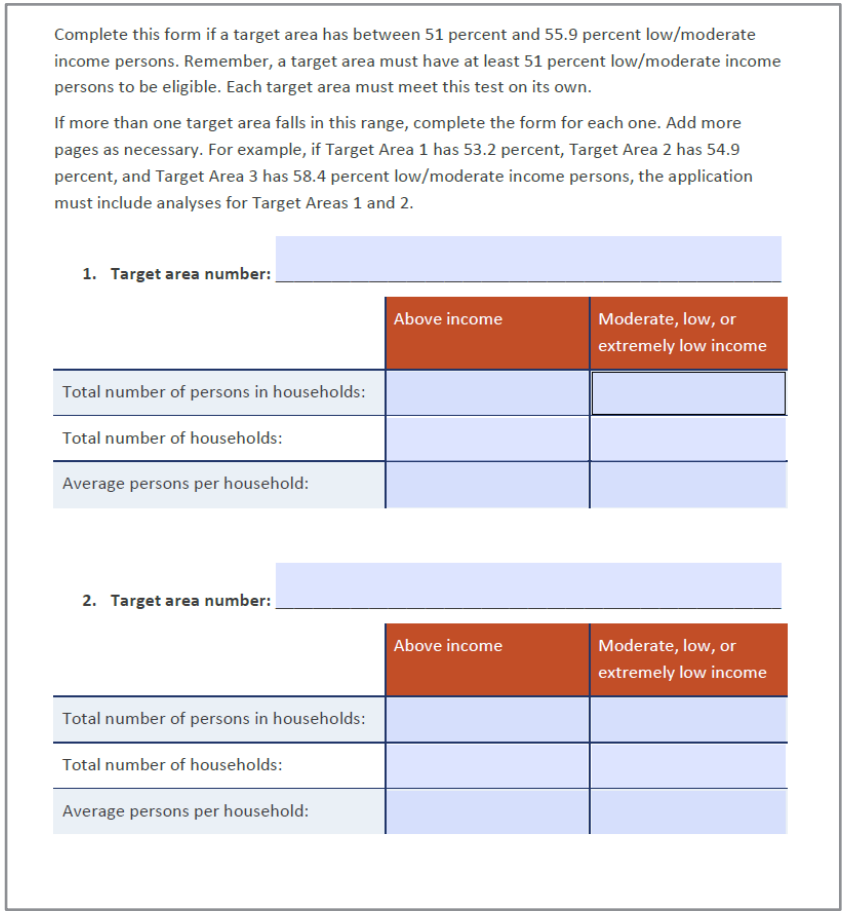
Target-area household-survey LMI result is 51.0%–55.9%.

WHAT?

Compare Above Income vs. Moderate/Low/Extremely Low: persons, households, and average persons per household.

MULTIPLE TARGET AREAS?

Complete the analysis separately for every target area in the 51.0%–55.9% range.



Complete this form if a target area has between 51 percent and 55.9 percent low/moderate income persons. Remember, a target area must have at least 51 percent low/moderate income persons to be eligible. Each target area must meet this test on its own.

If more than one target area falls in this range, complete the form for each one. Add more pages as necessary. For example, if Target Area 1 has 53.2 percent, Target Area 2 has 54.9 percent, and Target Area 3 has 58.4 percent low/moderate income persons, the application must include analyses for Target Areas 1 and 2.

1. **Target area number:** _____

	Above income	Moderate, low, or extremely low income
Total number of persons in households:		
Total number of households:		
Average persons per household:		

2. **Target area number:** _____

	Above income	Moderate, low, or extremely low income
Total number of persons in households:		
Total number of households:		
Average persons per household:		

Random Survey: From Survey Results to the ABF

After the random survey is completed, follow the LCDBG workbook sequence to convert the sample into full target-area ABF totals.

01

PROJECTED OCCUPIED HOUSEHOLDS

Estimate occupied households in the full target area.

→

02

SURVEY TABULATION FORM (STF)

Summarize the completed survey responses.

→

03

PROJECTION: STF → ABF

Project the sample results to the full target area.

→

04

SURVEY ABF

Enter the final projected beneficiary totals.

Why is projection needed? A random survey covers only a sample. The ABF must represent the full target area.

Random-sample path shown here. A qualifying 100% survey does not use the random-sample projection process.

Source: Mansfield OCL Projected Occupied Households sheet

Mansfield OCL: Projected Occupied Households

Use this sheet anytime a random-sample household survey is used.

01. KNOWN OCCUPIED HOUSEHOLDS

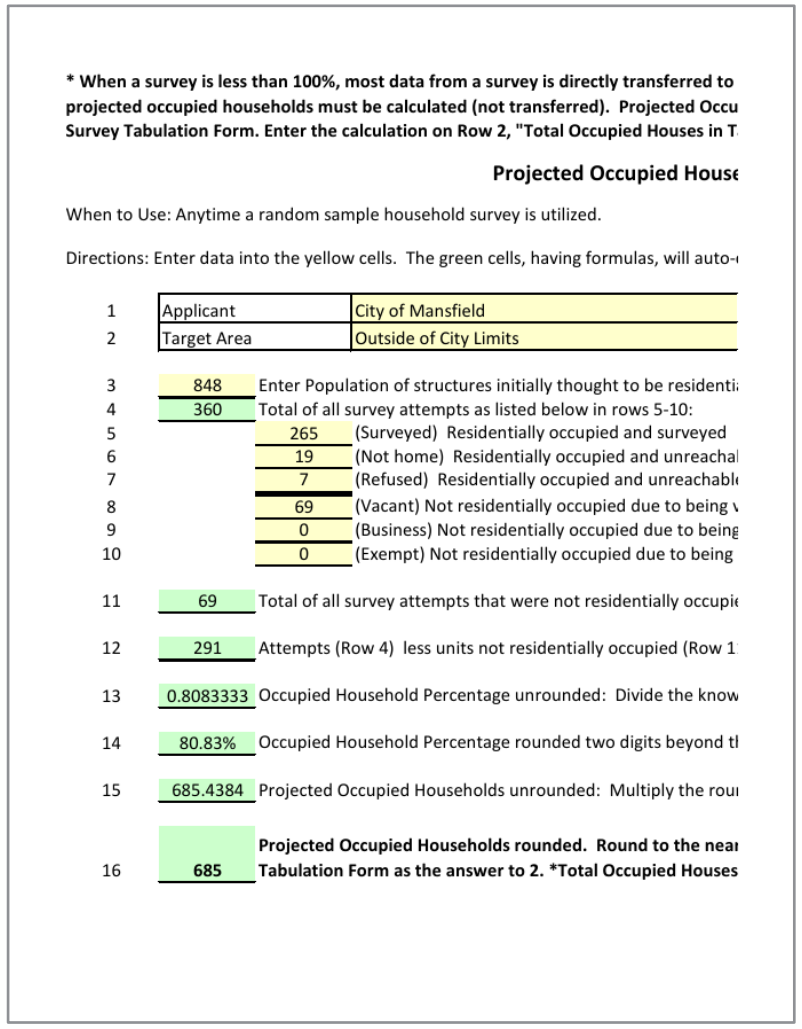
360 attempts – 69 non-residentially occupied = 291

02. OCCUPIED-HOUSEHOLD RATE

291 ÷ 360 = 80.83%

03. PROJECT TO THE 848-STRUCTURE UNIVERSE

848 × 80.83% = 685.4384 → 685 projected occupied households



*** When a survey is less than 100%, most data from a survey is directly transferred to projected occupied households must be calculated (not transferred). Projected Occu Survey Tabulation Form. Enter the calculation on Row 2, "Total Occupied Houses in T**

Projected Occupied House

When to Use: Anytime a random sample household survey is utilized.

Directions: Enter data into the yellow cells. The green cells, having formulas, will auto-

1	Applicant	City of Mansfield	
2	Target Area	Outside of City Limits	
3	848		Enter Population of structures initially thought to be residenti
4	360		Total of all survey attempts as listed below in rows 5-10:
5		265	(Surveyed) Residentially occupied and surveyed
6		19	(Not home) Residentially occupied and unreachal
7		7	(Refused) Residentially occupied and unreachable
8		69	(Vacant) Not residentially occupied due to being v
9		0	(Business) Not residentially occupied due to being
10		0	(Exempt) Not residentially occupied due to being
11	69		Total of all survey attempts that were not residentially occupie
12	291		Attempts (Row 4) less units not residentially occupied (Row 1
13	0.8083333		Occupied Household Percentage unrounded: Divide the know
14	80.83%		Occupied Household Percentage rounded two digits beyond th
15	685.4384		Projected Occupied Households unrounded: Multiply the rou
16	**685**		**Projected Occupied Households rounded. Round to the near Tabulation Form as the answer to 2. *Total Occupied Houses**

The 685 projected occupied-household result is entered on Row 2 of the Survey Tabulation Form.

Source: Mansfield OCL Survey Tabulation Form

Survey Tabulation Form: Raw Survey Results Stay Raw Here

This sheet summarizes what was actually observed in the sample before the person counts are projected to the full target area.

TARGET-AREA UNIVERSE

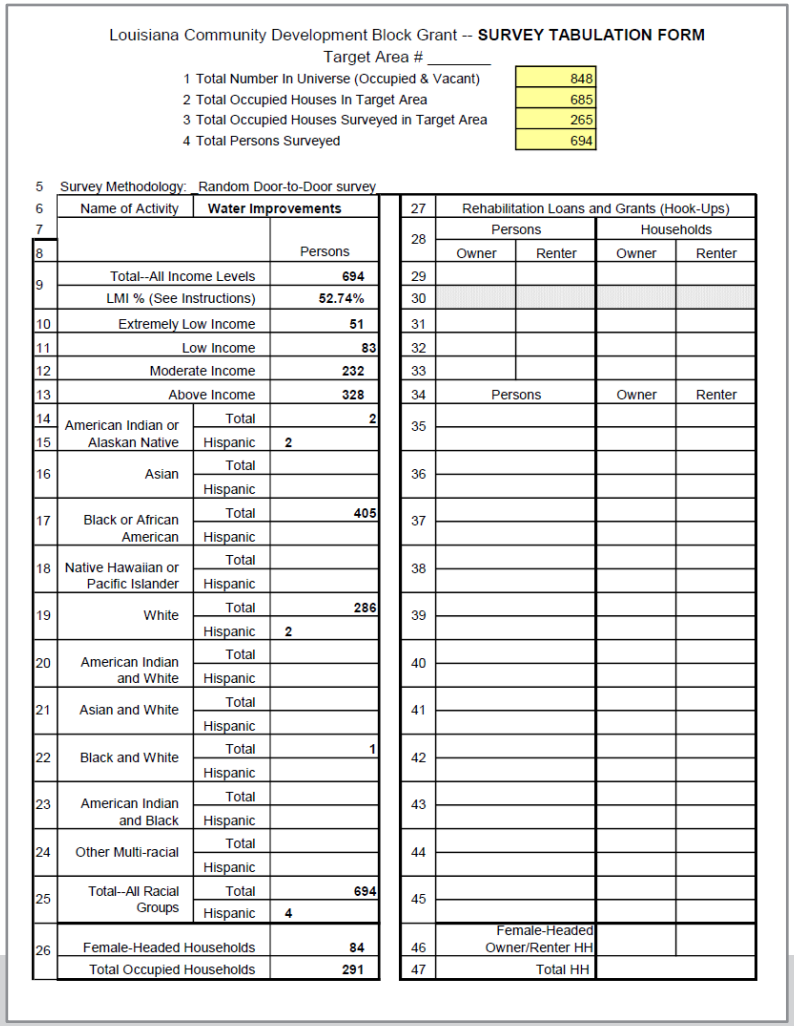
848 structures • 685 projected occupied houses

SAMPLE ACTUALLY SURVEYED

265 occupied houses • 694 persons

RAW INCOME RESULT

51 extremely low + 83 low + 232 moderate = 366 LMI persons.
366 ÷ 694 = 52.74% (rounding shown in workbook).



Louisiana Community Development Block Grant -- **SURVEY TABULATION FORM**
Target Area # _____

1	Total Number In Universe (Occupied & Vacant)	848
2	Total Occupied Houses In Target Area	685
3	Total Occupied Houses Surveyed in Target Area	265
4	Total Persons Surveyed	694

5 Survey Methodology: Random Door-to-Door survey

	Name of Activity		Water Improvements
8			Persons
9	Total--All Income Levels		694
	LMI % (See Instructions)		52.74%
10	Extremely Low Income		51
11	Low Income		83
12	Moderate Income		232
13	Above Income		328
14	American Indian or Alaskan Native	Total	2
15		Hispanic	2
16	Asian	Total	
		Hispanic	
17	Black or African American	Total	405
		Hispanic	
18	Native Hawaiian or Pacific Islander	Total	
		Hispanic	
19	White	Total	286
		Hispanic	2
20	American Indian and White	Total	
		Hispanic	
21	Asian and White	Total	
		Hispanic	
22	Black and White	Total	1
		Hispanic	
23	American Indian and Black	Total	
		Hispanic	
24	Other Multi-racial	Total	
		Hispanic	
25	Total--All Racial Groups	Total	694
		Hispanic	4
26	Female-Headed Households		84
	Total Occupied Households		291

	Rehabilitation Loans and Grants (Hook-Ups)			
28	Persons		Households	
	Owner	Renter	Owner	Renter
29				
30				
31				
32				
33				
34	Persons		Owner	Renter
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46	Female-Headed Owner/Renter HH			
47	Total HH			

NEXT: the projection sheet converts these sample counts to ABF counts for the full target area.

Source: Mansfield OCL
Projection Sheet: STF to Activity Beneficiary Form

Projection Sheet: From the Sample to the ABF

The workbook uses persons-per-household and survey percentages to estimate the full target-area counts.

01. PROJECTED TOTAL PERSONS

694 persons surveyed ÷ 265 occupied HH surveyed = 2.6189
→ 2.62 persons/HH
685 projected occupied HH × 2.62 persons/HH ≈ 1,795 persons

02. PROJECTED INCOME COUNTS

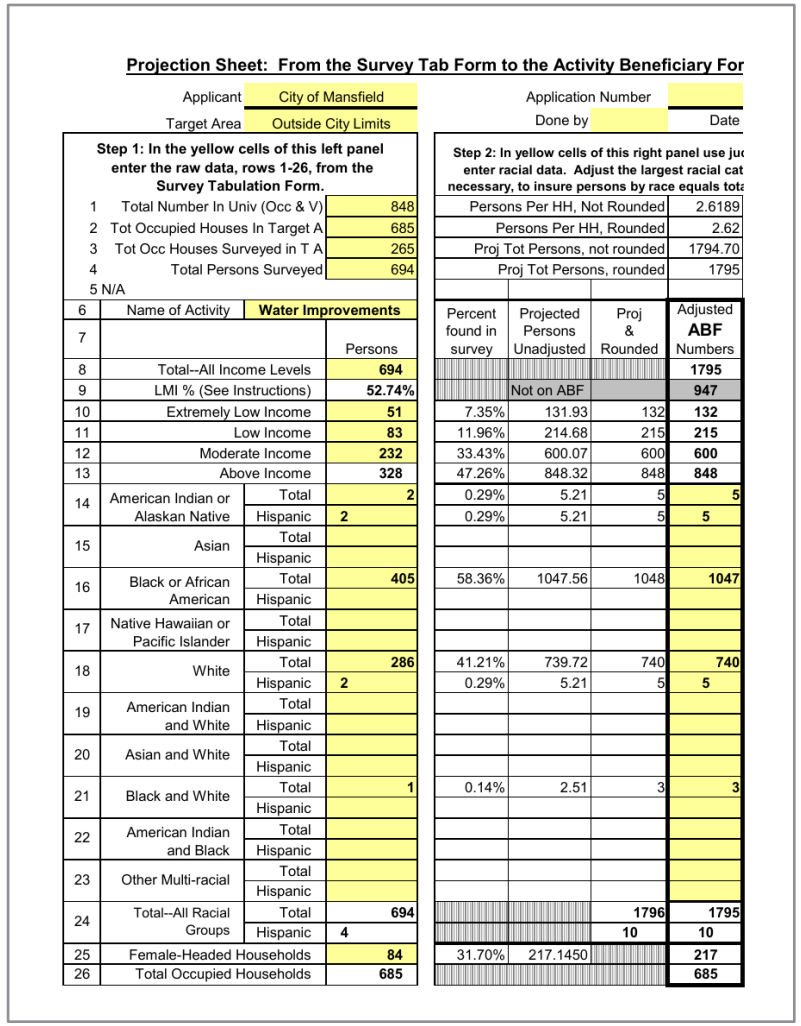
132 extremely low • 215 low • 600 moderate • 848 above

03. PROJECTED LMI PERSONS

132 + 215 + 600 = 947

04. RECONCILIATION RULE

Final race totals must equal final projected persons; resolve rounding on the projection sheet.



Projection Sheet: From the Survey Tab Form to the Activity Beneficiary For

Applicant: City of Mansfield
Target Area: Outside City Limits
Application Number:
Done by: Date:

Step 1: In the yellow cells of this left panel enter the raw data, rows 1-26, from the Survey Tabulation Form.

1	Total Number In Univ (Occ & V)	848
2	Tot Occupied Houses In Target A	685
3	Tot Occ Houses Surveyed in T A	265
4	Total Persons Surveyed	694
5	N/A	

Step 2: In yellow cells of this right panel use juc enter racial data. Adjust the largest racial cat necessary, to insure persons by race equals tota

Persons Per HH, Not Rounded	2.6189
Persons Per HH, Rounded	2.62
Proj Tot Persons, not rounded	1794.70
Proj Tot Persons, rounded	1795

	Name of Activity		Water Improvements	Percent found in survey	Projected Persons Unadjusted	Proj & Rounded	Adjusted ABF Numbers
7			Persons				
8	Total--All Income Levels		694				1795
9	LMI % (See Instructions)		52.74%		Not on ABF		947
10	Extremely Low Income		51	7.35%	131.93	132	132
11	Low Income		83	11.96%	214.68	215	215
12	Moderate Income		232	33.43%	600.07	600	600
13	Above Income		328	47.26%	848.32	848	848
14	American Indian or Alaskan Native	Total	2	0.29%	5.21	5	5
		Hispanic	2	0.29%	5.21	5	5
15	Asian	Total					
		Hispanic					
16	Black or African American	Total	405	58.36%	1047.56	1048	1047
		Hispanic					
17	Native Hawaiian or Pacific Islander	Total					
		Hispanic					
18	White	Total	286	41.21%	739.72	740	740
		Hispanic	2	0.29%	5.21	5	5
19	American Indian and White	Total					
		Hispanic					
20	Asian and White	Total					
		Hispanic					
21	Black and White	Total	1	0.14%	2.51	3	3
		Hispanic					
22	American Indian and Black	Total					
		Hispanic					
23	Other Multi-racial	Total					
		Hispanic					
24	Total--All Racial Groups	Total	694			1796	1795
		Hispanic	4			10	10
25	Female-Headed Households		84	31.70%	217.1450		217
26	Total Occupied Households		685				685

Source: Mansfield OCL survey package; calculation check from final projected counts

Survey ABF: Transfer the Adjusted Projection Results

The ABF should contain the projected target-area counts — not the 694-person sample counts.

TOTAL BENEFICIARIES

1,795

LMI PERSONS

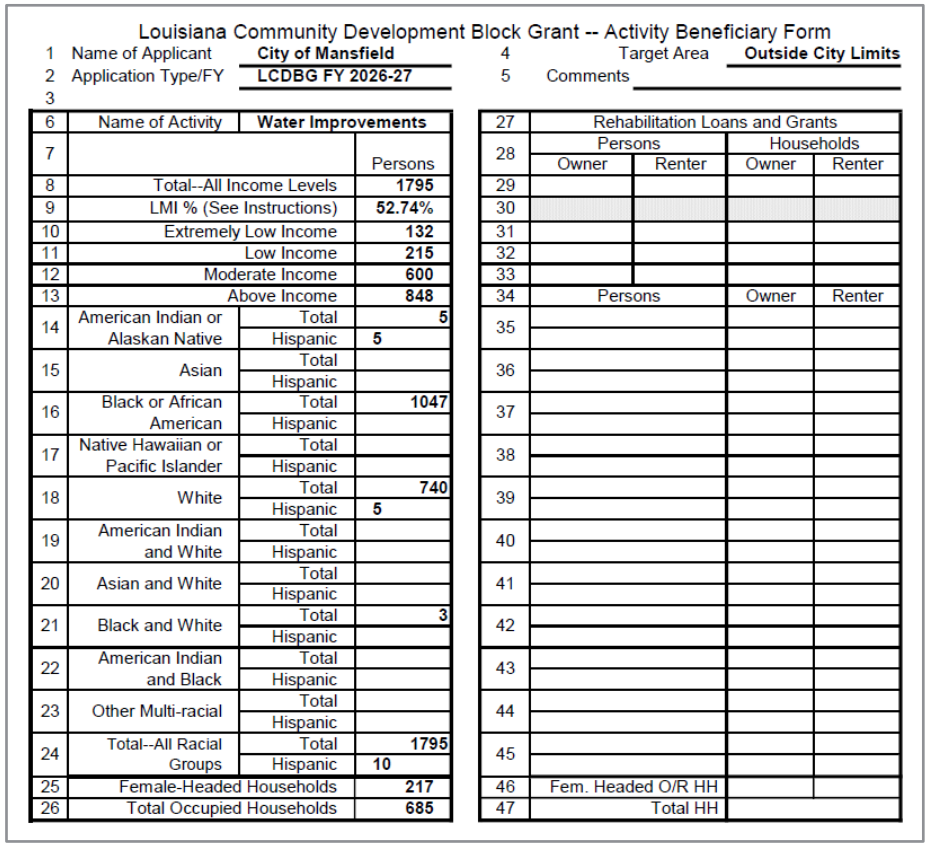
947 = 132 + 215 + 600

RECALCULATE THE FINAL LMI %

947 ÷ 1,795 = 52.76%. If the displayed form percentage differs from the final counts, resolve it before submission.

OCCUPIED HOUSEHOLDS

685 — carried from the projected occupied-household calculation.



Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant: **City of Mansfield** — 4 Target Area: **Outside City Limits**

2 Application Type/FY: **LCDBG FY 2026-27** — 5 Comments:

3

6	Name of Activity		Water Improvements
7			Persons
8	Total--All Income Levels		1795
9	LMI % (See Instructions)		52.74%
10	Extremely Low Income		132
11	Low Income		215
12	Moderate Income		600
13	Above Income		848
14	American Indian or Alaskan Native	Total	5
		Hispanic	5
15	Asian	Total	
		Hispanic	
16	Black or African American	Total	1047
		Hispanic	
17	Native Hawaiian or Pacific Islander	Total	
		Hispanic	
18	White	Total	740
		Hispanic	5
19	American Indian and White	Total	
		Hispanic	
20	Asian and White	Total	
		Hispanic	
21	Black and White	Total	3
		Hispanic	
22	American Indian and Black	Total	
		Hispanic	
23	Other Multi-racial	Total	
		Hispanic	
24	Total--All Racial Groups	Total	1795
		Hispanic	10
25	Female-Headed Households		217
26	Total Occupied Households		685

27	Rehabilitation Loans and Grants			
28	Persons		Households	
	Owner	Renter	Owner	Renter
29				
30				
31				
32				
33				
34	Persons		Owner	Renter
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46	Fem. Headed O/R HH			
47	Total HH			

ABF

Complete & Reconcile the ABF

BRING THE SUPPORTED CENSUS AND SURVEY RESULTS INTO THE FINAL BENEFICIARY DOCUMENTATION.

Use the ABF to document each supported area/data portion, then combine only when the project requires a Combined/Final ABF.



Sources: Louisiana OCD Activity Beneficiary Form; 24 CFR 570.483(b)(1); 24 CFR 570.490.

ABF Purpose

The Activity Beneficiary Form is the final documentation bridge from service area and data source to the LMI national objective.

01. DOCUMENTS BENEFICIARIES

Shows total beneficiaries, LMI beneficiaries, race/ethnicity and household information.

02. CONNECTS TO SOURCE DATA

Must tie back to the map, HUD LMISD, household survey workbook and application narrative.

03. SUPPORTS THE 51% TEST

The income section supports the LMI area-benefit determination. Race/ethnicity is reporting information, not the LMI test.

Louisiana Activity Beneficiary Form - example

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1	Name of Applicant	**Pineville**		4	Target Area	**2**	
2	Application Type/FY	**Streets/23**		5	Comments	**Random Survey example**	
3							
6	Name of Activity			27	Rehabilitation Loans and Grants		
7			Persons	28	Persons		Households	
					Owner	Renter	Owner	Renter
8	Total--All Income Levels		349	29				
9	LMI % (See Instructions)		99.61%	30				
10	Extremely Low Income		205	31				
11	Low Income		132	32				
12	Moderate Income		11	33				
13	Above Income		1	34	Persons		Owner	Renter
14	American Indian or Alaskan Native	Total		35				
		Hispanic						
15	Asian	Total	1	36				
		Hispanic						
16	Black or African American	Total	124	37				
		Hispanic	3					
17	Native Hawaiian or Pacific Islander	Total		38				
		Hispanic						
18	White	Total	224	39				
		Hispanic	8					
19	American Indian and White	Total		40				
		Hispanic						
20	Asian and White	Total		41				
		Hispanic						
21	Black and White	Total		42				
		Hispanic						
22	American Indian and Black	Total		43				
		Hispanic						
23	Other Multi-racial	Total		44				
		Hispanic						
24	Total--All Racial Groups	Total	349	45				
		Hispanic	11					
25	Female-Headed Households		5	46	Fem. Headed O/R HH			
26	Total Occupied Households		149	47	Total HH			

Quality-control principle: the ABF should tell the same story as the map and the Census/survey support.

ABF Completion Flow

Complete one ABF for each target area or separately documented data portion, then prepare a Combined/Final ABF when required.

01

HEADER

Applicant, FY/Type, Activity, Target Area, Comments

→

02

INCOME

Total Persons, Income Categories, LMI Percentage

→

03

RACE / ETHNICITY

Beneficiary Reporting Fields

→

04

HOUSEHOLDS

Occupied Households, Female-Headed Households, Owner/Renter if applicable

→

05

COMBINE / CERTIFY

Individual ABFs feed the Combined/Final ABF

Do not complete combined form first. Complete each target-area/data-portion ABF first, then combine supported rows.

Sources: Louisiana Activity Beneficiary Form; ABF header guidance.

Step 1: ABF Header and Target-Area Identification

The ABF heading must match the application, map and data source.

01

NAME OF APPLICANT

Use the exact applicant/grantee name used in the application.

02

APPLICATION TYPE/FY

Use the correct program year/type shown in the application package.

03

NAME OF ACTIVITY

Identify the project activity clearly: water system, sewer, street segment, etc.

04

TARGET AREA / COMMENTS

Name the target area so it can be traced to the map and source data, not just “Area 1.”

ABF Header - match to map/application

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1	Name of Applicant	**Pineville**	4	Target Area	**2**
2	Application Type/FY	**Streets/23**	5	Comments	**Random Survey example**
3					

6	Name of Activity		27	Rehabilitation Loans and Grants			
7		Persons	28	Persons		Households	
				Owner	Renter	Owner	Renter

Weak Label	Better Label	Why
Area 1	BG 9602-3 / Oak Street TA	Reviewer can trace it
Water Users	Plaisance Water System Service Area	Matches service map

Step 2 — ABF Income Section

Sources: Louisiana Activity Beneficiary Form; 24 CFR 570.483(b)(1); Louisiana Household Survey Forms Instructions.

This section supports the LMI percentage; the source depends on whether the ABF is Census-based or survey-based.

ABF Row	What it means	Where it comes from	Counts toward LMI?
Total - All Income Levels	All beneficiaries in the area	HUD LOWMODUNIV when LMISD is used; survey/workbook total when survey is used	Total used to calculate LMI %
Extremely Low	Persons in this category	Survey/workbook or current OCD Census-based process	Yes
Low	Persons in this category	Survey/workbook or current OCD Census-based process	Yes
Moderate	Persons in this category	Survey/workbook or current OCD Census-based process	Yes
Above Income	Persons above LMI categories	Workbook/form calculation or documented reconciliation	No
LMI %	Eligibility result	LOWMOD_PCT for LMISD path; workbook calculation for survey path	Result

Formula for survey path: LMI % = (Extremely Low + Low + Moderate) ÷ Total — All Income Levels × 100.

Sources: HUD LMISD; HUD CPD-24-04; Louisiana Activity Beneficiary Form; Louisiana OCD Census-Survey resources.

Census-Based ABF: What to Use and What Not to Invent

Use HUD LMISD for the LMI determination when Census/LMISD appropriately represents the service area.

01

USE THE SAME GEOGRAPHY

The ABF must tie to the LMISD geography and map/service-area support.

02

RECORD HUD LMI SUPPORT

Use LOWMODUNIV, LOWMOD and LOWMOD_PCT as published by HUD.

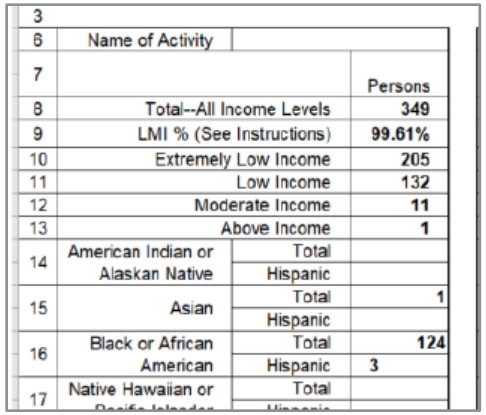
03

FOLLOW OCD PROCESS

For Census-based income-category/detail entries, use the current ABF/OCD process. Do not create unsupported categories from ordinary ACS income tables.

Do not use DP05, DP04, DP02 or other ACS tables to calculate the Census-based LMI percentage. They are supporting demographic/household sources only when needed.

Supported LMI Result on ABF



3			
6	Name of Activity		
7			Persons
8	Total--All Income Levels		349
9	LMI % (See Instructions)		99.61%
10	Extremely Low Income		205
11	Low Income		132
12	Moderate Income		11
13	Above Income		1
14	American Indian or Alaskan Native	Total	
		Hispanic	
15	Asian	Total	1
		Hispanic	
16	Black or African American	Total	124
		Hispanic	3
17	Native Hawaiian or	Total	

HUD Field	Example	ABF Use	Check
LOWMODUNIV	1,000	Total universe basis	Same geography
LOWMOD	620	LMI Persons	Numerator
LOWMOD_PCT	62.00%	LMI Result	Meets 51%

Source: Louisiana Household Survey Forms Instructions.

Survey-based ABF: Workbook Results Drive the Form

For household surveys, the official workbook is the bridge from field responses to the ABF.



100% SURVEY

A true 100% survey does not use the Projected Occupied Households or Projection from STF to ABF forms; results transfer from the STF to the ABF.

RANDOM SURVEY

Use the Projected Occupied Households and Projection from STF to ABF sheets so the ABF reflects the target-area beneficiaries, not only the sampled households.

Combined/Final ABF: Individual ABFs First

Source: Louisiana Household Survey Forms Instructions.

The Combined/Final ABF is prepared after each target-area or data-portion ABF is complete.

TARGET AREA 1 ABF
Complete and Supported

→

TARGET AREA 1 ABF
Complete and Supported

→

COMBINED/FINAL ABF
Add rows and recalculate LMI %

Each separate target area must independently meet the 51% LMI requirement before the results are combined.

Sources: Louisiana Household Survey Forms Instructions; 24 CFR 570.483(b)(1)(i).

Combined/Final ABF Calculation

Add underlying persons by row. Do not average percentages.

Area	Total Persons	LMI Persons	LMI %
Area 1	100	70	70%
Area 2	400	220	55%
Combined	500	290	58%

WRONG

(70% + 55%) ÷ 2 = 62.5%

CORRECT

(70 + 220) ÷ (100 + 400) = 58%

Census + Survey in One Project

Sources: Louisiana Household Survey Forms Instructions; HUD LMISD; Louisiana Activity Beneficiary Form.

Use both only for separately defined portions, never for the same population just to qualify.

Project Portion	Data Source	Required Documentation
Full block group	HUD LMISD + ACS support if needed	Census-based ABF and map support
Separate extra area	Household survey	Survey workbook and survey ABF
Whole project	**Combined totals**	**Combined/Final ABF**

Keep each portion separately supported, then combine the underlying ABF rows. Do not blend data sources for the same people.

Source: Mansfield FY26 Census + OCL survey ABF workpapers

Mansfield System-Wide example: Census + Survey → Combined ABF

Add the underlying counts row by row. Never average the two percentages.

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1	Name of Applicant	**City of Mansfield**	4	Target Area	**City Limits**
2	Application Type/FY	**LCDBG FY 26-27**	5	Comments	
3					

6	Name of Activity		**Water Improvements**
7			Persons
8	Total--All Income Levels		**4455**
9	LMI % (See Instructions)		**62.60%**
10	Extremely Low Income		
11	Low Income		
12	Moderate Income		**2790**
13	Above Income		**1665**
14	American Indian or Alaskan Native	Total	**11**
		Hispanic	
15	Asian	Total	**0**
		Hispanic	
16	Black or African American	Total	**3821**
		Hispanic	**1**
17	Native Hawaiian or Pacific Islander	Total	**8**
		Hispanic	
18	White	Total	**577**
		Hispanic	**27**
19	American Indian and White	Total	**0**
		Hispanic	
20	Asian and White	Total	**0**
		Hispanic	
21	Black and White	Total	**0**
		Hispanic	
22	American Indian and Black	Total	**38**
		Hispanic	
23	Other Multi-racial	Total	**0**
		Hispanic	
24	Total--All Racial Groups	Total	**4455**
		Hispanic	**28**
25	Female-Headed Households		**798**
26	Total Occupied Households		**1873**

	Rehabilitation Loans ad Grants			
	Persons			
	Owner	Renter	Owner	Renter
	Persons		Owner	Renter

Source: Mansfield FY26 Census + OCL survey ABF workpapers

Mansfield System-Wide example: Census + Survey → Combined ABF

Add the underlying counts row by row. Never average the two percentages.

Louisiana Community Development Block Grant -- Activity Beneficiary Form

1	Name of Applicant	**City of Mansfield**	4	Target Area	**Combined**
2	Application Type/FY	**LCDBG FY 26-27**	5	Comments	
3					

6	Name of Activity	**Water Improvements**	
7			Persons
8	Total--All Income Levels		**6250**
9	LMI % (See Instructions)		**59.79%**
10	Extremely Low Income		**132**
11	Low Income		**215**
12	Moderate Income		**3390**
13	Above Income		**2513**
14	American Indian or Alaskan Native	Total	**16**
		Hispanic	**5**
15	Asian	Total	**0**
		Hispanic	
16	Black or African American	Total	**4868**
		Hispanic	**1**
17	Native Hawaiian or Pacific Islander	Total	**8**
		Hispanic	
18	White	Total	**1317**
		Hispanic	**32**
19	American Indian and White	Total	**0**
		Hispanic	
20	Asian and White	Total	**0**
		Hispanic	
21	Black and White	Total	**3**
		Hispanic	
22	American Indian and Black	Total	**38**
		Hispanic	
23	Other Multi-racial	Total	**0**
		Hispanic	
24	Total--All Racial Groups	Total	**6250**
		Hispanic	**38**
25	Female-Headed Households		**1015**
26	Total Occupied Households		**2558**

	Rehabilitation Loans ad Grants			
	Persons			
	Owner	Renter	Owner	Renter
	Persons		Owner	Renter
	Fem. Headed O/R HH			
	Total HH			

Source: Mansfield FY26 Census + OCL survey ABF workpapers

Mansfield System-Wide example: Census + Survey → Combined ABF

Add the underlying counts row by row. Never average the two percentages.

CITY LIMITS – CENSUS

- Total 4,455
- LMI 2,790
- LMI % 62.60%
- Occupied HH 1,873

+

OCL – SURVEY

- Total 1,795
- LMI 947
- LMI % 52.76%
- Occupied HH 685

=

COMBINED

- Total 6,250
- LMI 3,737
- LMI % 59.79%
- Occupied HH 2,558

4,455 + 1,795 = 6,250

4,455 + 1,795 = 6,250

3,737 ÷ 6,250 × 100 = 59.79%

Race, ethnicity and household rows are also added from the supported individual ABFs and then reconciled to the combined totals.

Final ABF Reconciliation Checks

Sources: 24 CFR 570.490; Louisiana Activity Beneficiary Form; Louisiana Household Survey Forms Instructions.

BEFORE SUBMISSION, THE ABF SHOULD BE TRACEABLE FROM EVERY ROW BACK TO A SOURCE.

- ABF target area matches the map and application narrative.
- Total beneficiaries match LMISD or survey/workbook support.
- LMI persons and LMI % match the correct data path.
- Race/ethnicity totals reconcile to the beneficiary total after approved rounding/projection.
- Household fields are supported by survey/workbook or applicable ACS source.
- Individual ABFs add correctly into the Combined/Final ABF.

Special Situations: Confirm Before Proceeding

Sources: Louisiana OCD currently posted Census-Survey workshop; Louisiana FY 2026–2027 Public Facilities Application Information.

These situations have specific LCDBG counting rules or require OCD confirmation before finalizing beneficiary counts.

CORRECTIONAL INSTITUTIONS

Persons in correctional institutions cannot be counted as program beneficiaries.

GROUP HOMES

If a group home is located in the target area, contact OCD to determine whether the residents should be counted as beneficiaries. Do not automatically include or exclude them.

RECREATIONAL CAMPS

Recreational camps/weekend retreats are counted as occupied households for public-infrastructure projects.

CENSUS + SURVEY IN ONE PROJECT

Use only for separately documented geographic portions; do not blend Census and survey data for the same people just to qualify.

Final Quality-Control Checklist

Sources: 24 CFR 570.483; 24 CFR 570.490; Louisiana OCD posted forms; FY 2026–2027 PF guidance.

BEFORE SUBMISSION, THE FILE SHOULD TELL ONE CONSISTENT STORY.

- The project description, map and beneficiary/service area match.
- The selected LMISD geography or survey method is documented.
- Every target area independently meets the LMI requirement.
- Survey map, sample-size output, random sequence, and nonresponse documentation are retained when applicable.
- Current HUD income limits were used for local survey income determinations.
- CPD-26-09 VA service-connected disability compensation exclusion was applied to local income determinations, not to HUD-published LMISD.
- ABF totals reconcile to LMISD or survey workbook support.
- Combined ABF adds underlying counts and recalculates LMI.

Frequently Asked Questions

Source: FY 2027 LCDBG Public Facilities Application; 24 CFR 570.483; HUD CPD-24-04; Louisiana LCDBG survey/ABF resources

Use these questions to decide the next step without changing the project area to chase a percentage.

01. MY PROJECT SERVES THE WHOLE CITY/PLACE.

Check whether Local Government LMISD reasonably represents those beneficiaries.

02. MY PROJECT SERVES ONLY PART OF A CITY/PARISH.

Define the actual area; check BG/Place LMISD, Census + survey, and the 10% Census rule before using survey methodology.

03. I USED A RANDOM SURVEY. DO I USE RAW SAMPLE COUNTS ON THE ABF?

No. Use the required projection sheets so the ABF represents the target area.

04. DP05 POPULATION DOES NOT EQUAL LOWMODUNIV.

Do not replace LOWMODUNIV. Follow the current OCD-supported reconciliation method for ABF supporting fields.

05. CAN I AVERAGE TWO LMI PERCENTAGES?

No. Add the underlying persons and recalculate the percentage.

06. A FINAL FORM DOES NOT RECONCILE.

Stop and resolve the difference before submission; do not force a number.

The beneficiary area drives the data.

Define who actually benefits. Then choose the valid data method. Calculate from persons. Document the result. Carry it cleanly into the ABF.

Reference Links & Tools

HUD / CENSUS DATA

HUD LMISD Data
Local Government Summaries, All Block Groups, LOWMODUNIV / LOWMOD / LOWMOD_PCT

HUD LMISD Mapping Application
View Place and Block Group LMISD boundaries before relying on the percentage

data.census.gov
ACS support tables such as DP05, DP04 and S1101

HUD Income Limits
Current income-limit charts for household-survey income determinations

LOUISIANA LCDBG

OCD Forms & Information
LCDBG application documents, National Objective resources, Household Survey Instructions and ABF

LCDBG Programs / Resources Page
Public LCDBG program page with resources and application links

Activity Beneficiary Form
Download from OCD Forms & Information to ensure the current version

Household Survey Forms & Instructions
Use the current posted workbook/ instructions when a survey is required or permitted

SURVEY TOOLS & FEDERAL RULES

Sample Size Calculator
Creative Research Systems calculator: population size, 95% confidence, 5 interval

RANDOM.ORG Sequence Generator
Generate the random sequence from 1 through the survey-universe number

24 CFR 570.483
State CDBG national objective criteria, including LMI area benefit

24 CFR 570.490
Recordkeeping requirements and documentation support

HUD CPD Notice 24-04
Current LMISD guidance and 2016-2020 ACS LMISD notice

Tip: Resource names are clickable in PowerPoint. Use current posted versions when preparing the application.

Public Facilities

Public Facilities Program Priorities

- Sewer Improvements
- Potable Water Improvements
- Street Improvements

Size of Grants

The State has established the following funding ceilings:

- **$2,000,000 – Sewer Treatment**
- **$2,000,000 – New Sewer Collection**
- **$2,000,000 – Existing Sewer Collection Rehabilitation**
- **$2,000,000 – Potable Water**
- **$1,000,000 – Streets**

A minimum construction amount of $350,000 is required.

Application Process

Phase I – Project Severity Packages submitted to OCD May 22, 2025



Phase II – FY 2027 Program Eligible applicants

Threshold determination date of July 21, 2026.	Top 60% of applicants that met threshold requirement on determination date.	Invitations to apply issued September 10, 2026.	Full applications must be received in OCD by January 20, 2027.

Application Process

Please note that the documents must be submitted to CDBG.Applications@la.gov by January 20, 2027.

Preliminary Review

Determine if application was received by deadline.

Are all required documents included and was household survey conducted on a random basis (if applicable)?

Determine if proposed activity is an eligible CDBG activity.

Have all Citizen Participation threshold requirements been met?

Rating Criteria

MAXIMUM AVAILABLE POINTS: 78 POINTS

- Consolidation of Systems: 4
- Resilience Plan and activities included in proposed project: 5
- Benefit to Low/Moderate Income Persons above 60%: 5
- Project Severity: 50
- Cost Effectiveness: 10
- Past Performance: 2
- Application Completeness: 2

Consolidation of Systems: 4

Consolidation of two (or more) existing water or sewer systems into one larger system.

Purchase only systems do not qualify for these points.

Consolidation projects require consultation with OCD.

Resiliency Criteria: 5

Applicants must make sure the specific public improvements that are being applied for are being addressed directly in the existing resiliency plan.

The local government must formally adopt the resiliency plan in order to ensure credibility. Applications that include a resiliency plan as a separate attachment to the project description (included in the full application) and specific item(s) of improvements are included on the cost estimate that coincide with item(s) identified in the plan.

Benefit to Low/Moderate Income Persons: 5

Projects that benefit at least 60% low/moderate income persons

Please note that all projects must benefit at least 51% low/moderate income persons.

Project Severity: 50

Based on severity of existing conditions

Ranking of scores have been posted on the OCD website.

Cost Effectiveness - 10

Applications are categorized by the type of project being proposed

Each project category will be split into two population groups

Project in each group having the best cost effectiveness will be given 10 points

Remaining projects will receive a prorated score.

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

Cost Effectiveness



STREET PROJECTS

Beneficiaries 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 the street is being improved, only those residences whose EMS/911 address are identified within the portion of the street being improved are included.



SEWER PROJECTS

If construction cost for newer sewer improvements is less than 70% of the total construction cost or no new sewer system improvements are proposed, then the application will be assigned to either Rehab or Treatment category. If the construction cost of the rehabilitation is equal to or granter than treatment plant improvements proposed, then the applicant will be assigned to Rehab.

Past Performance - 2

Applicants will receive points unless one or more of the following is applicable when reviewing past performance of any grants funded to the applicant during the 2020 - 2025 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 time during the grant due to failure to meet a required benchmark.
- Finding of deficiency identified as “very serious” issued during the grant.

Application Completeness - 2

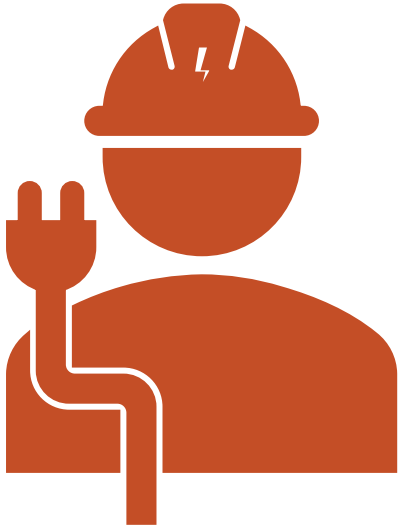
1 point awarded for all application forms and required documents/information are included in submittal.

1 point awarded if OCD determines that no revisions are needed to complete the scoring of the application.

Other Funds for Construction

Provide documentation to substantiate the availability of funds.

If application is in a position to be funded, the OCD staff will contact the applicant prior to grant award and request positive proof of the current availability of other funds. Must be provided within 10 calendar days.



Severity & the Application

Grantees, Consultants and Engineers need to ask:

Has anything changed from the Severity Package?

Has anything changed with the project scope?

There may be instances where the proposed fix needs to be modified because of further analysis, new information regarding existing conditions, new technology or just a better solution.

Street Grant – Streets may have already been repaired and need to be removed.

Sewer Rehab – initially the project is just point repairs and lining. After further analysis, a new sewer line is needed.

Sewer Treatment – You may want to go from a package plant to fixing the lagoon and adding aerators.

If there are changes, contact us before submitting the Application.

Has anything changed with the project cost?

- Construction costs fluctuate.
- Asphalt prices and PVC pipe prices vary according to the cost of oil.
- Tariffs, Taxes, Wage Rates, etc.

IT ALL CAN CHANGE AND HAVE A BIG IMPACT ON THE TOTAL COST.

- **The severity score (except if a street is removed) will not change.**
- **The goal is to make sure that the application submitted is current and accurate.**

Engineering Fees go to:

- LA Office of Community Development
- CDBG Program
- Applications and Forms

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF COMMUNITY DEVELOPMENT

ENGINEERING FEE SCHEDULES AND POLICIES

FOR THE LCDBG PROGRAM



JUNE 2009

[as shown in the FY 2010-2011 Application Package for Public Facilities Projects]

Basic Services

- The Basic Services Fee Table and RPR Services Table have been expanded to include $2 M in construction costs.
- This provides the maximum allowable cost.

Estimated Construction Cost	Basic Services Fee Percentage
$0 - $30,000	14.6%
$40,000	14.1%
$50,000	13.6%
$60,000	13.2%
$70,000	12.9%
$80,000	12.6%
$90,000	12.3%
$100,000	12.0%
$200,000	11.0%
$300,000	10.3%
$400,000	9.8%
$500,000	9.3%
$600,000	8.8%
$700,000	8.6%
$800,000	8.4%
$900,000	8.2%
$1,000,000	8.0%
$2,000,000	7.4%

Also considered as basic services with compensation included in the fee:

- Services to make measured drawings of or to investigate existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by the Grantee.
- Design or redesigning to incorporate other agencies permitting or funding requirements.
- Surveying for the purposes of design except as provided in the “Eligible Additional Services” section.
- Services in connection with preparing and furnishing to the Grantee a set of reproducible Project Record Drawings (As-Built Drawings) showing appropriate record information based on project documentation.
- Reproduction of reports, drawings, specifications, bidding documents, and similar project-related items.
- Prepare final cost estimate.

Continued Services:

- Supervise the bidding process, including tabulating the bid proposals, make analysis of bids and recommendations for contractor selection.
- Conduct final inspection of work and issue final acceptance of work.
- Reviewing construction contractor invoices.
- Review and approve change orders.
- Redesigning to reduce project costs to within available funds.
- Rebidding contracts.
- Preparing documents for alternate bids.
- Determining the acceptability of substitute materials and equipment.
- Services in revising drawings and specifications required by the acceptance of substitute materials or equipment.
- Evaluating claims by the contractor.

Eligible Additional Services

ADDITIONAL SERVICES THAT ARE ELIGIBLE FOR PAYMENT UNDER THE LCDBG PROGRAM INCLUDE, BUT ARE NOT LIMITED TO:

- Providing property surveys.
- Providing construction staking to enable the contractor to perform the work.
- Providing extensive topographic beyond what is included in the surveying for the purposes of design.
- Testing and Geotechnical

A full description and cost breakdown for ALL requests must be included.

Resident Project Representative

Maximum allowable fee

Estimated Construction Cost	NPR Services Fee Percentage
$100,000 or less	5.0%
$200,000	4.6%
$300,000	4.3%
$400,000	4.1%
$500,000	3.9%
$600,000	3.8%
$700,000	3.7%
$800,000	3.6%
$900,000	3.5%
$1,000,000	3.4%
$2,000,000	3.0%
$100,000 or less	5.0%
$200,000	4.6%
$300,000	4.3%
$400,000	4.1%
$500,000	3.9%
$600,000	3.8%
$700,000	3.7%

Additional RPR Fees

- On projects involving a significant amount of pipe installation, i.e. water distribution systems and sewer collection systems, the RPR fees will be eligible to be increased. This allows for added inspection effort made necessary by the nature of the work. The fee or portion of the fee associated with pipe installation will be multiplied by a factor of 1.35.
- **Eligible items**: water wells, tanks and items related to the main line, i.e. gravity sewer pipe, water distribution pipe, borings, force mains, fittings, fire hydrants, canal crossings, tapping sleeves and valves, flushing risers, etc.
- **Ineligible items**: sewer manholes, sewer services, water services, and other non-main line items.

RPR Fees

When requesting increased inspection fees; a detailed list of eligible items and the increased RPR fees must be included in the application.



Scope of services broken down into tasks



Hours to complete the tasks



Direct & overhead costs to complete the tasks

Review each Task and estimate the time in manhours units needed to complete each Task. Based upon the size, complexity and project description estimate the number of iterations for each Task. Calculate the total estimated	ESTIMATED MANHOURS PER TASK	# OF ITERATIONS PER TASK	TOTAL MANHOURS PER SUB-TASK	Reimbursement Rate per MANHOUR	COST PER TASK	Lump Sum	Unit Price	Billable hours	Reimbursable Costs	Indirect cost /Overhead % Direct Labor		Indirect cost /Overhead Fixed dollar per DL Hour	
	Estimated MHs	*#Iterations*	*Total MHs*	*Hourly Rate*	*Cost per Task*					% DL Cost	Total DL and OH	$ DL Cost	Total DL and OH
										0.00%		$ -	
Schematic Design/Preliminary Study Phase													
Conduct preliminary investigations of existing conditions of facilities,verify accuracy of drawings or other information	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Surveying for the purpose of design	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
furnishing reproduciable Project Record (as built) Drawings	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Prepare a final cost estimate	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
other task [enter]	0.0	0	0	$ -	-					0.00	-	0.00	-
Bidding and Award Phase	*Estimated MHs*	*#Iterations*	*Total MHs*	*Hourly Rate*	*Cost per Task*								
Prepare the bid document	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Prepare construction contracts which comply with state and federal regulations	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Tabulate the bid proposals, make an analysis of the bids, and make recommendations	0.0	0	0	$ -	-					0.00	-	0.00	-
Supervise the bidding process consistent with state and federal regulations and conduct the bid opening	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
other task [enter]	0.0	0	0	$ -	-					0.00	-	0.00	-
Construction Phase	*Estimated MHs*	*#Iterations*	*Total MHs*	*Hourly Rate*	*Cost per Task*								
Prepare construction contracts which comply with state and federal regulations	0.0	0	0	$ -	-					0.00	-	0.00	-
Review and approve contractor payments	0.0	12	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Review and Prepare change orders	0.0	6	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Conduct Resident project inspections	0.0	1	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Monitor construction progress in compliance with program schedule and conduct construction inspections	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
Conduct progress meetings and maintain communications	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
other task [enter]	0.0	0	0	$ -	-					0.00	-	0.00	-
Post Completion/Warranty Phase	*Estimated MHs*	*#Iterations*	*Total MHs*	*Hourly Rate*	*Cost per Task*								
Conduct a final inspection of the project and issue of a final acceptance of work	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
other task [enter]	0.0	0	0	$ -	-	L.S.	U.P.	B.H.	R.C.	0.00	-	0.00	-
other task [enter]	0.0	0	0	$ -	-					0.00	-	0.00	-
other task [enter]	0.0	0	0	$ -	-					0.00	-	0.00	-
	Estimated MHs	*#Iterations*	*Total MHs*	*Hourly Rate*	*Cost per Task*								
TOTAL ESTIMATED COSTS			0		-					-	-	-	-

Man-Hour Estimate

Project

Community Development Block Grant

Basic Services

Quantity	Sheet or Task Description	Principal		Engineer		CADD Tech		Admin. Assistant		Total		Cost per Task	
		Per Sheet	Total	Per Sheet	Total	Per Sheet	Total	Per Sheet	Total	Per Sheet	Total	Hourly Rate	Overhead
1	Title Sheet	1	1	4	4	8	8		0	13	13	$445.00	$631.90
1	Notes	1	1	8	8	8	8		0	17	17	$633.00	$898.86
1	Existing Sewer Layout		0	6	6	8	8		0	14	14	$474.00	$673.08
1	Proposed Sewer Layout		0	12	12	8	8		0	20	20	$756.00	$1,073.52
5	Plan and Profile Sheet		0	8	40	15	75		0	23	115	$3,680.00	$5,225.60
1	Lift Sation Existing Site Plan		0	8	8	8	8		0	16	16	$568.00	$806.56
1	Lift Station Proposed Site Plan		0	12	12	16	16		0	28	28	$948.00	$1,346.16
3	Details		0	12	36	12	36		0	24	72	$2,556.00	$3,629.52
1	Specifications	8	8	40	40		0	32	32	80	80	$2,848.00	$4,044.16
1	Bidding Sevices	2	2	24	24		0	2	2	28	28	$1,286.00	$1,826.12
1	Construction Services		0	32	32		0	24	24	56	56	$1,840.00	$2,612.80
1	Close Out Services	1	1	12	12		0	2	2	15	15	$657.00	$932.94
	Total Manhours		13		234		167		60		474	$16,691.00	$23,701.22
												Grand Total	$40,392.22

Fees	Total Hours	$ per Hour	Total
Principal	13	$65.00	$845.00
Engineer	234	$47.00	$10,998.00
CADD Tech	167	$24.00	$4,008.00
Admin. Assistant	60	$14.00	$840.00
	Sub Total		$16,691.00
	Overhead Rate	142%	$23,701.22
	Grand Total		$40,392.22

Engineer's Cost Estimate

- The engineer's cost estimate has been updated to include new federal guidelines related to Build America, Buy America (BABA)
- Each line item for construction must specify if BABA applies or not.
- Guidance on determining BABA applicability is available at: locd.la.gov/local-government-assistance/lga-resources-and-forms

Example of Cost Estimate - Water

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

(1) TARGET AREA

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
4" PVC Waterline	5,500	Lin. Ft.	$ 6.00	$ 33,000	Yes
6" PVC Waterline	8,500	Lin. Ft.	$ 8.00	$ 68,000	Yes
Jack or Bore 4" Waterline	400	Lin. Ft.	$ 15.00	$ 6,000	No
Jack or Bore 6" Waterline	500	Lin. Ft.	$ 18.00	$ 9,000	No
4" Gate Valve & Box	8	Each	$ 400.00	$ 3,200	No
6" Gate Valve & Box	10	Each	$ 500.00	$ 5,000	No
Fire Hydrants	8	Each	$ 1,500.00	$ 12,000	No
C.I.M.J. Fittings	3.000	Ton	$ 3,500.00	$ 10,500	No
Meter Reconnections	150	Each	$ 100.00	$ 15,000	No
¾" PE Service Line	100	Lin. Ft.	$ 3.00	$ 300	No
Pavement Restoration	100	Sq. Yd.	$ 50.00	$ 5,000	No
Maintenance Aggregate	75	Cu. Yd.	$ 40.00	$ 3,000	No

Subtotal: $170,000
Contingencies: $17,000
Estimated Cost: $187,000

(2) SYSTEM-WIDE

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
100,000 Gal. Elev. Storage Tank	Lump	Lump Sum	$276,000.00	$ 276,000	No
Sitework	Lump	Lump Sum	$ 15,000.00	$ 15,000	No
Electrical Controls	Lump	Lump Sum	$ 10,000.00	$ 10,000	No
Piping Modifications	Lump	Lump Sum	$ 10,000.00	$ 10,000	No
Fencing	600	Lin. Ft.	$ 15.00	$ 9,000	No

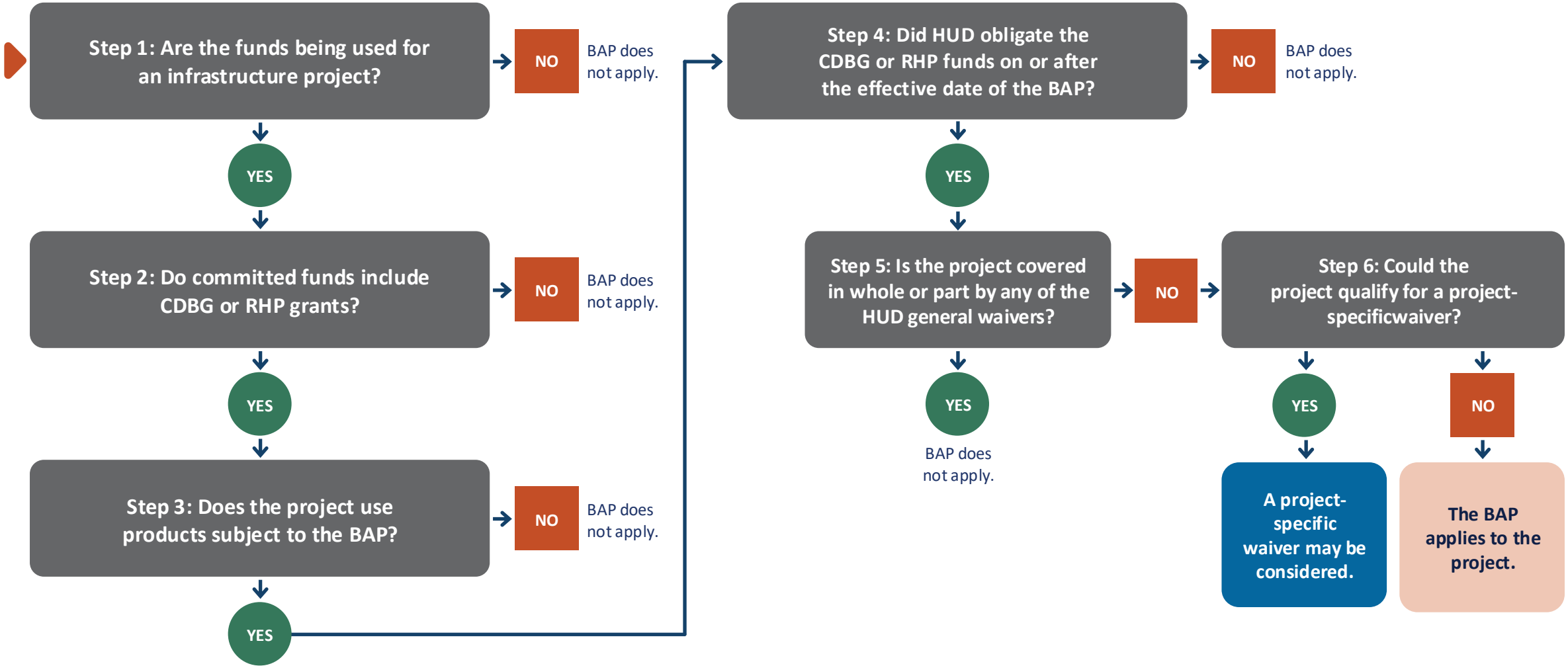
Subtotal: $320,000
Contingencies: $32,000
Estimated Cost: $352,000

TOTAL ESTIMATED CONSTRUCTION COST: $539,000

Build America, Buy America

Effective FY 2025, all projects that meet BABA requirements and involve construction materials not listed and manufactured products will be applicable to Buy American Preference.

Build America Buy America (BABA) Guide



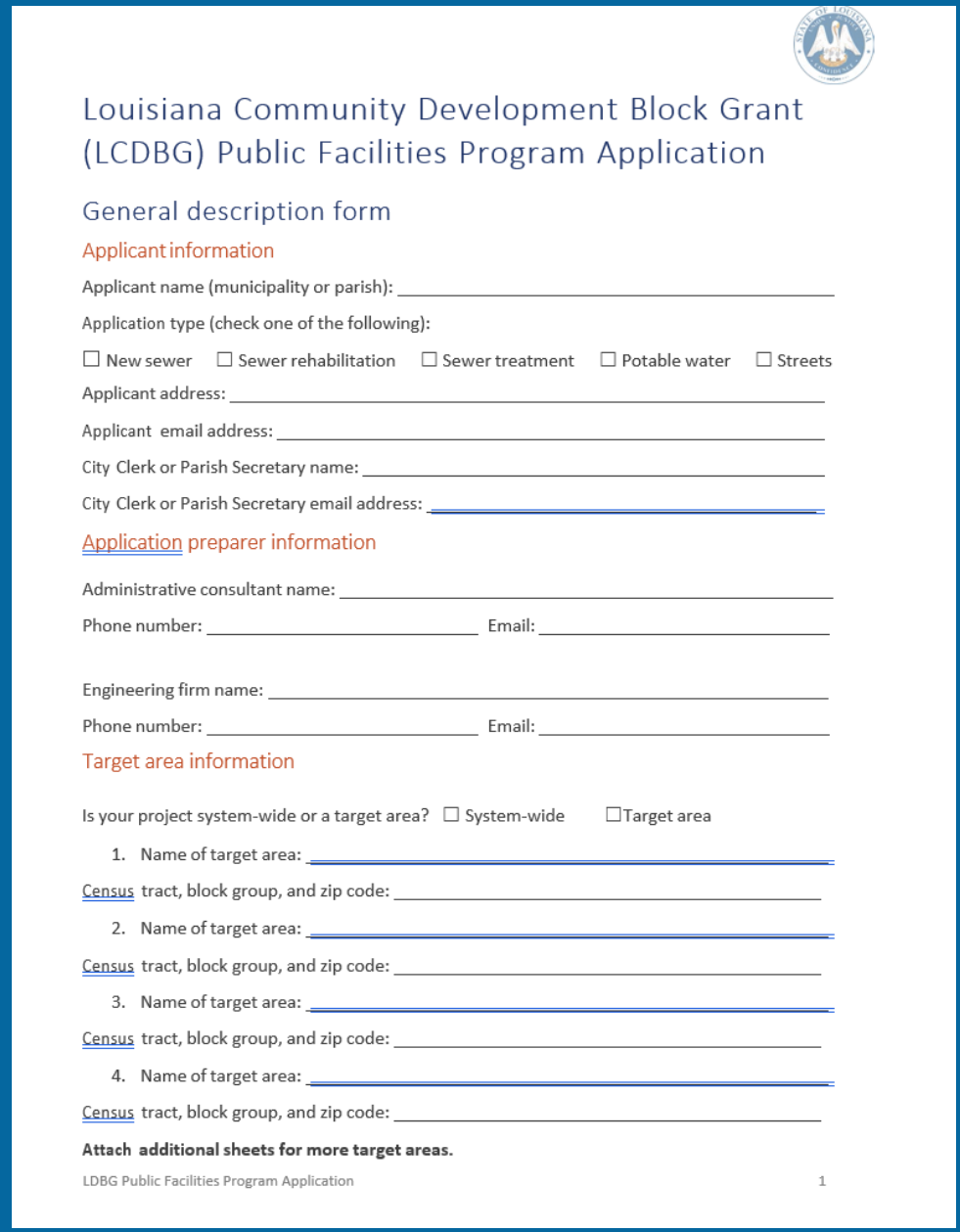
Public Facilities Application Forms

General Information

Key Reminders:

"Applicant Information": Contact info at Grantee level information.

- Not the consultant
- Who is your main point of contact
- Identify each target area.



Louisiana Community Development Block Grant (LCDBG) Public Facilities Program Application

General description form

Applicant information

Applicant name (municipality or parish): _____

Application type (check one of the following):

☐ New sewer ☐ Sewer rehabilitation ☐ Sewer treatment ☐ Potable water ☐ Streets

Applicant address: _____

Applicant email address: _____

City Clerk or Parish Secretary name: _____

City Clerk or Parish Secretary email address: _____

Application preparer information

Administrative consultant name: _____

Phone number: _____ Email: _____

Engineering firm name: _____

Phone number: _____ Email: _____

Target area information

Is your project system-wide or a target area? ☐ System-wide ☐Target area

1. Name of target area: _____

Census tract, block group, and zip code: _____

2. Name of target area: _____

Census tract, block group, and zip code: _____

3. Name of target area: _____

Census tract, block group, and zip code: _____

4. Name of target area: _____

Census tract, block group, and zip code: _____

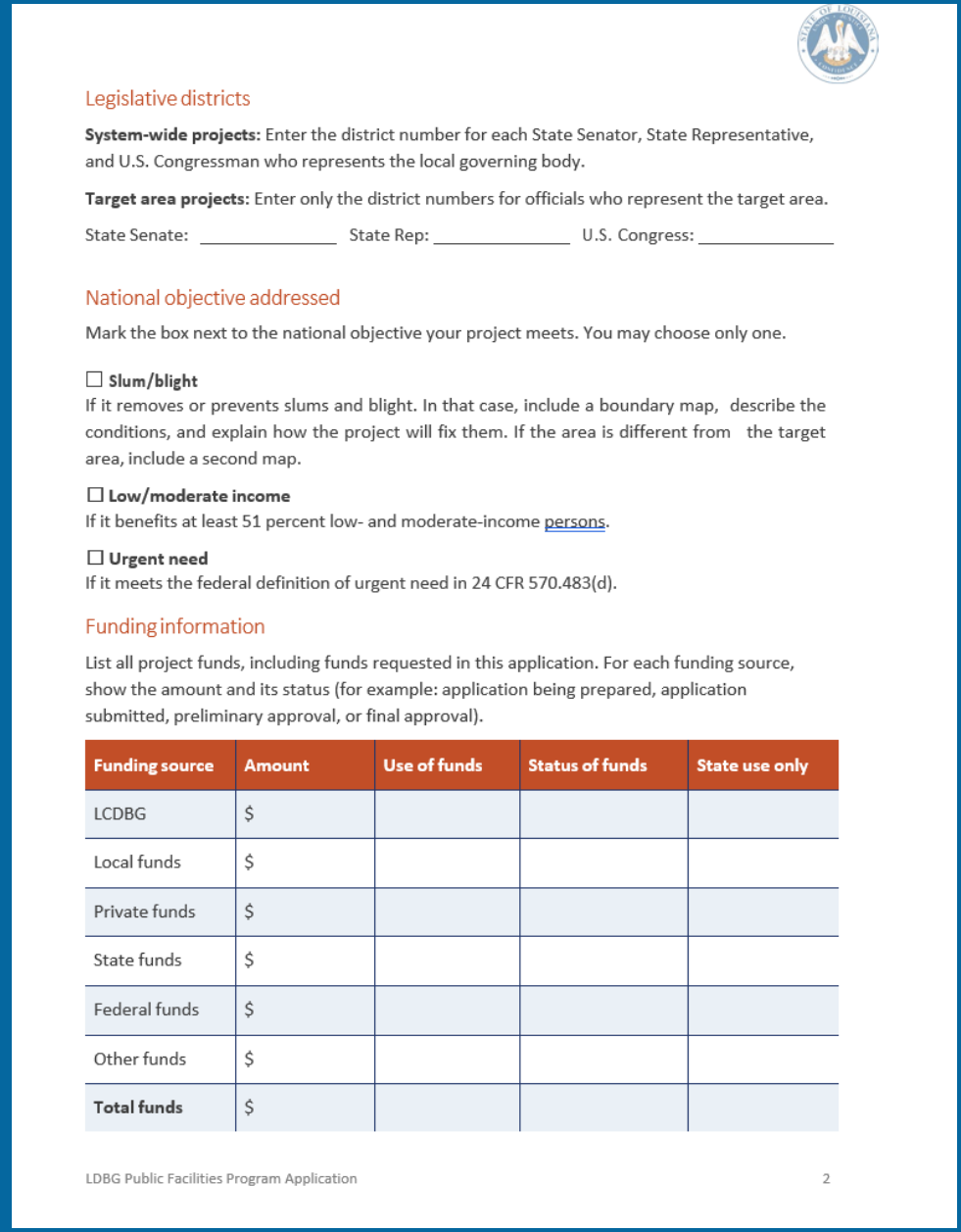
Attach additional sheets for more target areas.

LDBG Public Facilities Program Application 1

General Information

Key Reminder:

- For public Facilities, will always be LMI



Legislative districts

System-wide projects: Enter the district number for each State Senator, State Representative, and U.S. Congressman who represents the local governing body.

Target area projects: Enter only the district numbers for officials who represent the target area.

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

National objective addressed

Mark the box next to the national objective your project meets. You may choose only one.

☐ **Slum/blight**
If it removes or prevents slums and blight. In that case, include a boundary map, describe the conditions, and explain how the project will fix them. If the area is different from the target area, include a second map.

☐ **Low/moderate income**
If it benefits at least 51 percent low- and moderate-income persons.

☐ **Urgent need**
If it meets the federal definition of urgent need in 24 CFR 570.483(d).

Funding information

List all project funds, including funds requested in this application. For each funding source, show the amount and its status (for example: application being prepared, application submitted, preliminary approval, or final approval).

Funding source	Amount	Use of funds	Status of funds	State use only
LCDBG	$			
Local funds	$			
Private funds	$			
State funds	$			
Federal funds	$			
Other funds	$			
Total funds	$			

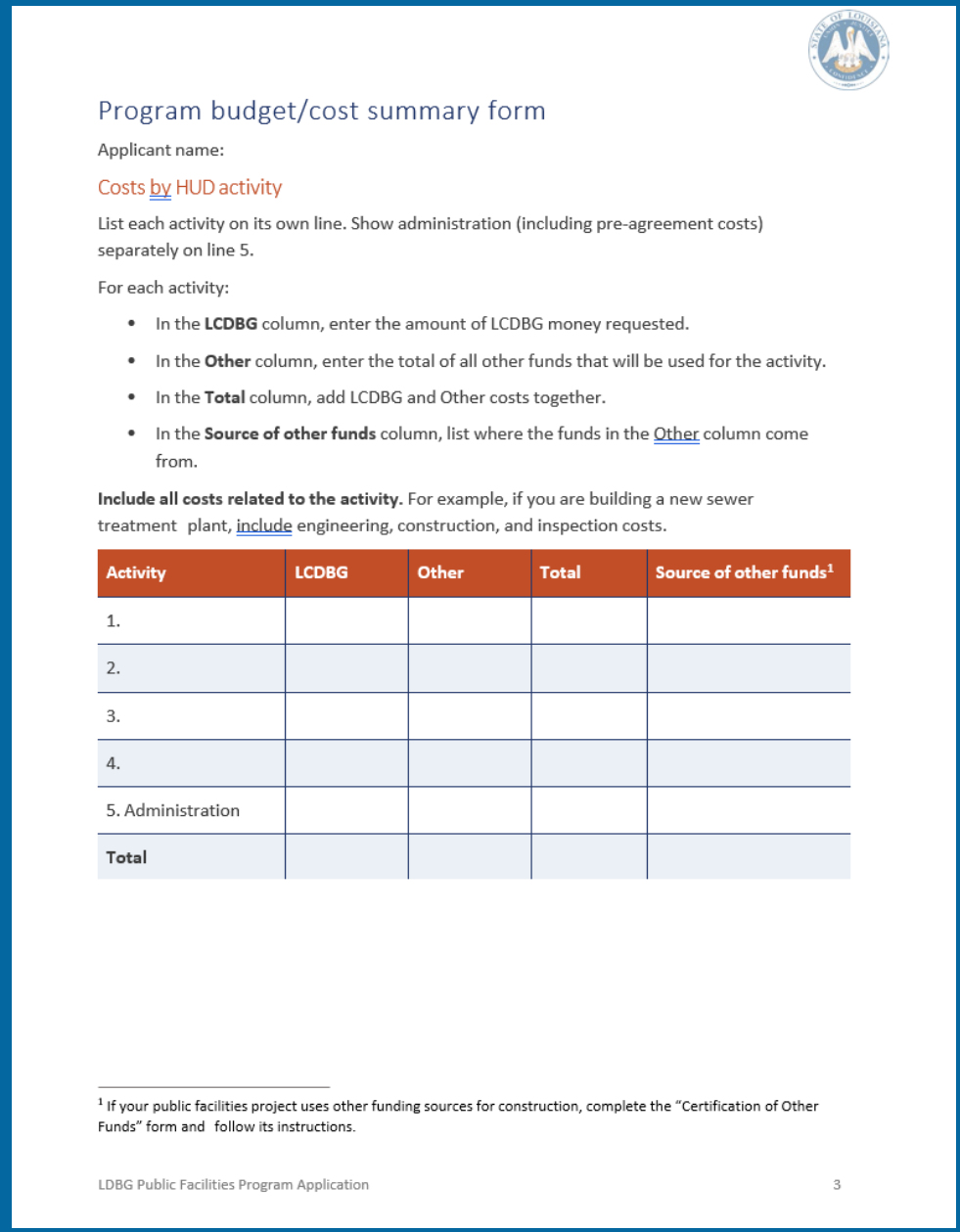
Program Budget/Cost Summary Form

COSTS BY HUD ACTIVITY

Key Reminders:

- List each activity separately and identify source of funding.
- Include all costs related to the project/activity: construction, inspections, engineering, etc.

Footnote: Certification of Other Funds



Program budget/cost summary form

Applicant name:

Costs by HUD activity

List each activity on its own line. Show administration (including pre-agreement costs) separately on line 5.

For each activity:

- In the **LCDBG** column, enter the amount of LCDBG money requested.
- In the **Other** column, enter the total of all other funds that will be used for the activity.
- In the **Total** column, add LCDBG and Other costs together.
- In the **Source of other funds** column, list where the funds in the Other column come from.

Include all costs related to the activity. For example, if you are building a new sewer treatment plant, include engineering, construction, and inspection costs.

Activity	LCDBG	Other	Total	Source of other funds[1]
1.				
2.				
3.				
4.				
5. Administration				
Total				

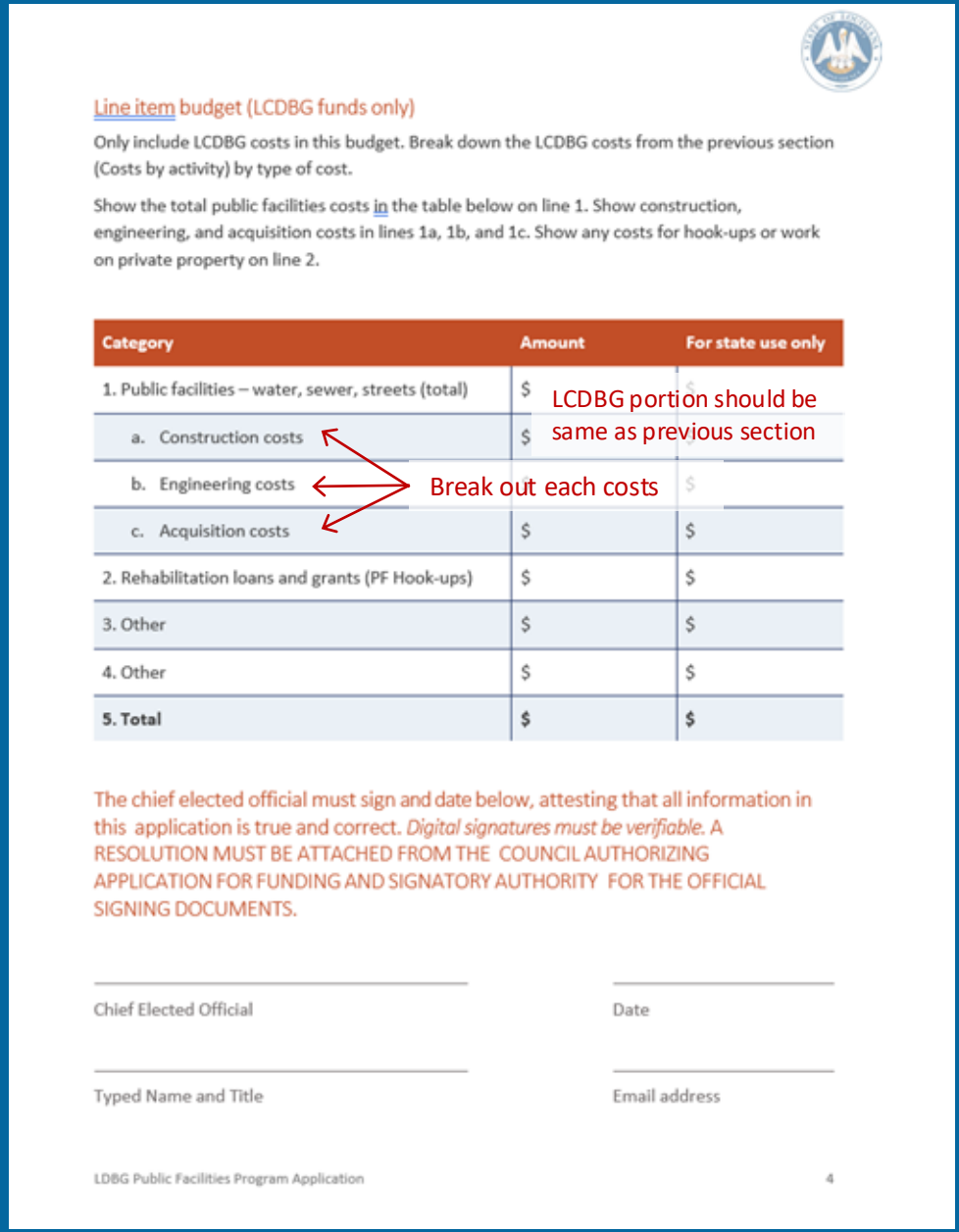
[1] If your public facilities project uses other funding sources for construction, complete the "Certification of Other Funds" form and follow its instructions.

LDBG Public Facilities Program Application 3

Line Item Budget

(LCDBG FUNDS ONLY)

- Only LCDBG costs included here.
  - CEOs must sign and date.
  - Digitals sigs must be verifiable
- Resolution must be attached



Line item budget (LCDBG funds only)

Only include LCDBG costs in this budget. Break down the LCDBG costs from the previous section (Costs by activity) by type of cost.

Show the total public facilities costs in the table below on line 1. Show construction, engineering, and acquisition costs in lines 1a, 1b, and 1c. Show any costs for hook-ups or work on private property on line 2.

Category	Amount	For state use only
1. Public facilities – water, sewer, streets (total)	$	$
a. Construction costs	$	$
b. Engineering costs	$	$
c. Acquisition costs	$	$
2. Rehabilitation loans and grants (PF Hook-ups)	$	$
3. Other	$	$
4. Other	$	$
5. Total	**$**	**$**

LCDBG portion should be same as previous section

Break out each costs

The chief elected official must sign and date below, attesting that all information in this application is true and correct. *Digital signatures must be verifiable.* A RESOLUTION MUST BE ATTACHED FROM THE COUNCIL AUTHORIZING APPLICATION FOR FUNDING AND SIGNATORY AUTHORITY FOR THE OFFICIAL SIGNING DOCUMENTS.

Chief Elected Official

Date

Typed Name and Title

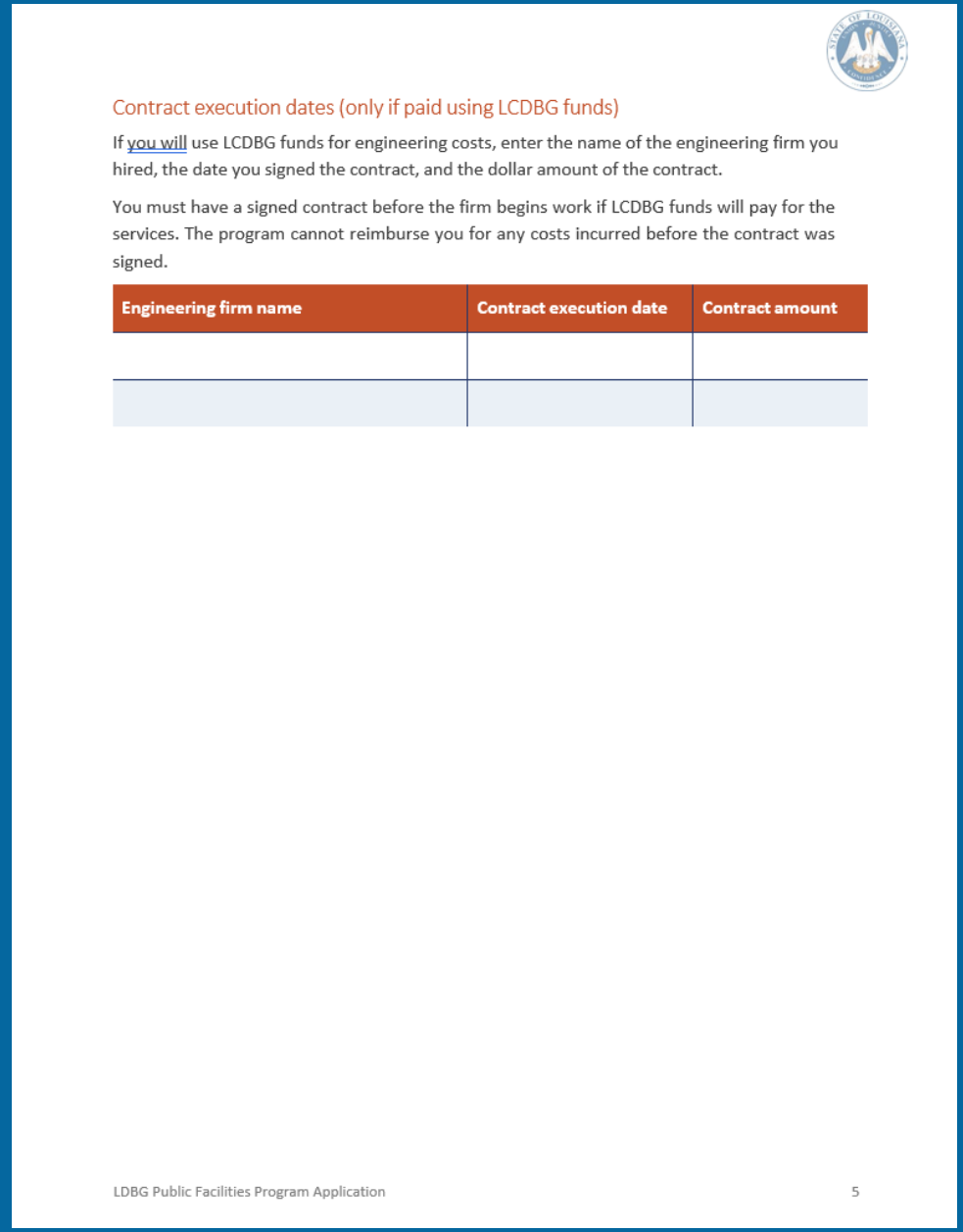
Email address

LDBG Public Facilities Program Application 4

Contract Execution Dates

ENGINEERING, IF LCDBG FUNDS ARE USED

- Ensure engineering contract is executed prior to commencement of any work.
- We will not reimburse for work outside of your contract with the engineer.



Contract execution dates (only if paid using LCDBG funds)

If you will use LCDBG funds for engineering costs, enter the name of the engineering firm you hired, the date you signed the contract, and the dollar amount of the contract.

You must have a signed contract before the firm begins work if LCDBG funds will pay for the services. The program cannot reimburse you for any costs incurred before the contract was signed.

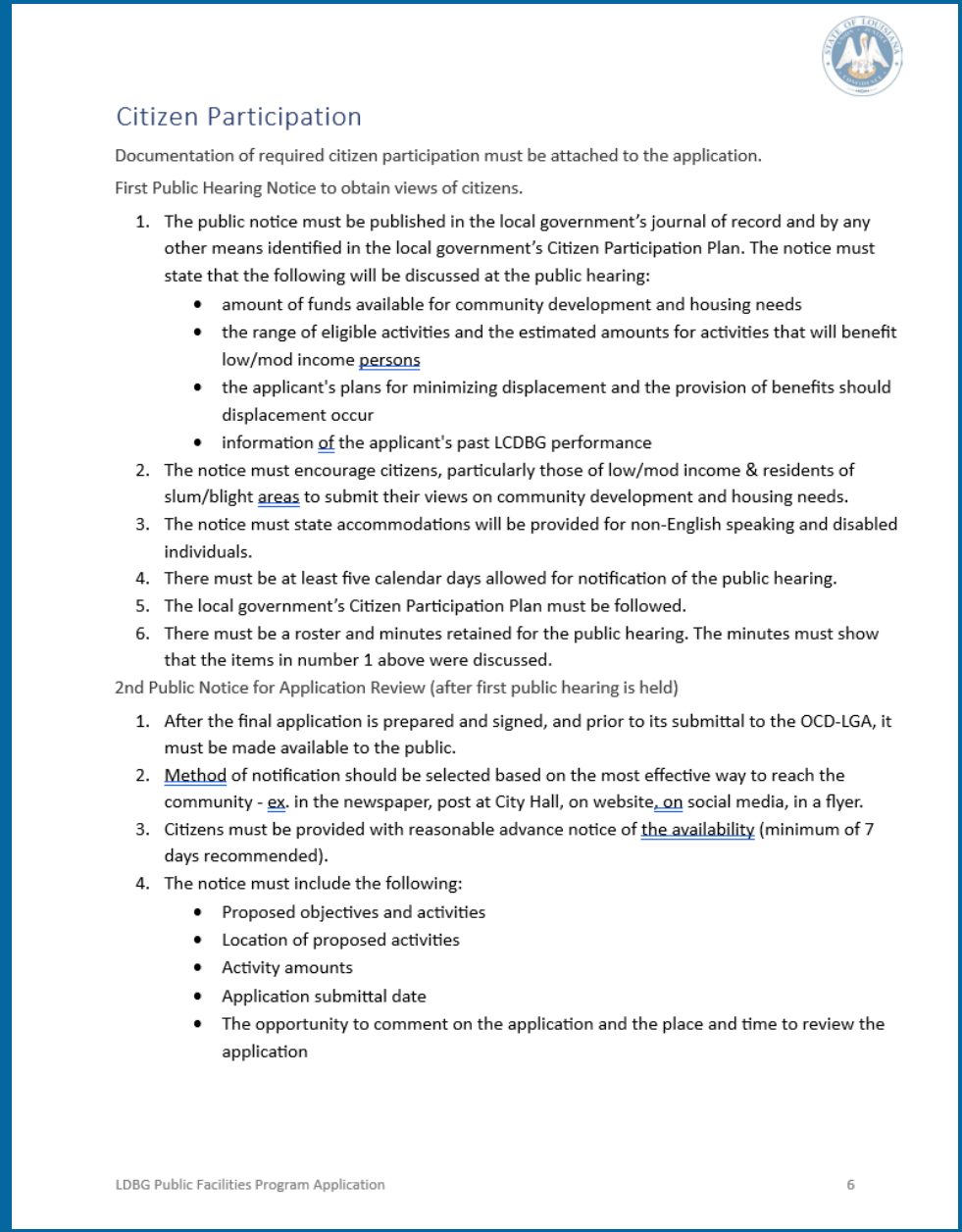
Engineering firm name	Contract execution date	Contract amount

LDBG Public Facilities Program Application 5

Citizen Participation

Key Reminders:

- First and Second Public Notices must be included
- All backup documentation is required for both public notices



Citizen Participation

Documentation of required citizen participation must be attached to the application.

First Public Hearing Notice to obtain views of citizens.

1. The public notice must be published in the local government's journal of record and by any other means identified in the local government's Citizen Participation Plan. The notice must state that the following will be discussed at the public hearing:
    - amount of funds available for community development and housing needs
    - the range of eligible activities and the estimated amounts for activities that will benefit low/mod income persons
    - the applicant's plans for minimizing displacement and the provision of benefits should displacement occur
    - information of the applicant's past LCDBG performance
2. The notice must encourage citizens, particularly those of low/mod income & residents of slum/blight areas to submit their views on community development and housing needs.
3. The notice must state accommodations will be provided for non-English speaking and disabled individuals.
4. There must be at least five calendar days allowed for notification of the public hearing.
5. The local government's Citizen Participation Plan must be followed.
6. There must be a roster and minutes retained for the public hearing. The minutes must show that the items in number 1 above were discussed.

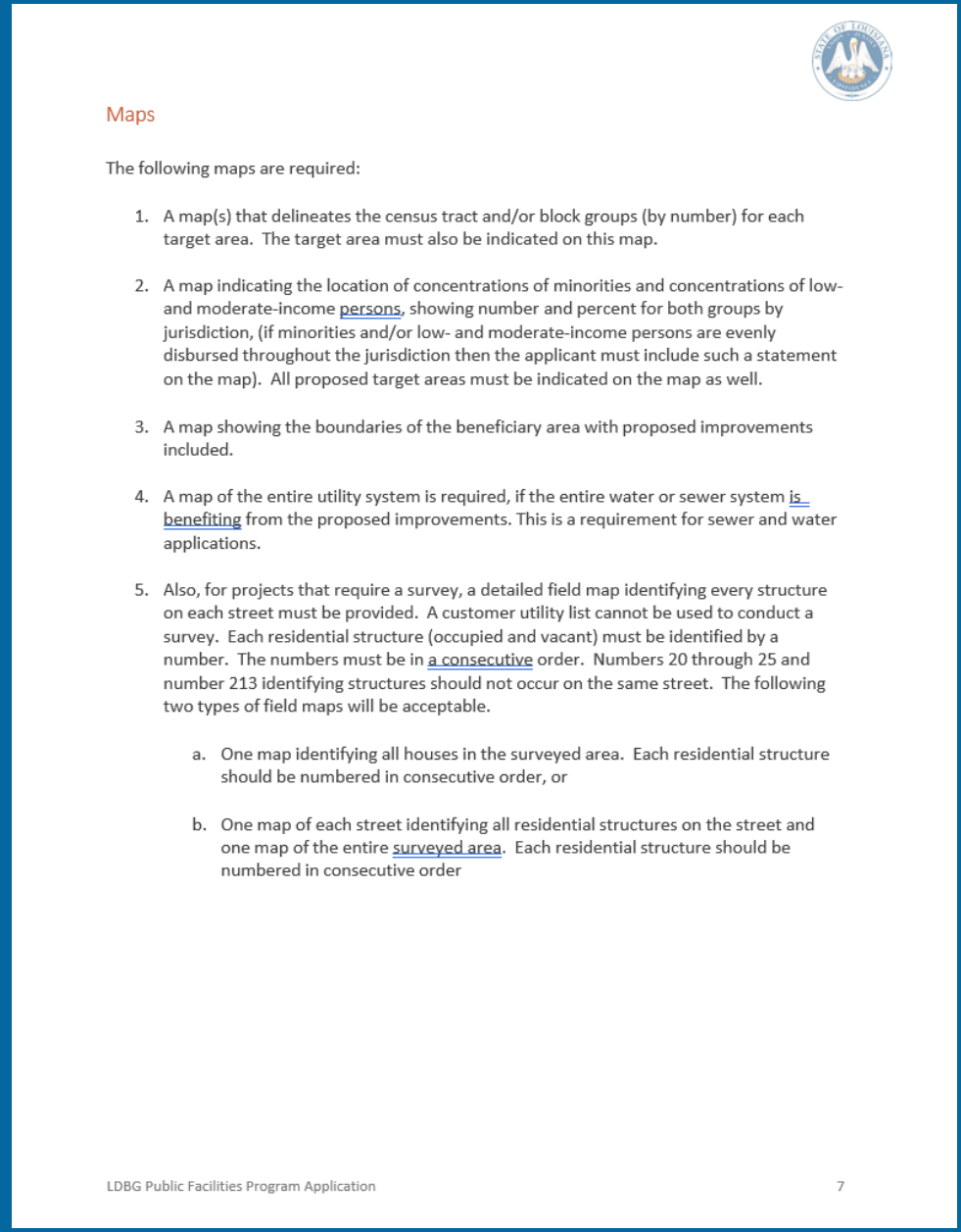
2nd Public Notice for Application Review (after first public hearing is held)

1. After the final application is prepared and signed, and prior to its submittal to the OCD-LGA, it must be made available to the public.
2. Method of notification should be selected based on the most effective way to reach the community - ex. in the newspaper, post at City Hall, on website, on social media, in a flyer.
3. Citizens must be provided with reasonable advance notice of the availability (minimum of 7 days recommended).
4. The notice must include the following:
    - Proposed objectives and activities
    - Location of proposed activities
    - Activity amounts
    - Application submittal date
    - The opportunity to comment on the application and the place and time to review the application

Maps

Key Reminders:

- A map for each target area
- Location of concentration of minorities and LMI persons
- Number and percentages of minorities and LMI persons
- Boundary lines of beneficiary area
- Entire utility system for sewer and water



Maps

The following maps are required:

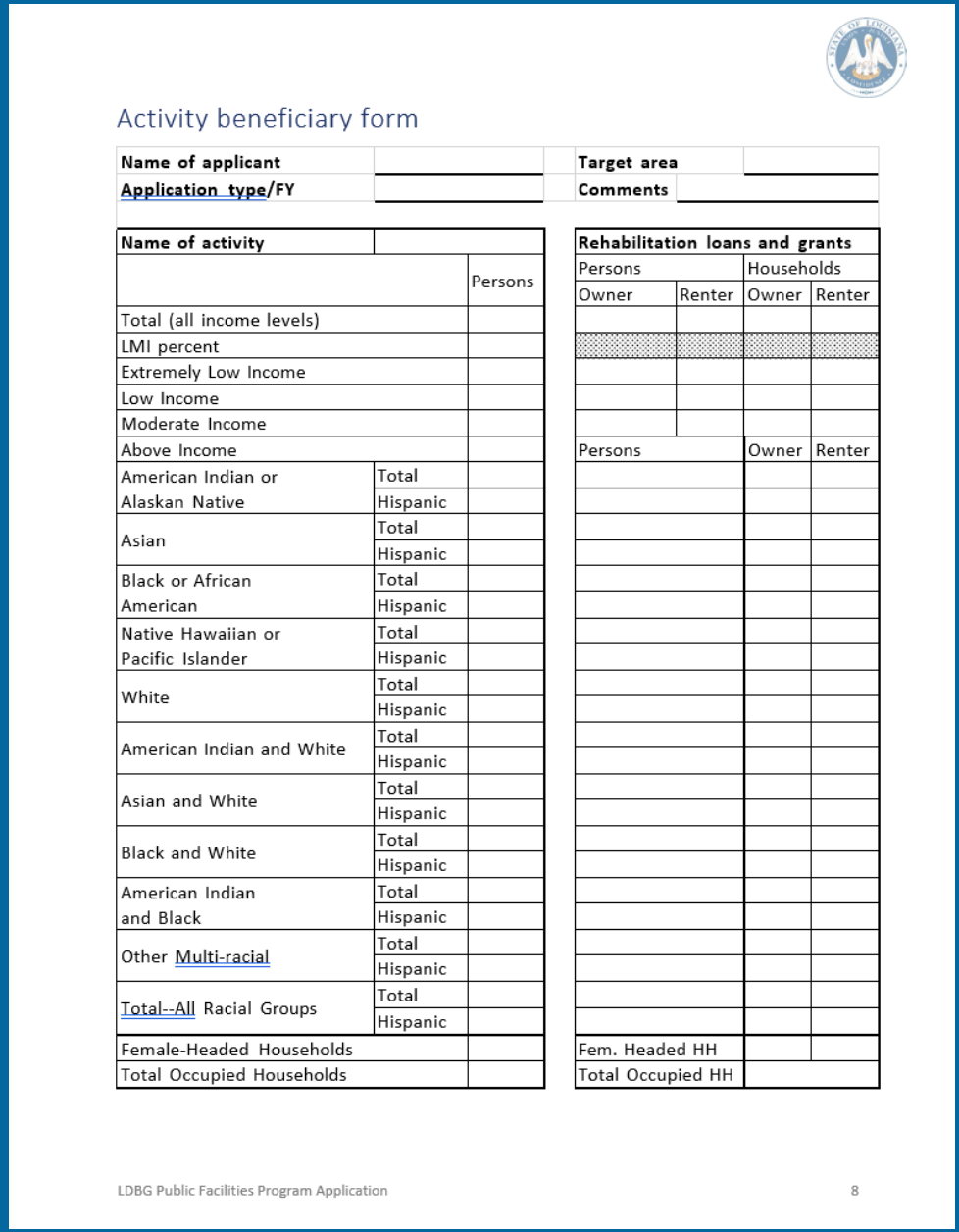
1. A map(s) that delineates the census tract and/or block groups (by number) for each target area. The target area must also be indicated on this map.
2. A map indicating the location of concentrations of minorities and concentrations of low- and moderate-income persons, showing number and percent for both groups by jurisdiction, (if minorities and/or low- and moderate-income persons are evenly disbursed throughout the jurisdiction then the applicant must include such a statement on the map). All proposed target areas must be indicated on the map as well.
3. A map showing the boundaries of the beneficiary area with proposed improvements included.
4. A map of the entire utility system is required, if the entire water or sewer system is benefiting from the proposed improvements. This is a requirement for sewer and water applications.
5. Also, for projects that require a survey, a detailed field map identifying every structure on each street must be provided. A customer utility list cannot be used to conduct a survey. Each residential structure (occupied and vacant) must be identified by a number. The numbers must be in a consecutive order. Numbers 20 through 25 and number 213 identifying structures should not occur on the same street. The following two types of field maps will be acceptable.
    a. One map identifying all houses in the surveyed area. Each residential structure should be numbered in consecutive order, or
    b. One map of each street identifying all residential structures on the street and one map of the entire surveyed area. Each residential structure should be numbered in consecutive order

LDBG Public Facilities Program Application 7

Activity Beneficiary Form

Key Reminders:

- Detailed directions for ABF are included in the application.
- Each target area must have 51% LMI residents
- If system-wide project, for rating, at least 35% of construction must be spent on the activity
- All HH's are counted if connected to the utility system.



Activity beneficiary form

Name of applicant			**Target area**			
Application type/FY			**Comments**			

Name of activity		
		Persons
Total (all income levels)		
LMI percent		
Extremely Low Income		
Low Income		
Moderate Income		
Above Income		
American Indian or Alaskan Native	Total	
	Hispanic	
Asian	Total	
	Hispanic	
Black or African American	Total	
	Hispanic	
Native Hawaiian or Pacific Islander	Total	
	Hispanic	
White	Total	
	Hispanic	
American Indian and White	Total	
	Hispanic	
Asian and White	Total	
	Hispanic	
Black and White	Total	
	Hispanic	
American Indian and Black	Total	
	Hispanic	
Other Multi-racial	Total	
	Hispanic	
Total--All Racial Groups	Total	
	Hispanic	
Female-Headed Households		
Total Occupied Households		

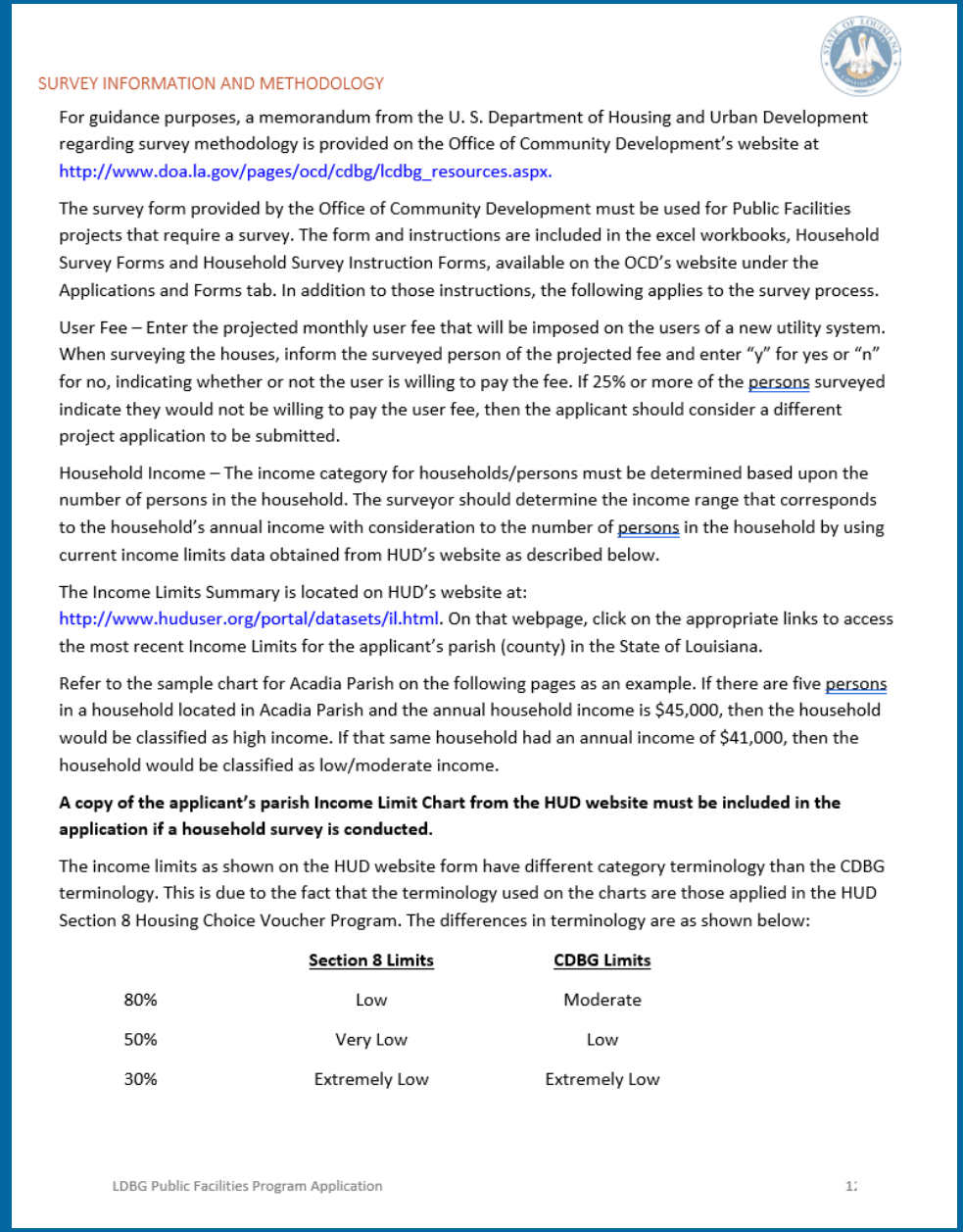
Rehabilitation loans and grants			
Persons		Households	
Owner	Renter	Owner	Renter

Persons	Owner	Renter

Survey Information & Methodology

Key Reminders:

- Directions for survey and methods are included in the application.
- HH Income – every person in the HH must be counted.
- Include income Limit Chart from HUD
- All surveys must have a corresponding map



SURVEY INFORMATION AND METHODOLOGY

For guidance purposes, a memorandum from the U. S. Department of Housing and Urban Development regarding survey methodology is provided on the Office of Community Development's website at http://www.doa.la.gov/pages/ocd/cdbg/lcdbg_resources.aspx.

The survey form provided by the Office of Community Development must be used for Public Facilities projects that require a survey. The form and instructions are included in the excel workbooks, Household Survey Forms and Household Survey Instruction Forms, available on the OCD's website under the Applications and Forms tab. In addition to those instructions, the following applies to the survey process.

User Fee – Enter the projected monthly user fee that will be imposed on the users of a new utility system. When surveying the houses, inform the surveyed person of the projected fee and enter "y" for yes or "n" for no, indicating whether or not the user is willing to pay the fee. If 25% or more of the persons surveyed indicate they would not be willing to pay the user fee, then the applicant should consider a different project application to be submitted.

Household Income – The income category for households/persons must be determined based upon the number of persons in the household. The surveyor should determine the income range that corresponds to the household's annual income with consideration to the number of persons in the household by using current income limits data obtained from HUD's website as described below.

The Income Limits Summary is located on HUD's website at: http://www.huduser.org/portal/datasets/il.html. On that webpage, click on the appropriate links to access the most recent Income Limits for the applicant's parish (county) in the State of Louisiana.

Refer to the sample chart for Acadia Parish on the following pages as an example. If there are five persons in a household located in Acadia Parish and the annual household income is $45,000, then the household would be classified as high income. If that same household had an annual income of $41,000, then the household would be classified as low/moderate income.

A copy of the applicant's parish Income Limit Chart from the HUD website must be included in the application if a household survey is conducted.

The income limits as shown on the HUD website form have different category terminology than the CDBG terminology. This is due to the fact that the terminology used on the charts are those applied in the HUD Section 8 Housing Choice Voucher Program. The differences in terminology are as shown below:

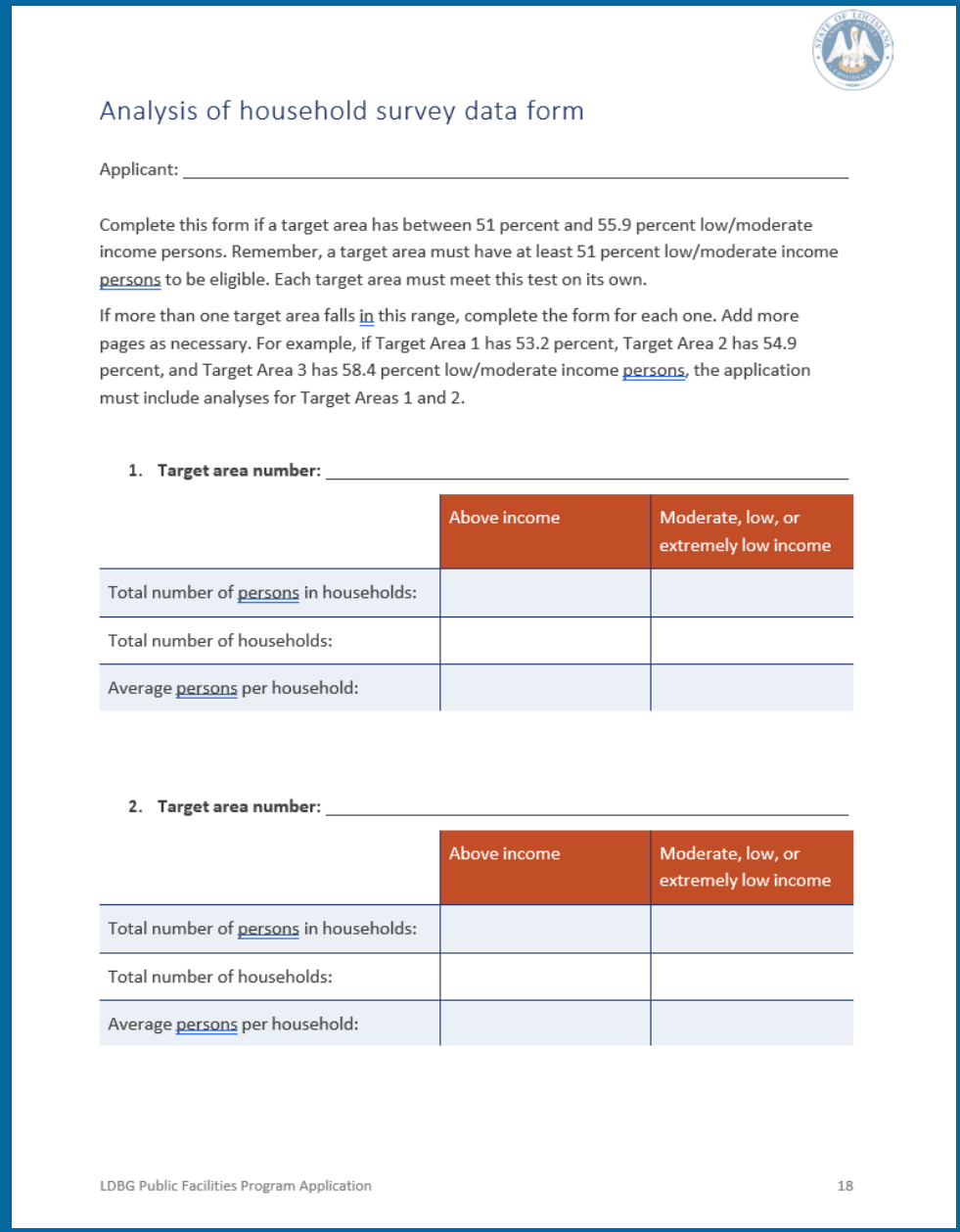
	Section 8 Limits	CDBG Limits
80%	Low	Moderate
50%	Very Low	Low
30%	Extremely Low	Extremely Low

LDBG Public Facilities Program Application 1:

Analysis of Household Survey Data Form

Key Reminders:

- Target area is between 51% - 55.9% LMI.
- If more than 1 target area falls in this range, a form is required for each target area



Analysis of household survey data form

Applicant: _____

Complete this form if a target area has between 51 percent and 55.9 percent low/moderate income persons. Remember, a target area must have at least 51 percent low/moderate income persons to be eligible. Each target area must meet this test on its own.

If more than one target area falls in this range, complete the form for each one. Add more pages as necessary. For example, if Target Area 1 has 53.2 percent, Target Area 2 has 54.9 percent, and Target Area 3 has 58.4 percent low/moderate income persons, the application must include analyses for Target Areas 1 and 2.

1. **Target area number:** _____

	Above income	Moderate, low, or extremely low income
Total number of persons in households:		
Total number of households:		
Average persons per household:		

2. **Target area number:** _____

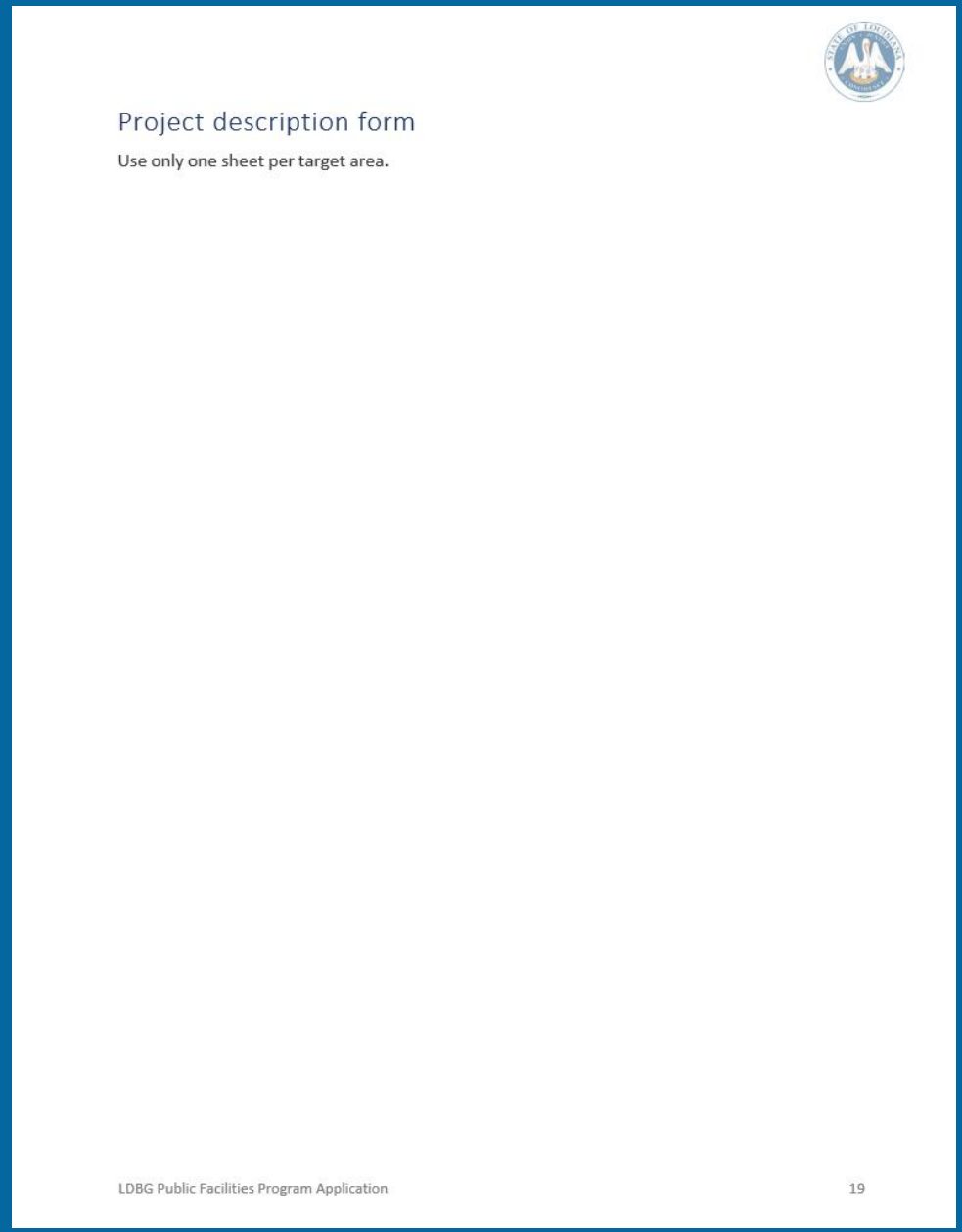
	Above income	Moderate, low, or extremely low income
Total number of persons in households:		
Total number of households:		
Average persons per household:		

LDBG Public Facilities Program Application 18

Project Description Form

Key Reminders:

- Directions for Project Description are included in the application
- Include proposed improvements
- Land or easement needs (rights of way)
- State if any acquisition is required
- Provide ownership documentation
- What will project rectify?
- Relation to existing infrastructure
- What are the benefits?


Project description form

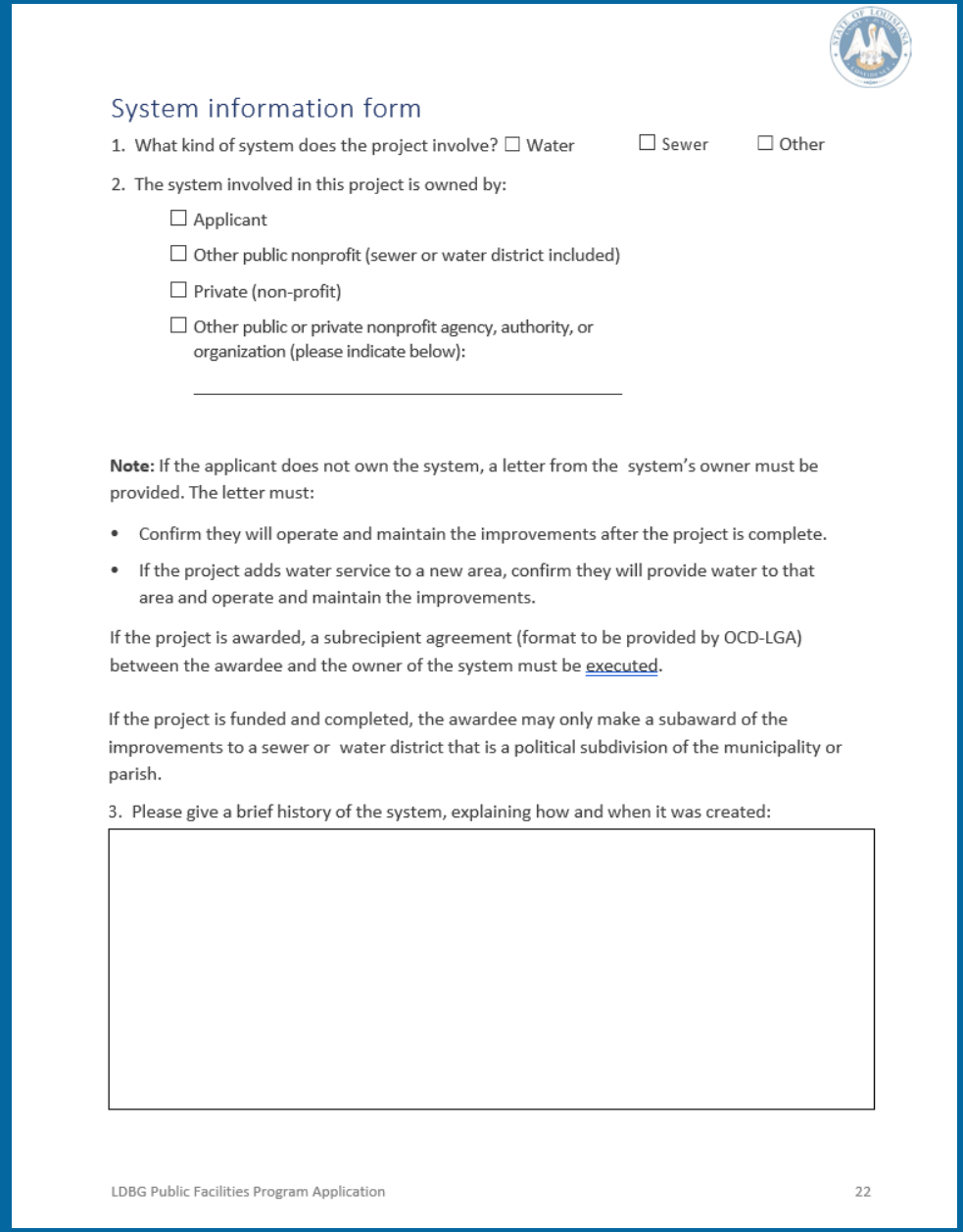
Use only one sheet per target area.

LDBG Public Facilities Program Application 19

System Information Form

Key Reminders:

- If parish/municipality does not own the system, a letter from owner must be included.
- If awarded, an agreement must be executed between owner and grantee.



System information form

1. What kind of system does the project involve? ☐ Water ☐ Sewer ☐ Other
2. The system involved in this project is owned by:
   - ☐ Applicant
   - ☐ Other public nonprofit (sewer or water district included)
   - ☐ Private (non-profit)
   - ☐ Other public or private nonprofit agency, authority, or organization (please indicate below):

     _____

Note: If the applicant does not own the system, a letter from the system's owner must be provided. The letter must:

- Confirm they will operate and maintain the improvements after the project is complete.
- If the project adds water service to a new area, confirm they will provide water to that area and operate and maintain the improvements.

If the project is awarded, a subrecipient agreement (format to be provided by OCD-LGA) between the awardee and the owner of the system must be executed.

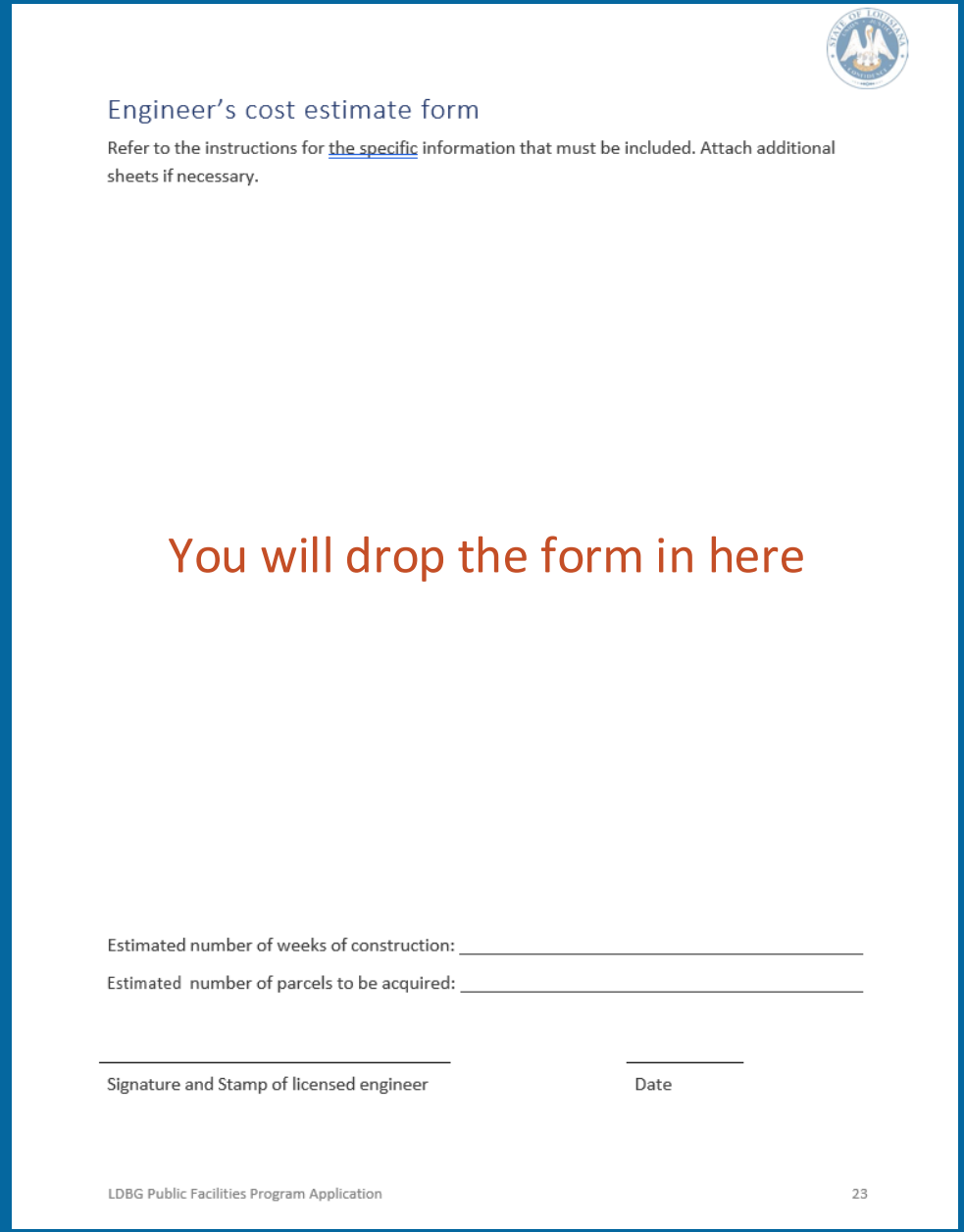
If the project is funded and completed, the awardee may only make a subaward of the improvements to a sewer or water district that is a political subdivision of the municipality or parish.

3. Please give a brief history of the system, explaining how and when it was created:

LDBG Public Facilities Program Application 22

Engineer’s Cost Estimate Form

Instructions are included in application, page 24.



Engineer’s cost estimate form

Refer to the instructions for the specific information that must be included. Attach additional sheets if necessary.

You will drop the form in here

Estimated number of weeks of construction: _____

Estimated number of parcels to be acquired: _____

_____ _____

Signature and Stamp of licensed engineer Date

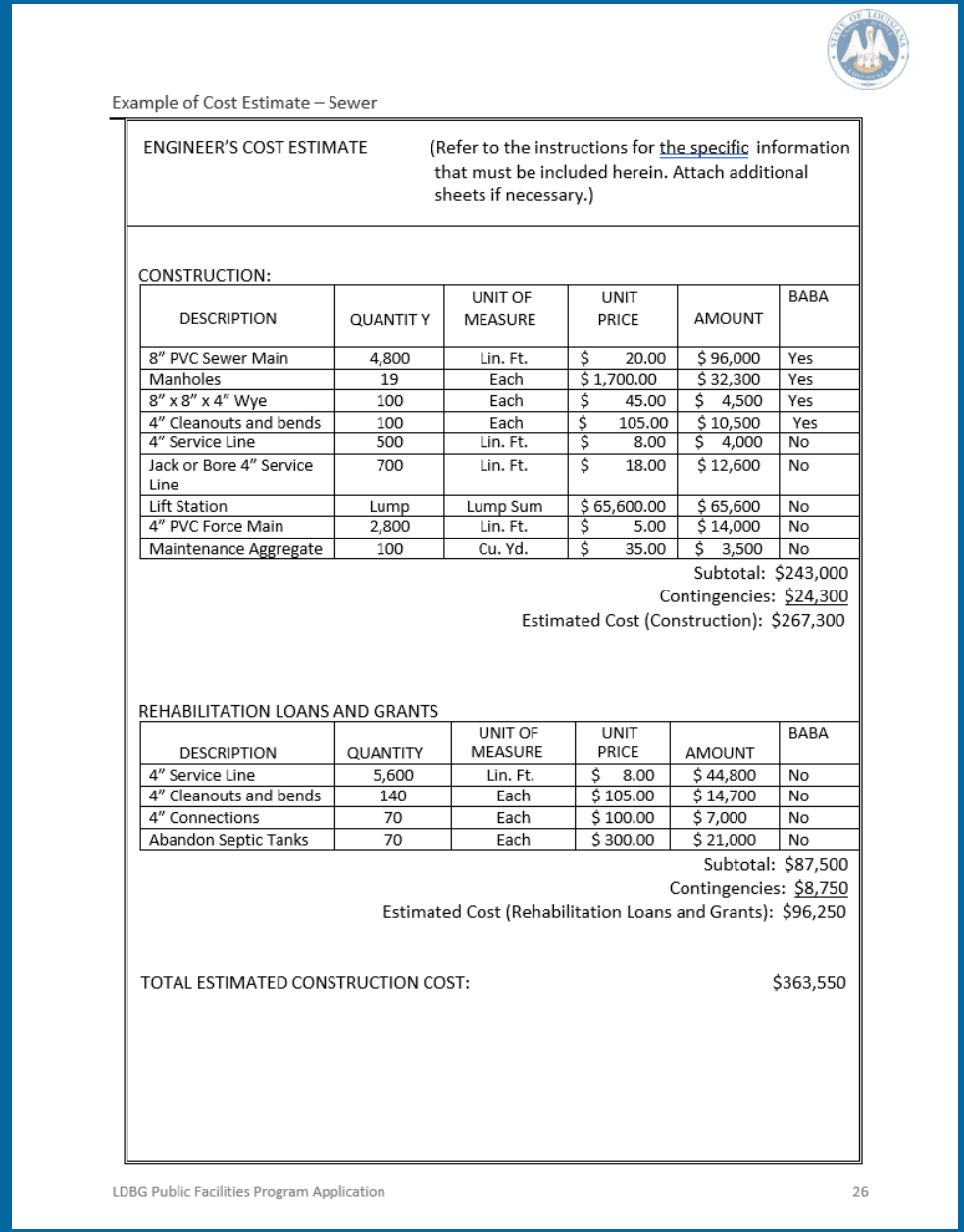
LDBG Public Facilities Program Application 23

Example of a Sewer Estimate

(page 1)

Key Reminders:

- Include BABA
- Itemize construction descriptions, quantity, unit of measure, unit price, total price … and BABA
- The 35% rule for system wide
- Acquisition?
- Weeks of construction
- Number of parcels to be acquired
- Sign/date and stamp by engineer



Example of Cost Estimate – Sewer

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
8" PVC Sewer Main	4,800	Lin. Ft.	$ 20.00	$ 96,000	Yes
Manholes	19	Each	$ 1,700.00	$ 32,300	Yes
8" x 8" x 4" Wye	100	Each	$ 45.00	$ 4,500	Yes
4" Cleanouts and bends	100	Each	$ 105.00	$ 10,500	Yes
4" Service Line	500	Lin. Ft.	$ 8.00	$ 4,000	No
Jack or Bore 4" Service Line	700	Lin. Ft.	$ 18.00	$ 12,600	No
Lift Station	Lump	Lump Sum	$ 65,600.00	$ 65,600	No
4" PVC Force Main	2,800	Lin. Ft.	$ 5.00	$ 14,000	No
Maintenance Aggregate	100	Cu. Yd.	$ 35.00	$ 3,500	No

Subtotal: $243,000
Contingencies: $24,300
Estimated Cost (Construction): $267,300

REHABILITATION LOANS AND GRANTS

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
4" Service Line	5,600	Lin. Ft.	$ 8.00	$ 44,800	No
4" Cleanouts and bends	140	Each	$ 105.00	$ 14,700	No
4" Connections	70	Each	$ 100.00	$ 7,000	No
Abandon Septic Tanks	70	Each	$ 300.00	$ 21,000	No

Subtotal: $87,500
Contingencies: $8,750
Estimated Cost (Rehabilitation Loans and Grants): $96,250

TOTAL ESTIMATED CONSTRUCTION COST: $363,550

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Example of a Sewer Estimate

(page 2)

ENGINEER'S COST ESTIMATE	(Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)
TOTAL ESTIMATED CONSTRUCTION COST:	$363,550
ENGINEERING:	Basic Services: $36,300 Resident Project Representative: $17,100
ACQUISITION:	Property Acquisition: $3,000 Property Surveying: $1,750
ADMINISTRATION:	$35,000
TOTAL PROJECT COST:	$456,700

Estimated number of weeks of construction: 25

Estimated number of parcels to be acquired: 1

_____ Signature of Licensed Engineer

_____ Date

If applicable…

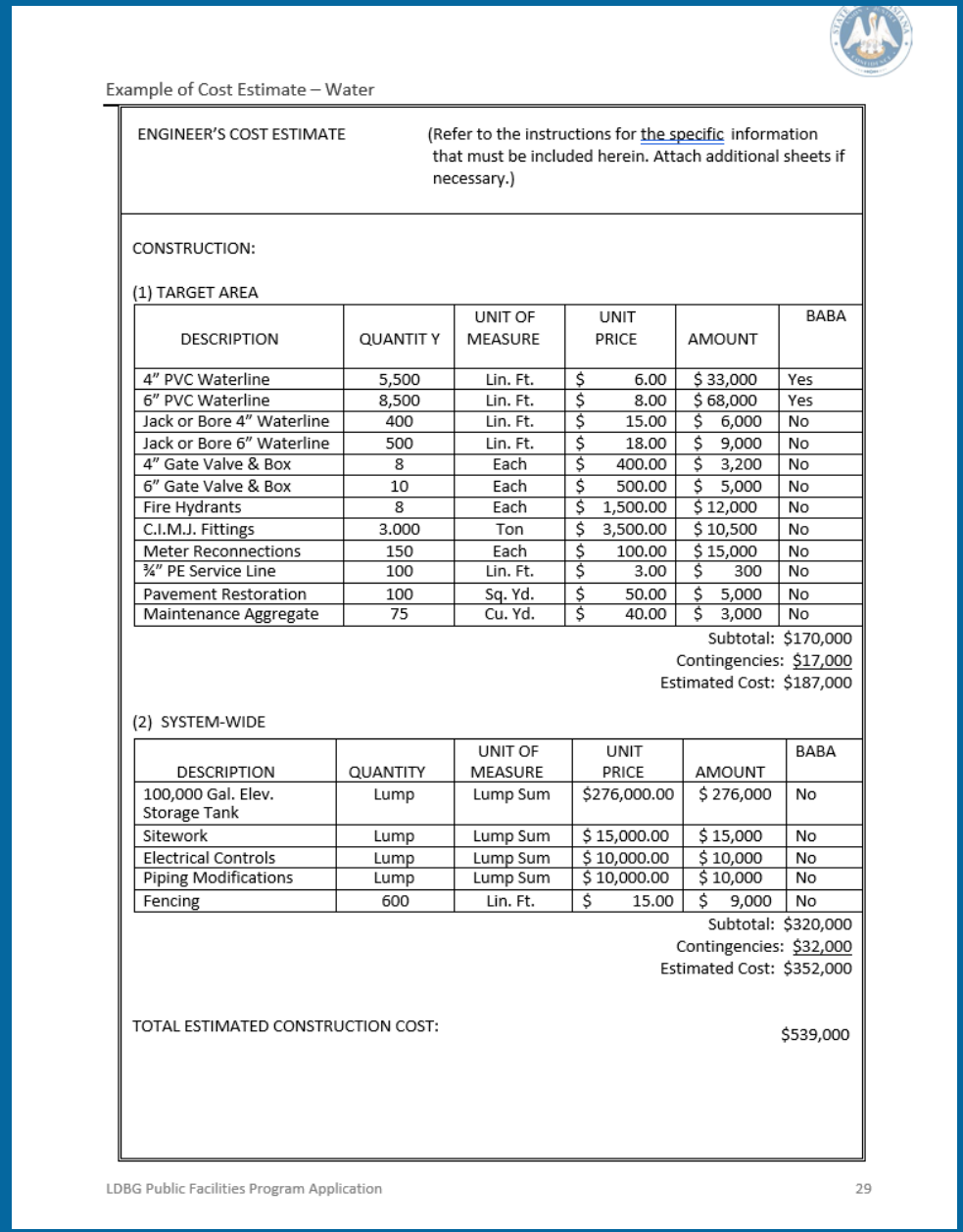
JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Sewer)

Property Surveying:
Property surveying is needed for the acquisition of a site to construct the new lift station.

Survey Crew: 1 day at $1,000 per day =	$1,000
Draftsman: 10 hours at $40 per hour =	$ 400
Land Surveyor: 5 hours at $70 per hour =	$ 350
Total =	$1,750

Example of Cost Estimate for Water

(page 1)



Example of Cost Estimate – Water

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:

(1) TARGET AREA

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
4" PVC Waterline	5,500	Lin. Ft.	$ 6.00	$ 33,000	Yes
6" PVC Waterline	8,500	Lin. Ft.	$ 8.00	$ 68,000	Yes
Jack or Bore 4" Waterline	400	Lin. Ft.	$ 15.00	$ 6,000	No
Jack or Bore 6" Waterline	500	Lin. Ft.	$ 18.00	$ 9,000	No
4" Gate Valve & Box	8	Each	$ 400.00	$ 3,200	No
6" Gate Valve & Box	10	Each	$ 500.00	$ 5,000	No
Fire Hydrants	8	Each	$ 1,500.00	$ 12,000	No
C.I.M.J. Fittings	3.000	Ton	$ 3,500.00	$ 10,500	No
Meter Reconnections	150	Each	$ 100.00	$ 15,000	No
¾" PE Service Line	100	Lin. Ft.	$ 3.00	$ 300	No
Pavement Restoration	100	Sq. Yd.	$ 50.00	$ 5,000	No
Maintenance Aggregate	75	Cu. Yd.	$ 40.00	$ 3,000	No

Subtotal: $170,000
Contingencies: $17,000
Estimated Cost: $187,000

(2) SYSTEM-WIDE

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
100,000 Gal. Elev. Storage Tank	Lump	Lump Sum	$276,000.00	$ 276,000	No
Sitework	Lump	Lump Sum	$ 15,000.00	$ 15,000	No
Electrical Controls	Lump	Lump Sum	$ 10,000.00	$ 10,000	No
Piping Modifications	Lump	Lump Sum	$ 10,000.00	$ 10,000	No
Fencing	600	Lin. Ft.	$ 15.00	$ 9,000	No

Subtotal: $320,000
Contingencies: $32,000
Estimated Cost: $352,000

TOTAL ESTIMATED CONSTRUCTION COST: $539,000

LDBG Public Facilities Program Application 29

Example of Cost Estimate for Water

(page 2)

ENGINEER'S COST ESTIMATE	(Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)
TOTAL ESTIMATED CONSTRUCTION COST:	$539,000
ENGINEERING:	Basic Services: $49,100 Resident Project Representative: $23,000
ACQUISITION:	Property Acquisition: $5,000 Property Surveying: $2,000
ADMINISTRATION:	$35,000
TOTAL PROJECT COST:	$653,100

Estimated number of weeks of construction: 35

Estimated number of parcels to be acquired: 1

_____ Signature of Licensed Engineer

_____ Date

If applicable…

JUSTIFICATION FOR ADDITIONAL ENGINEERING FEES (Water)

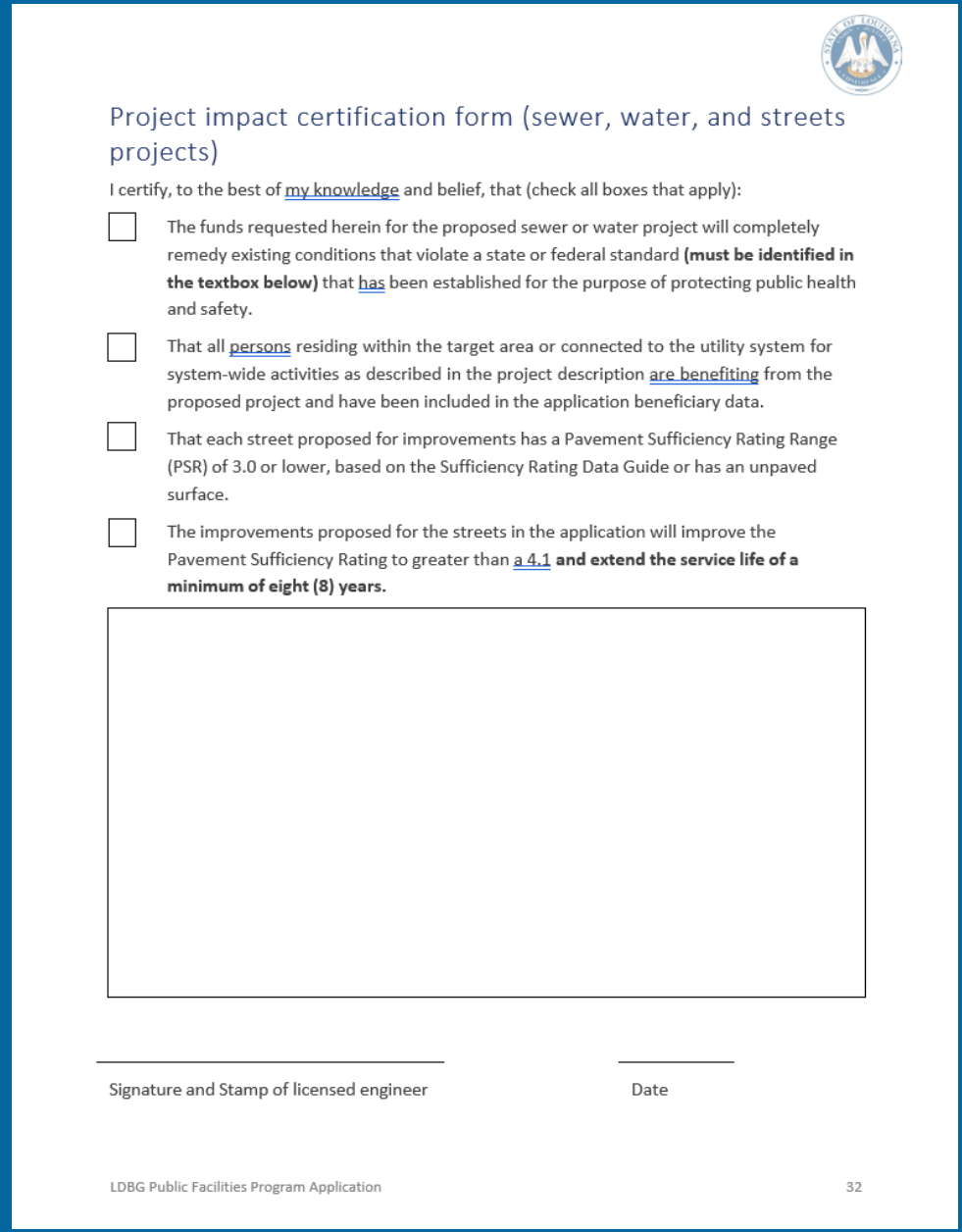
Property Surveying:
Property surveying is needed for the acquisition of a site to construct the elevated storage tank.

Survey Crew: 1 day at $1,000 per day =	$1,000
Draftsman: 8 hours at $45 per hour =	$ 360
Courthouse Research: 8 hours at $45 per hour =	$ 360
Land Surveyor: 4 hours at $70 per hour =	$ 280
Total =	$2,000

Project Impact Certification Form

Key Reminders:

- Identify the state or federal standards violations in the narrative
- Include the licensed Engineer signature and stamp
- Data Guide for Street Projects must be utilized
- Instructions are on page 33 of the application



Project impact certification form (sewer, water, and streets projects)

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

☐ The funds requested herein for the proposed sewer or water project will completely remedy existing conditions that violate a state or federal standard **(must be identified in the textbox below)** that has been established for the purpose of protecting public health and safety.

☐ That all persons residing within the target area or connected to the utility system for system-wide activities as described in the project description are benefiting from the proposed project and have been included in the application beneficiary data.

☐ That each street proposed for improvements has a Pavement Sufficiency Rating Range (PSR) of 3.0 or lower, based on the Sufficiency Rating Data Guide or has an unpaved surface.

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

Signature and Stamp of licensed engineer

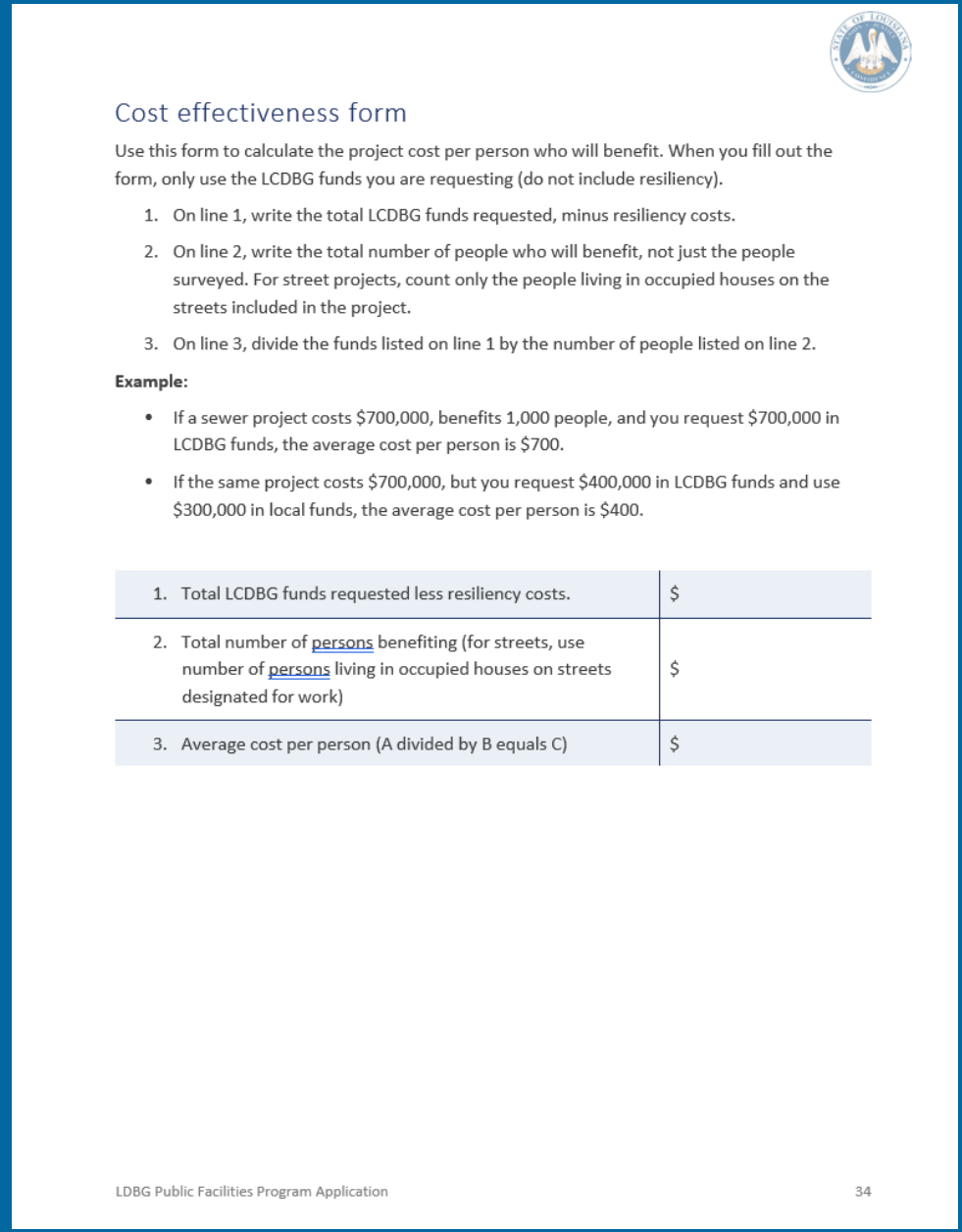
Date

LDBG Public Facilities Program Application 32

Cost Effectiveness Form

Key Reminders:

- Only reflect LCDBG funds (not other funds)
- Part of your scoring
- Don’t include resiliency



Cost effectiveness form

Use this form to calculate the project cost per person who will benefit. When you fill out the form, only use the LCDBG funds you are requesting (do not include resiliency).

1. On line 1, write the total LCDBG funds requested, minus resiliency costs.
2. On line 2, write the total number of people who will benefit, not just the people surveyed. For street projects, count only the people living in occupied houses on the streets included in the project.
3. On line 3, divide the funds listed on line 1 by the number of people listed on line 2.

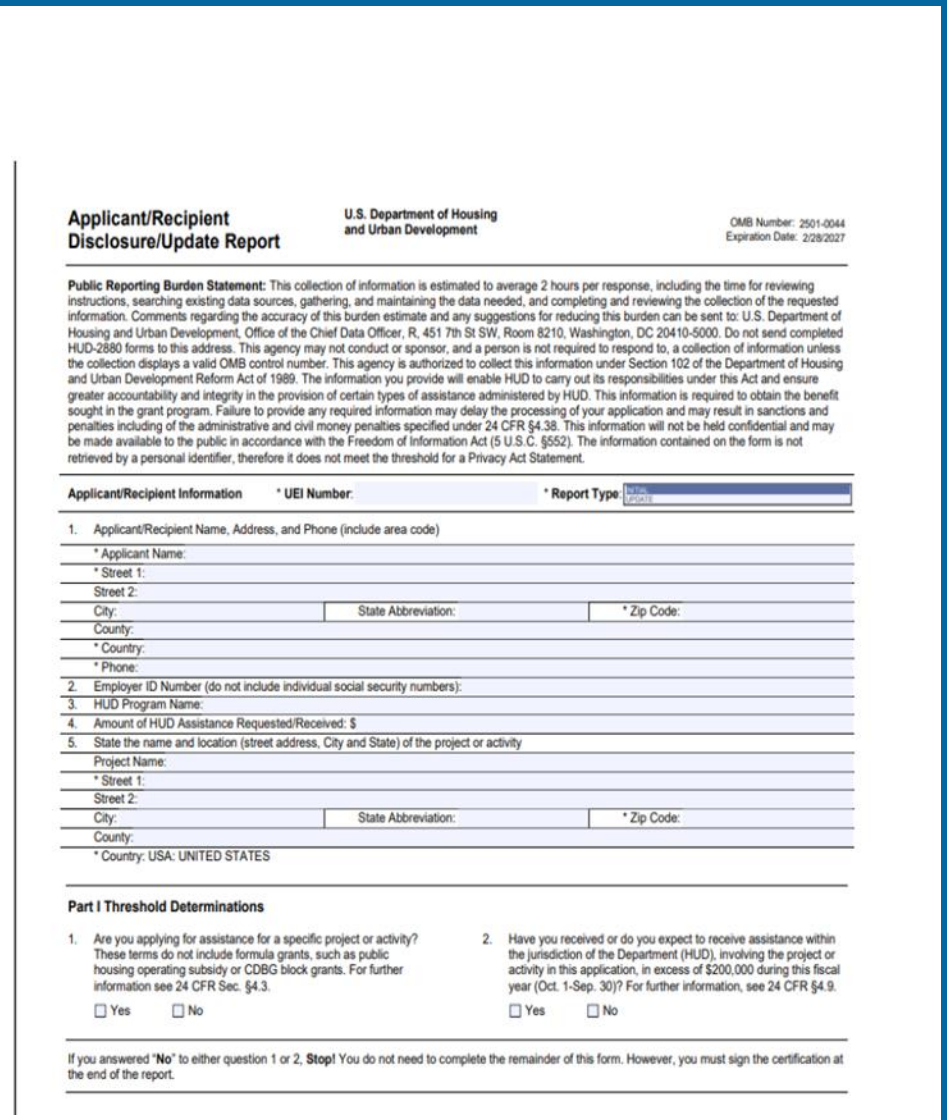
Example:

- If a sewer project costs $700,000, benefits 1,000 people, and you request $700,000 in LCDBG funds, the average cost per person is $700.
- If the same project costs $700,000, but you request $400,000 in LCDBG funds and use $300,000 in local funds, the average cost per person is $400.

1. Total LCDBG funds requested less resiliency costs.	$
2. Total number of persons benefiting (for streets, use number of persons living in occupied houses on streets designated for work)	$
3. Average cost per person (A divided by B equals C)	$

Disclosure Report

hud.gov/sites/dfiles/OCHCO/documents/2880.pdf



Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0044
Expiration Date: 2/28/2027

Public Reporting Burden Statement: This collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information | *** UEI Number:** | *** Report Type:** INITIAL / UPDATE

1. Applicant/Recipient Name, Address, and Phone (include area code)
   - * Applicant Name:
   - * Street 1:
   - Street 2:
   - City: | State Abbreviation: | * Zip Code:
   - County:
   - * Country:
   - * Phone:
2. Employer ID Number (do not include individual social security numbers):
3. HUD Program Name:
4. Amount of HUD Assistance Requested/Received: $
5. State the name and location (street address, City and State) of the project or activity
   - Project Name:
   - * Street 1:
   - Street 2:
   - City: | State Abbreviation: | * Zip Code:
   - County:
   - * Country: USA: UNITED STATES

Part I Threshold Determinations

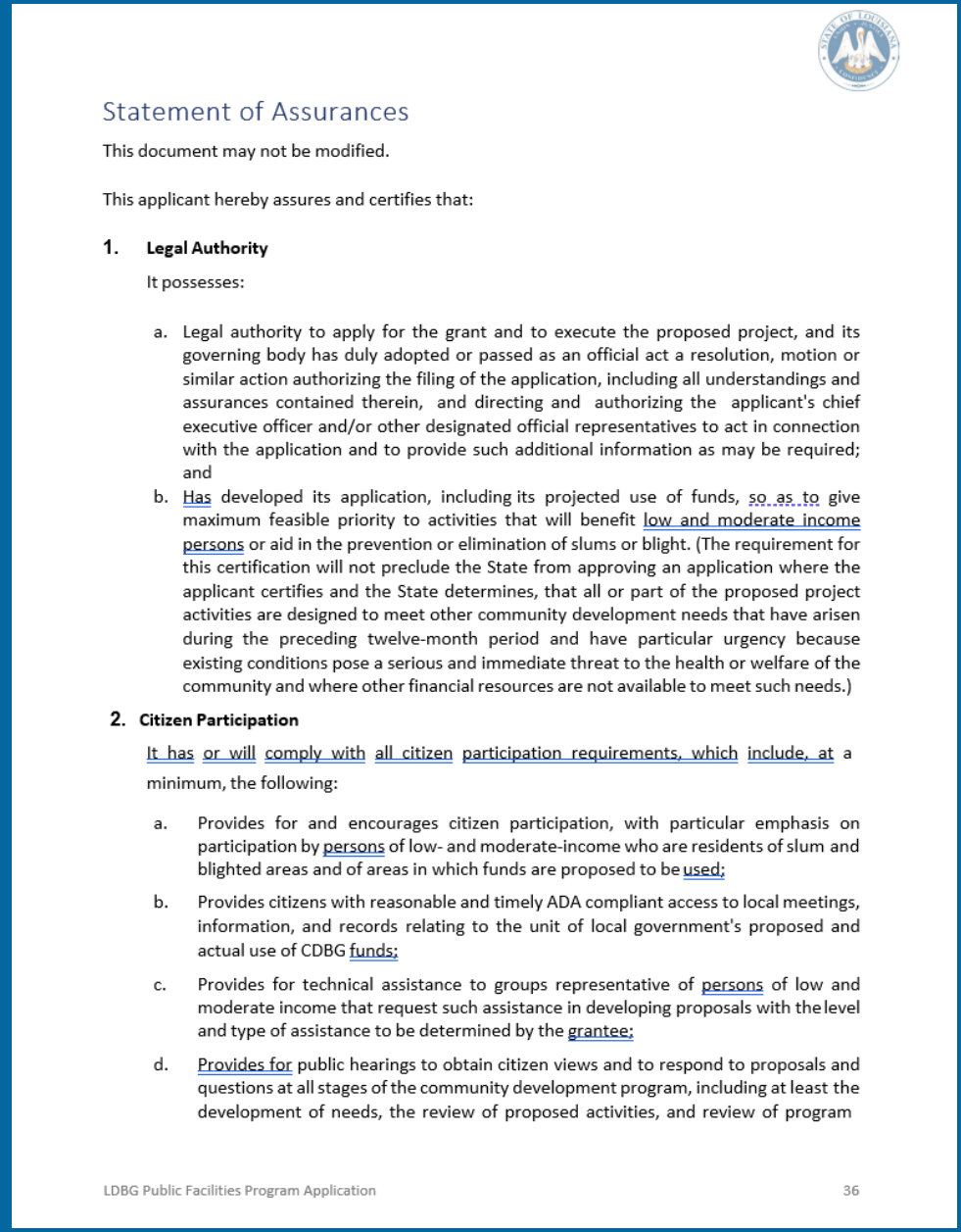
1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.
   ☐ Yes ☐ No
2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.
   ☐ Yes ☐ No

If you answered "**No**" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Statement of Assurances

Includes cross-cutting LCDBG regulations you are committing to comply.

(7 pages)



Statement of Assurances

This document may not be modified.

This applicant hereby assures and certifies that:

1. Legal Authority

It possesses:

a. Legal authority to apply for the grant and to execute the proposed project, and 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 applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and

b. Has developed its application, including its projected use of funds, so as to give maximum feasible priority to activities that will benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. (The requirement for this certification will not preclude the State from approving an application where the applicant certifies and the State determines, that all or part of the proposed project activities are designed to meet other community development needs that have arisen during the preceding twelve-month period and have particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.)

2. Citizen Participation

It has or will comply with all citizen participation requirements, which include, at a minimum, the following:

a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;

b. Provides citizens with reasonable and timely ADA compliant access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;

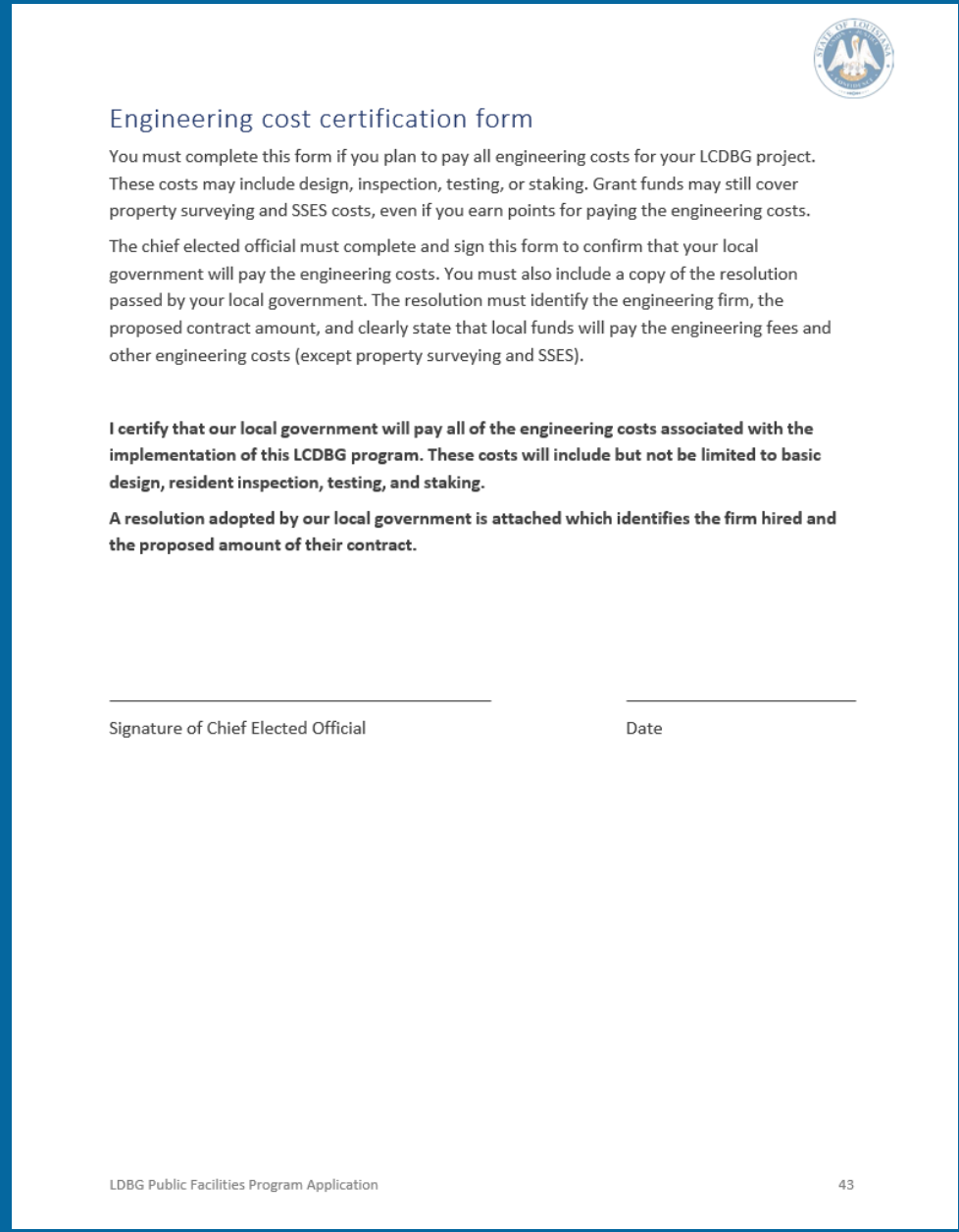
c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program

Engineering Cost Certification Form

Key Reminders:

- If you are paying for engineering
- CEO to sign/date
- Resolution must be included and identify name of engineer



Engineering cost certification form

You must complete this form if you plan to pay all engineering costs for your LCDBG project. These costs may include design, inspection, testing, or staking. Grant funds may still cover property surveying and SSES costs, even if you earn points for paying the engineering costs.

The chief elected official must complete and sign this form to confirm that your local government will pay the engineering costs. You must also include a copy of the resolution passed by your local government. The resolution must identify the engineering firm, the proposed contract amount, and clearly state that local funds will pay the engineering fees and other engineering costs (except property surveying and SSES).

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, and staking.

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

Signature of Chief Elected Official

Date

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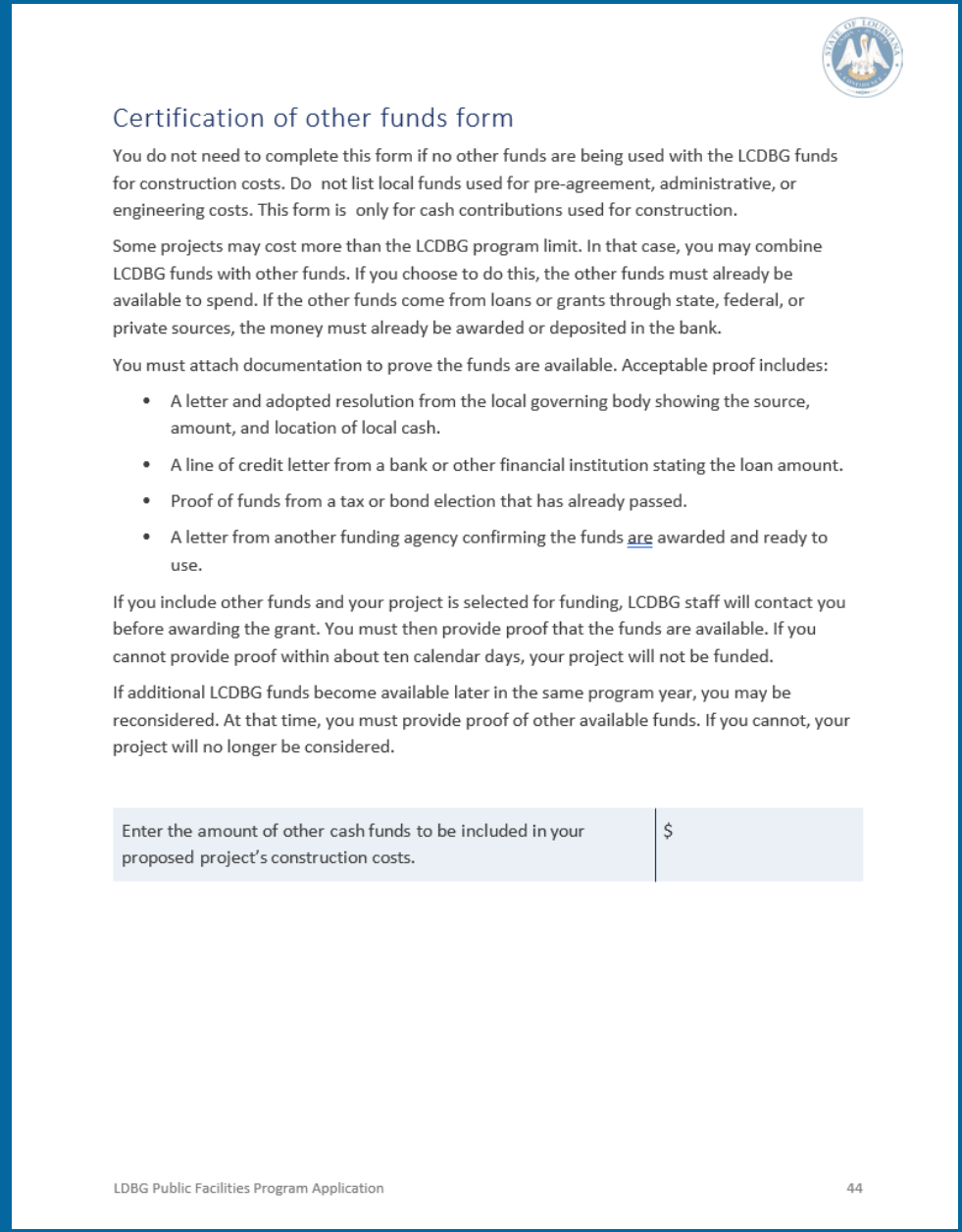
Certification of Other Funds

- Use only for cash contributions for construction.
- Not needed if no other funds are used with LCDBG for construction.
- Acceptable documentation is needed to prove funds are secured.



Certification of other funds form

You do not need to complete this form if no other funds are being used with the LCDBG funds for construction costs. Do not list local funds used for pre-agreement, administrative, or engineering costs. This form is only for cash contributions used for construction.

Some projects may cost more than the LCDBG program limit. In that case, you may combine LCDBG funds with other funds. If you choose to do this, the other funds must already be available to spend. If the other funds come from loans or grants through state, federal, or private sources, the money must already be awarded or deposited in the bank.

You must attach documentation to prove the funds are available. Acceptable proof includes:

- A letter and adopted resolution from the local governing body showing the source, amount, and location of local cash.
- A line of credit letter from a bank or other financial institution stating the loan amount.
- Proof of funds from a tax or bond election that has already passed.
- A letter from another funding agency confirming the funds are awarded and ready to use.

If you include other funds and your project is selected for funding, LCDBG staff will contact you before awarding the grant. You must then provide proof that the funds are available. If you cannot provide proof within about ten calendar days, your project will not be funded.

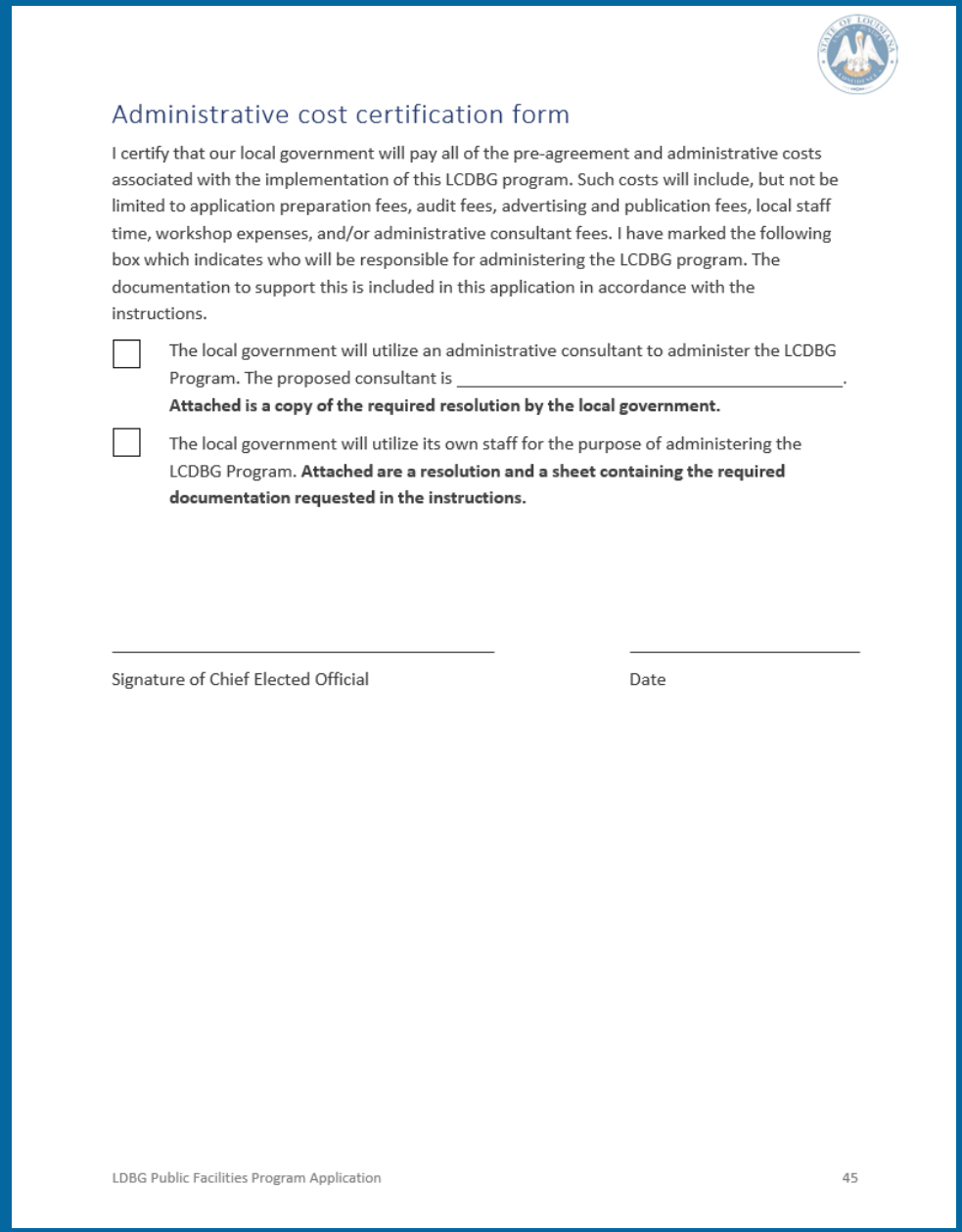
If additional LCDBG funds become available later in the same program year, you may be reconsidered. At that time, you must provide proof of other available funds. If you cannot, your project will no longer be considered.

Enter the amount of other cash funds to be included in your proposed project's construction costs.	$

Administrative Cost Certification

Key Reminders:

- Must be completed to indicate if local government will self administer or hire a consultant
- Must check one of the two boxes
- CEO must sign and date
- Consultant administered: resolution is required naming the consultant, contract amount and grantee will pay.
- Self Administered: resolution is required stating local funds are used. Separate sheet listing each employee and responsibility, job title, and description of CDBG experience; est number of hours.



Administrative cost certification form

I certify that our local government will pay all of the pre-agreement and 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.**

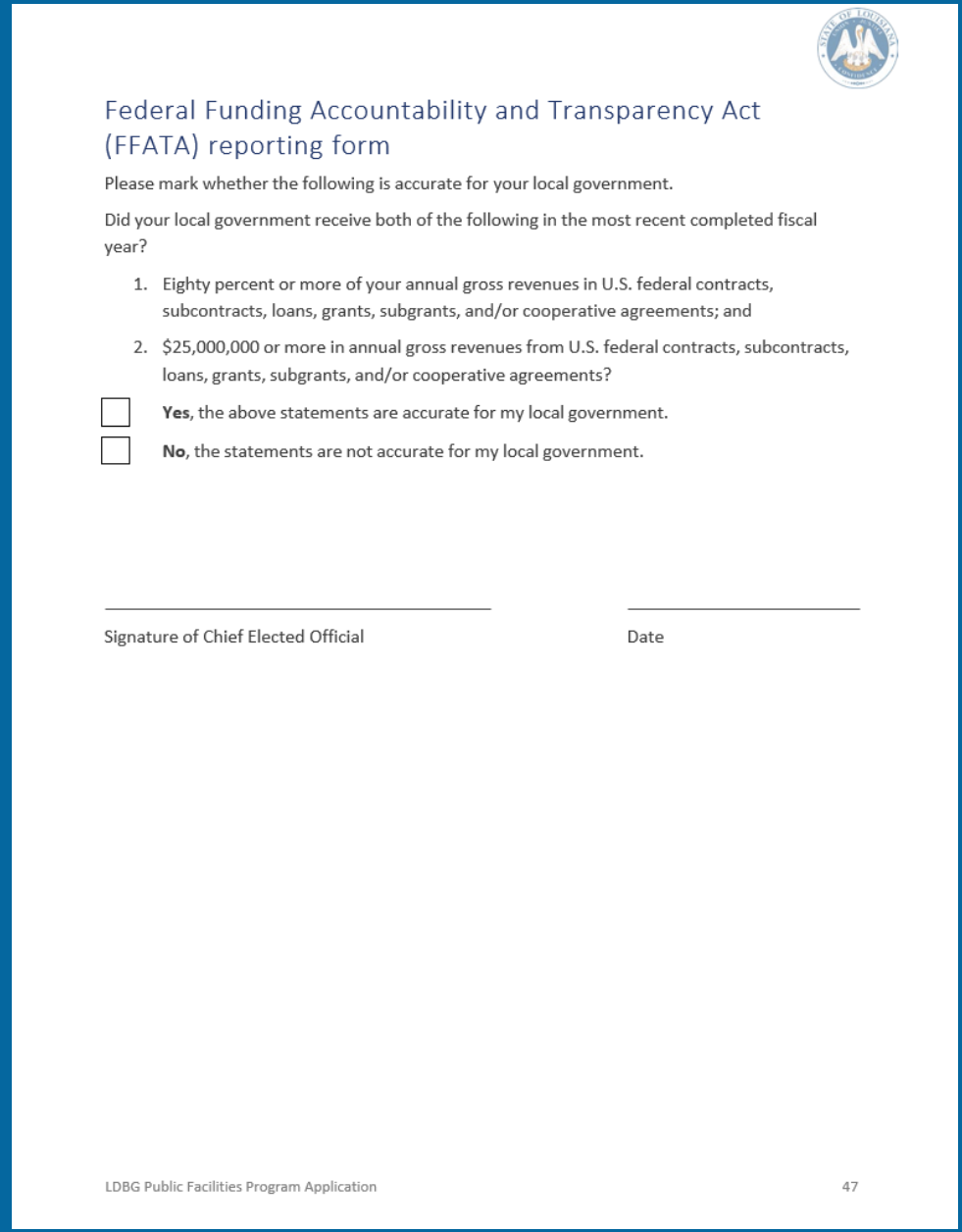
☐ The local government will utilize its own staff for the purpose of administering the LCDBG Program. **Attached are a resolution and a sheet containing the required documentation requested in the instructions.**

_____ _____

Signature of Chief Elected Official Date

LDBG Public Facilities Program Application 45

Federal Funding Accountability and Transparency Act (FFATA) Reporting



Federal Funding Accountability and Transparency Act (FFATA) reporting form

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?

1. Eighty percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
2. $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 statements are not accurate for my local government.

Signature of Chief Elected Official

Date

Street Summary Form

List each street and identify type of work on each street

Street summary form

Name of street or portion of street	Proposed work *	Number of occupied houses	Average existing width in feet	Existing length in feet	Existing surface area in square feet	Proposed width in feet	Proposed length in feet	Construction cost

* Identify the type of work proposed for each street: New construction, rehabilitation, or reconstruction.

Application Checklist

- Don’t include with the application
- For your convenience to ensure completion.

CHECKLIST FOR PUBLIC FACILITIES PROGRAM APPLICATION

This checklist should not be included in the submitted application. This checklist is only provided for informational purposes during application preparation. All forms listed on this page are required for public facilities applications.

FORM	Page No.	Completed
General Description Form	1	
Program Budget/Cost Summary Form	3	
Citizen Participation	6	
Maps	7	
Activity Beneficiary Form	8	
Survey Information and Methodology	12	
Household Income Limits by Applicant’s Parish (if applicable)	16	
Household Survey and Beneficiary Documents	See website	
Analysis of Household Survey Data Form (if applicable)	18	
Project Description	19	
System Information Form	22	
Engineer’s Cost Estimate	23	
Project Impact Certification Form	32	
Cost Effectiveness Form	34	
Disclosure Report	35	
Statement of Assurances	36	
Engineering Costs Certification Form	43	
Certification of Other Funds Form	44	
Administrative Costs Certification Form	45	
Federal Funding Accountability and Transparency Act (FFATA)	47	
Street Summary Form (required for street projects)	48	

Displacement Policy

- If awarded, each grantee will need to prepare and implement a Residential Anti-displacement and Relocation Plan.
- LCDBG Funds will not be allowed for any relocation or replacement costs.
- All properties included in this application must be unoccupied.

Resiliency

A RESILIENCY PLANS SHOULD BE INCLUDED WITH THE APPLICATION AND SUBMITTED TO LOCD.

Your resiliency plan should:

- List improvements to protect infrastructure.
- Explain how the improvements will reduce the impact of extreme weather.
- Include historical examples of weather-related damage.

Clearly separate resiliency improvements in the cost estimate.

Make a Difference

CDBG-Make A Difference

Applications must incluce any eligible CDBG activity defined as eligible under Section 105(a) of Title 1 of the Housing and Community Development Act of 1974, as amended that meets a national objective to have a measurable impact on the community.

Remember that all funds expended must meet a national objective and be spent on an eligible activity.

CDBG-Make A Difference



Projects that include engineering/architectural services should consult the Engineering Fee Schedules and Policies document on the OCD website.



Pre-agreement costs are not eligible.



Administrative costs will be allowed up to $100,000, depending on grant amount and type of projects involved.



Remember, if CDBG funds will be used to pay for professional services, federal procurement requirements apply.

Make A Difference Grant Amounts & Funding Caps

- Minimum grant request of $500,000, including administrative costs.
- Maximum grant request of $2,000,000, including administrative costs.
- No more than 15% of the total amount requested can be spent on the following activities:
  - Public services
  - Planning and administrative costs, excluding funds for grant administration
  - Clearance/Demolition

Rating Criteria

Citizen Participation Efforts: 15 points

What actions did you take to achieve citizen participation and to encourage low/moderate income persons to provide input?



Publications



Social Media



Website



Surveys



Community/
Focus Groups



Public Hearings

Community Support: 15 points

- Is there broad-based community support for the application?
- Are residents involved in the planning and, if funded, committed to the implementation?



Letters



Social Media



Website



Minutes From Meetings



News Articles



Petitions

Low to Moderate Income: 15 points

- 51.00% to 61.00%: 5 points
- 61.01% to 75.00%: 15 points
- 75.01% to 90.00%: 20 points
- 90.01% to 100.00%: 25 points

Low/mod % will be determined by dividing the number of low/mod persons benefiting from all activities meeting a low/mod benefit national objective by the total population benefiting from all activities meeting a low/mod benefit national objective.

Measurable Impact to Community: 15 points

- What will be the results of the completion of your project(s)?
- How will you measure that?


Houses rehabilitated


Demolitions completed


Area benefit


Jobs created/retained


Training completed


Services provided

Make a Difference Application Forms

Checklist for MAD forms

- Don’t include with your application.
- This is for your use only to ensure you are submitting a completed application.

IV. **Application Forms**

CHECKLIST FOR MAD APPLICATIONS

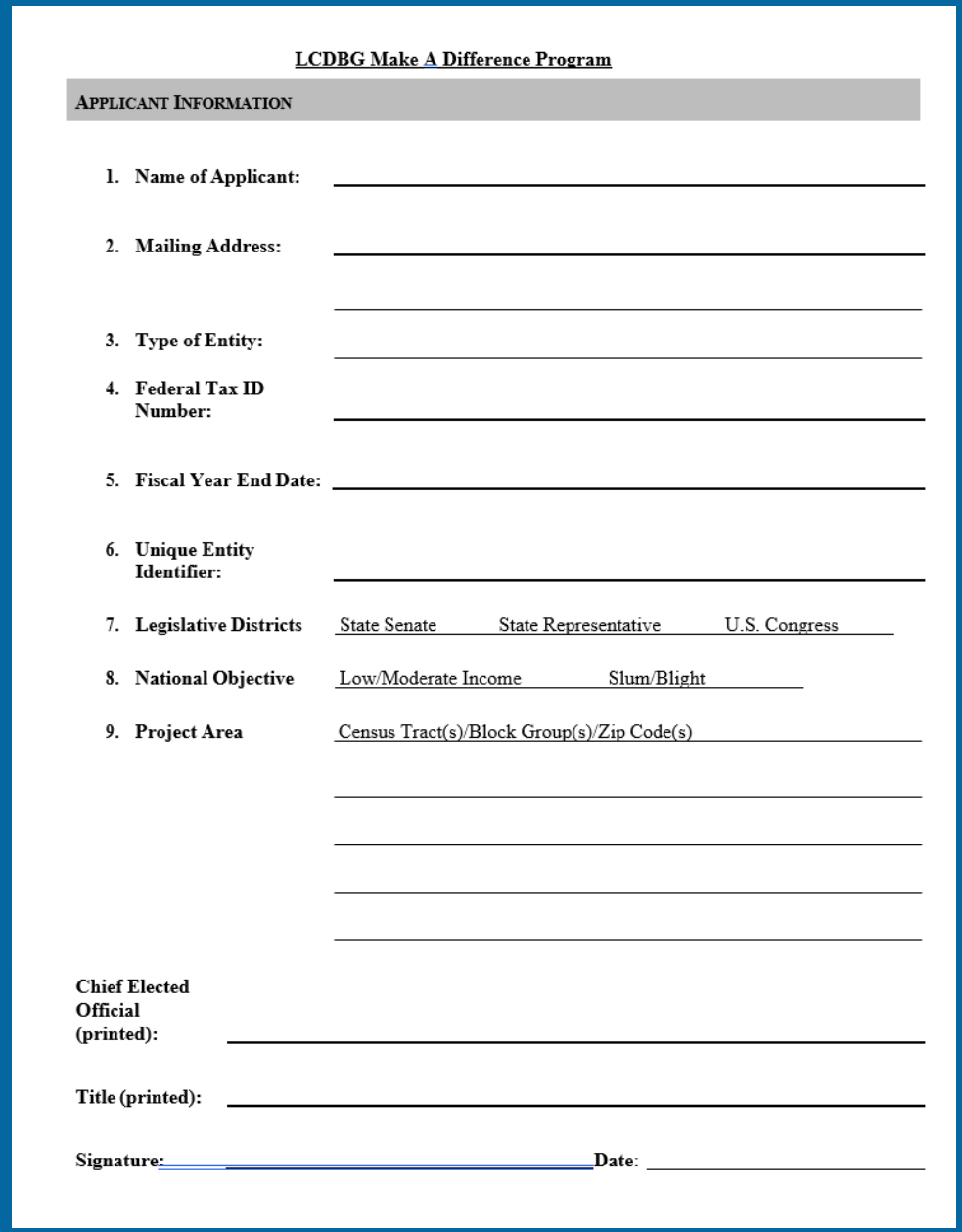
This checklist should not be included in the submitted application. This checklist is only provided for informational purposes during application preparation. All forms listed on this page are required for MAD applications.

FORM	Completed
Applicant Information	
Contact Information Summary	
Budget/Cost Summary Form	
Project Description	
Activity Beneficiary Information (including ABF for census)	
Survey Information and Methodology	
Household Income Limits by Applicant’s Parish (if applicable)	
Household Survey and Beneficiary Documents	
Analysis of Household Survey Data Form (if applicable)	
Maps	
Cost Estimate	
Proof of Publication(s)	
Statement of Assurances	
Disclosure Report	

Applicant Information

Basic information needed:

- Applicant Name
- Should have your UEI by this point
- Include your National Objective
- Your project area
- CEO to sign and date
- Signature should be validated
- Resolutions



LCDBG Make A Difference Program

APPLICANT INFORMATION

1. **Name of Applicant:** _____
2. **Mailing Address:** _____
3. **Type of Entity:** _____
4. **Federal Tax ID Number:** _____
5. **Fiscal Year End Date:** _____
6. **Unique Entity Identifier:** _____
7. **Legislative Districts** State Senate State Representative U.S. Congress
8. **National Objective** Low/Moderate Income Slum/Blight
9. **Project Area** Census Tract(s)/Block Group(s)/Zip Code(s)

Chief Elected Official (printed): _____

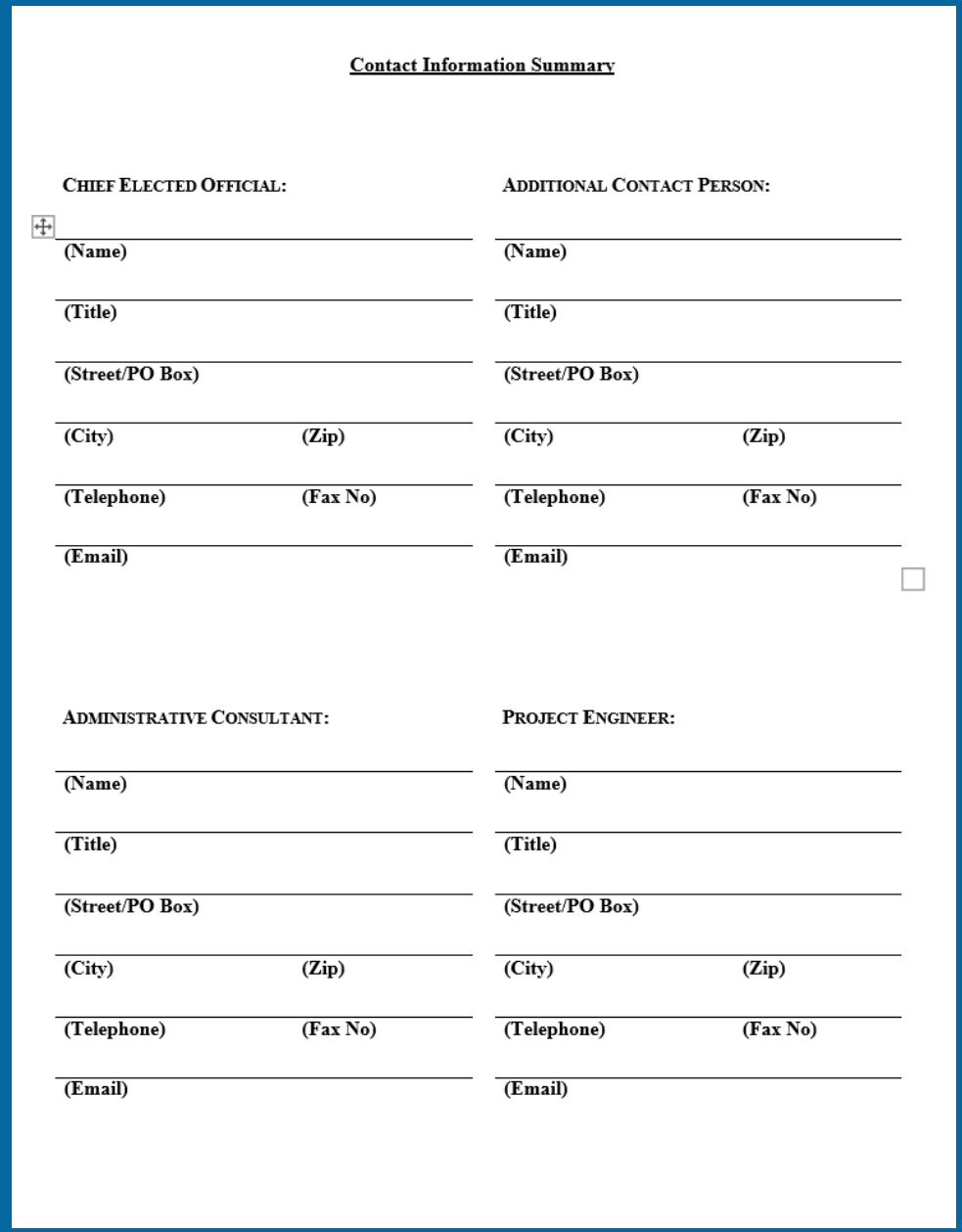
Title (printed): _____

Signature: _____ **Date:** _____

Contact Information

Key Reminders:

- Additional Contact at the grantee level – who will be managing this grant.



Contact Information Summary

CHIEF ELECTED OFFICIAL:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

ADDITIONAL CONTACT PERSON:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

ADMINISTRATIVE CONSULTANT:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

(Email)

PROJECT ENGINEER:

(Name)

(Title)

(Street/PO Box)

(City) (Zip)

(Telephone) (Fax No)

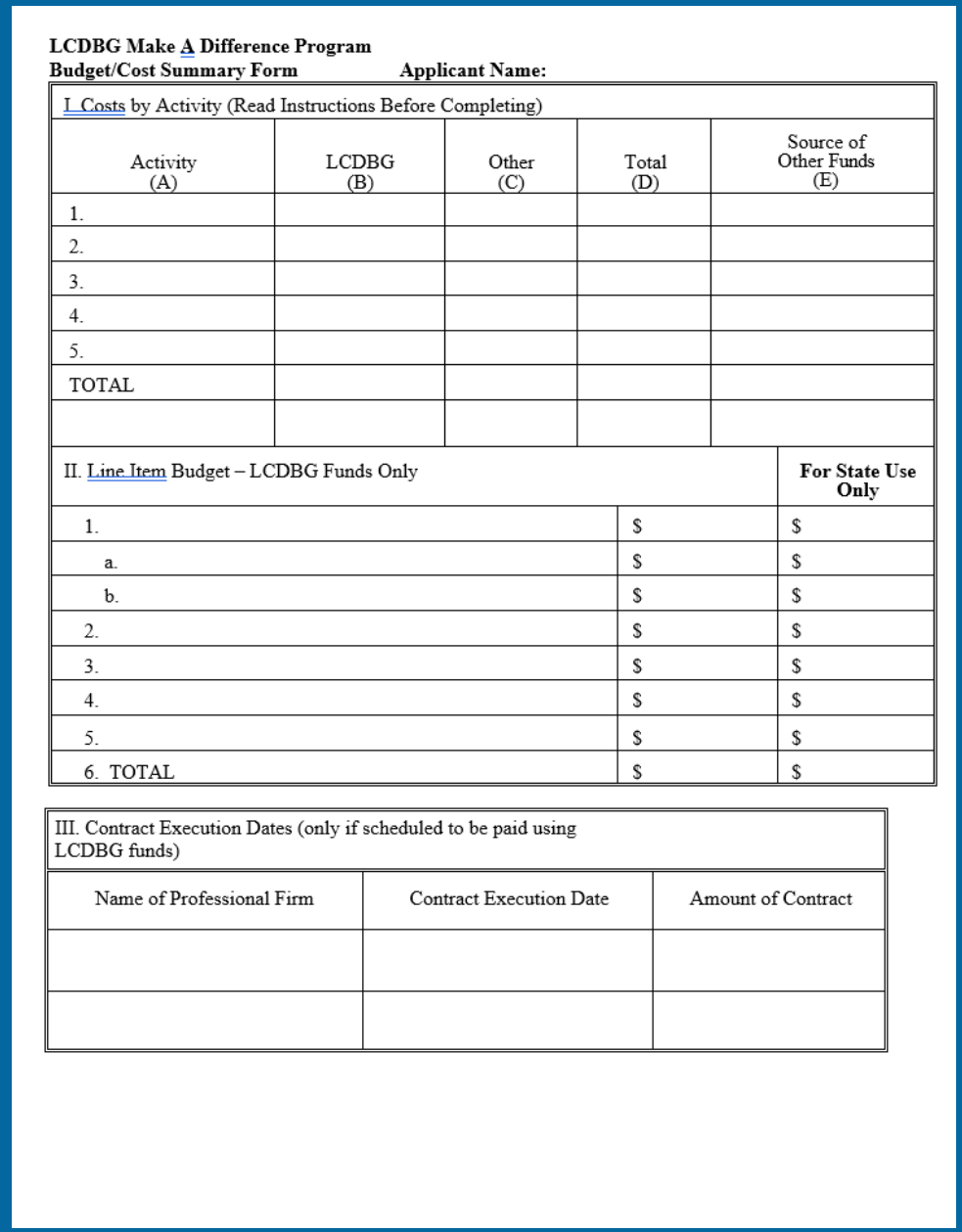
(Email)

Budget/Cost Estimate

Key Reminders:

- Section I – Cost by Activity
- List each activity separately and identify source of funding (i.e. Construction, Engineer, Inspections, etc)
- Identify other sources of funding (C & E)

**Note: Same as PF application, only combined



LCDBG Make A Difference Program
Budget/Cost Summary Form **Applicant Name:**

I. Costs by Activity (Read Instructions Before Completing)

Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds (E)
1.				
2.				
3.				
4.				
5.				
TOTAL				

II. Line Item Budget – LCDBG Funds Only		**For State Use Only**
1.	$	$
a.	$	$
b.	$	$
2.	$	$
3.	$	$
4.	$	$
5.	$	$
6. TOTAL	$	$

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

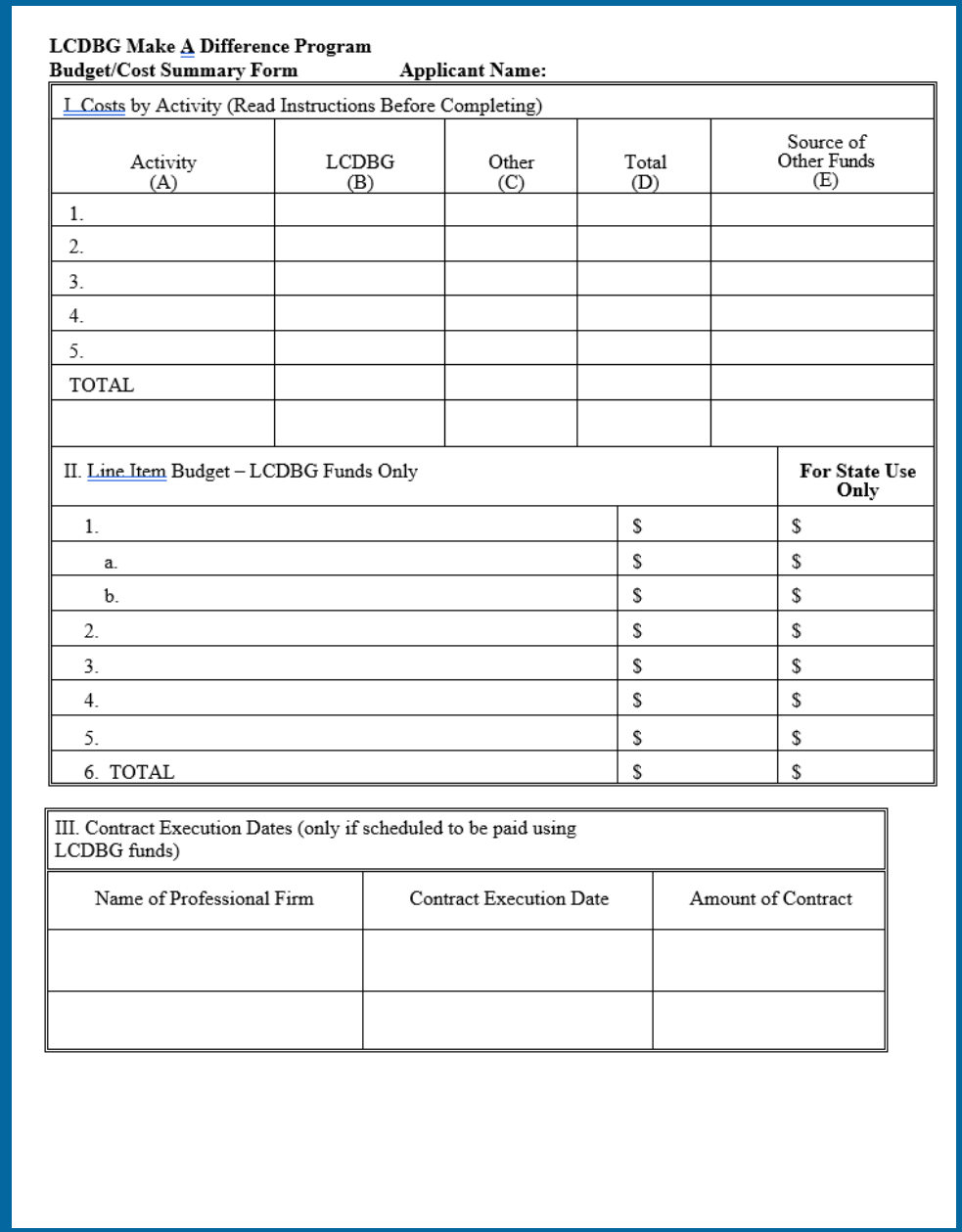
Name of Professional Firm	Contract Execution Date	Amount of Contract

Budget/Cost Estimate

Key Reminders:

- Section II – Line-Item Budget
- Only for LCDBG funds
- Break out each of the costs (acquisition, construction or Engineering)

**Note: Same as PF application, only combined



LCDBG Make A Difference Program
Budget/Cost Summary Form **Applicant Name:**

I. Costs by Activity (Read Instructions Before Completing)

Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds (E)
1.				
2.				
3.				
4.				
5.				
TOTAL				

II. Line Item Budget – LCDBG Funds Only		**For State Use Only**
1.	$	$
a.	$	$
b.	$	$
2.	$	$
3.	$	$
4.	$	$
5.	$	$
6. TOTAL	$	$

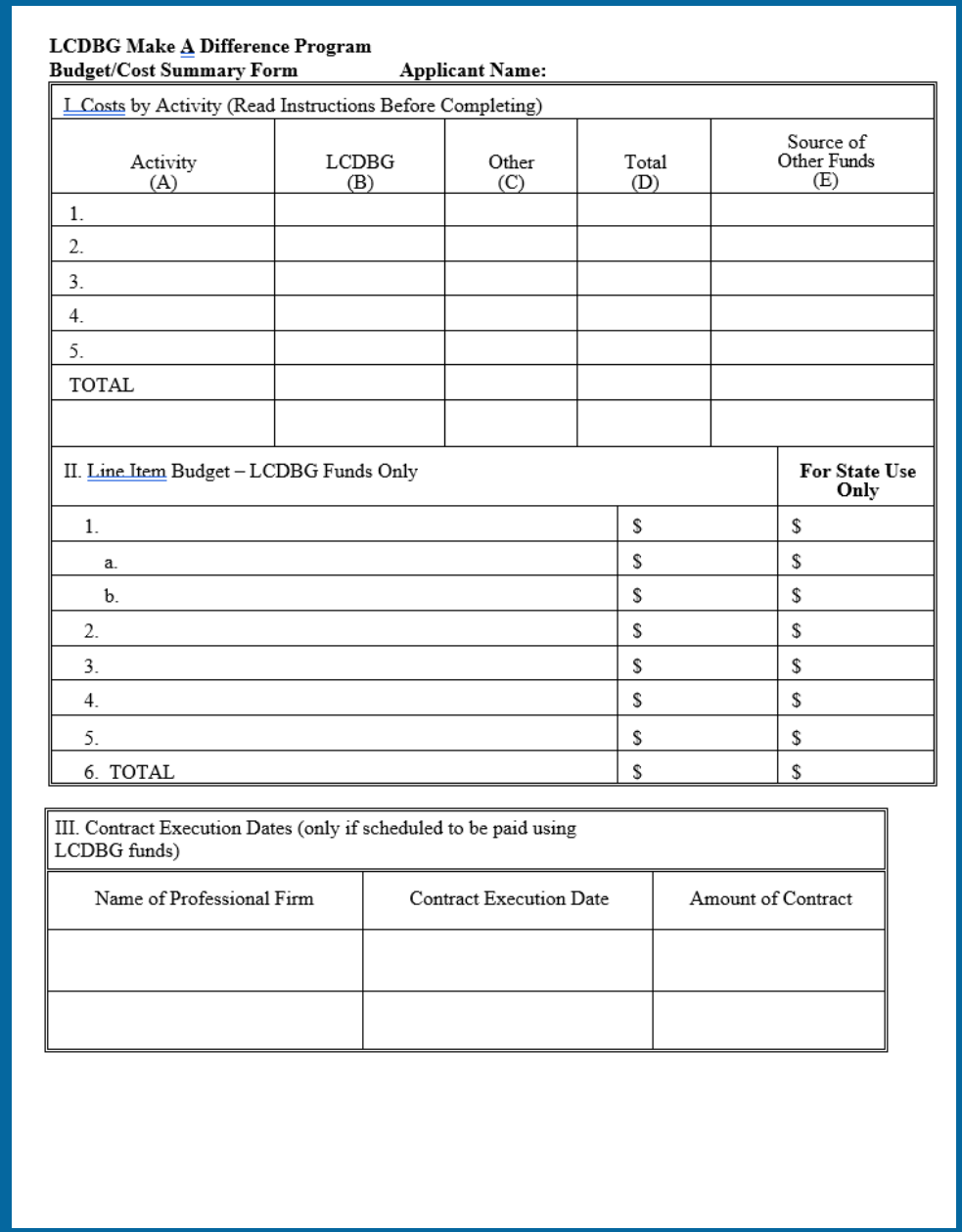
III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds)

Name of Professional Firm	Contract Execution Date	Amount of Contract

Budget/Cost Estimate

Key Reminders:

- Section III – Contract Execution Dates
- Only if LCDBG funds are used
- Ensure engineering contracts are executed prior to commencement of any work.
- We will not reimburse for work outside of your contract with the engineer.
- Resolutions for any consultant and/or engineer



LCDBG Make A Difference Program
Budget/Cost Summary Form **Applicant Name:**

I. Costs by Activity (Read Instructions Before Completing)

Activity (A)	LCDBG (B)	Other (C)	Total (D)	Source of Other Funds (E)
1.				
2.				
3.				
4.				
5.				
TOTAL				

II. Line Item Budget – LCDBG Funds Only		**For State Use Only**
1.	$	$
a.	$	$
b.	$	$
2.	$	$
3.	$	$
4.	$	$
5.	$	$
6. TOTAL	$	$

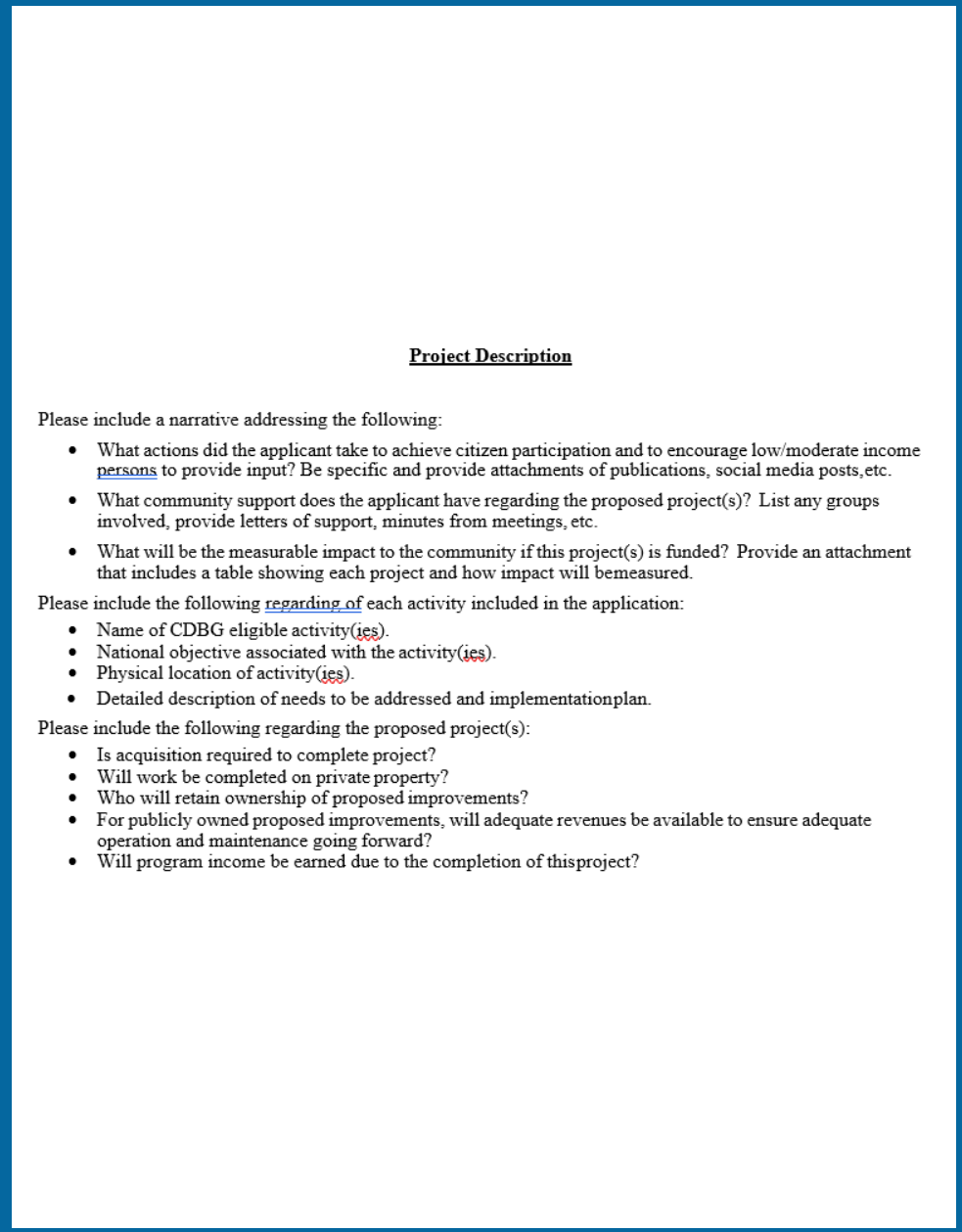
III. Contract Execution Dates (only if scheduled to be paid using LCDBG funds)

Name of Professional Firm	Contract Execution Date	Amount of Contract

Project Description

Key Reminders:

- Include any outreach showing requested input from LMI persons.
- Measurable impacts
- Pertinent project info
- Acquisition?
- Ownership of property
- Documentation of Public notices



Project Description

Please include a narrative addressing the following:

- What actions did the applicant take to achieve citizen participation and to encourage low/moderate income persons to provide input? Be specific and provide attachments of publications, social media posts,etc.
- What community support does the applicant have regarding the proposed project(s)? List any groups involved, provide letters of support, minutes from meetings, etc.
- What will be the measurable impact to the community if this project(s) is funded? Provide an attachment that includes a table showing each project and how impact will bemeasured.

Please include the following regarding of each activity included in the application:

- Name of CDBG eligible activity(ies).
- National objective associated with the activity(ies).
- Physical location of activity(ies).
- Detailed description of needs to be addressed and implementationplan.

Please include the following regarding the proposed project(s):

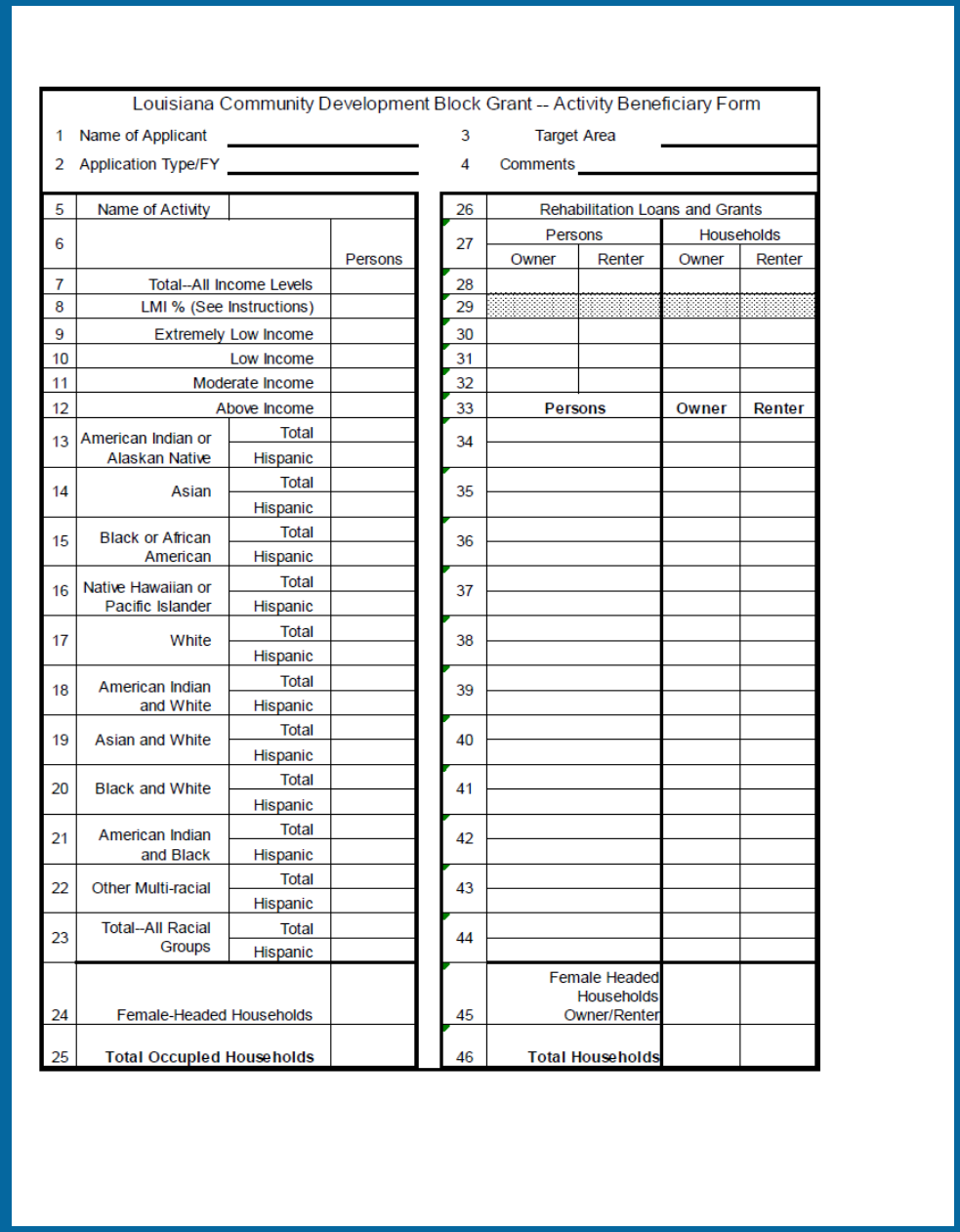
- Is acquisition required to complete project?
- Will work be completed on private property?
- Who will retain ownership of proposed improvements?
- For publicly owned proposed improvements, will adequate revenues be available to ensure adequate operation and maintenance going forward?
- Will program income be earned due to the completion of thisproject?

Activity Beneficiary Form (ABF)

Key Reminders:

- Detailed instructions included in PF application
- If LMI is National Objective – the 51% rule is triggered.
- All individuals living in a HH are counted for.

** Note: Same as PF application.



Louisiana Community Development Block Grant -- Activity Beneficiary Form

1 Name of Applicant _____ 3 Target Area _____

2 Application Type/FY _____ 4 Comments _____

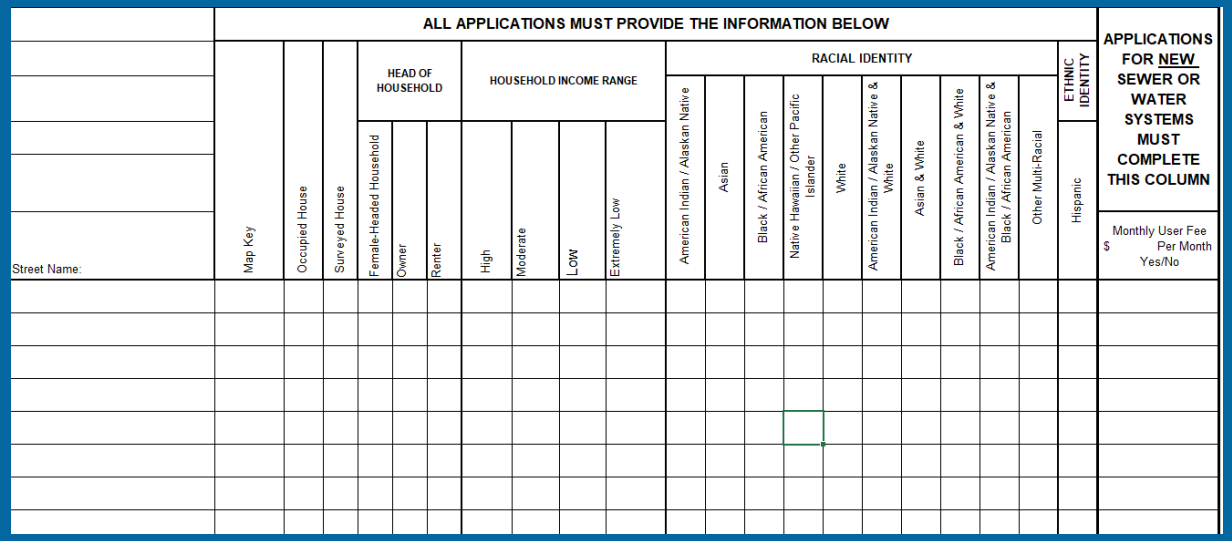
5	Name of Activity		
6			Persons
7	Total--All Income Levels		
8	LMI % (See Instructions)		
9	Extremely Low Income		
10	Low Income		
11	Moderate Income		
12	Above Income		
13	American Indian or Alaskan Native	Total	
		Hispanic	
14	Asian	Total	
		Hispanic	
15	Black or African American	Total	
		Hispanic	
16	Native Hawaiian or Pacific Islander	Total	
		Hispanic	
17	White	Total	
		Hispanic	
18	American Indian and White	Total	
		Hispanic	
19	Asian and White	Total	
		Hispanic	
20	Black and White	Total	
		Hispanic	
21	American Indian and Black	Total	
		Hispanic	
22	Other Multi-racial	Total	
		Hispanic	
23	Total--All Racial Groups	Total	
		Hispanic	
24	Female-Headed Households		
25	**Total Occupied Households**		

26	Rehabilitation Loans and Grants			
27	Persons		Households	
	Owner	Renter	Owner	Renter
28				
29				
30				
31				
32				
33	**Persons**		**Owner**	**Renter**
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45	Female Headed Households Owner/Renter			
46	**Total Households**			

Survey Info and Methodology

HOUSEHOLD SURVEY FORM

Found under “Resources” on our web page.

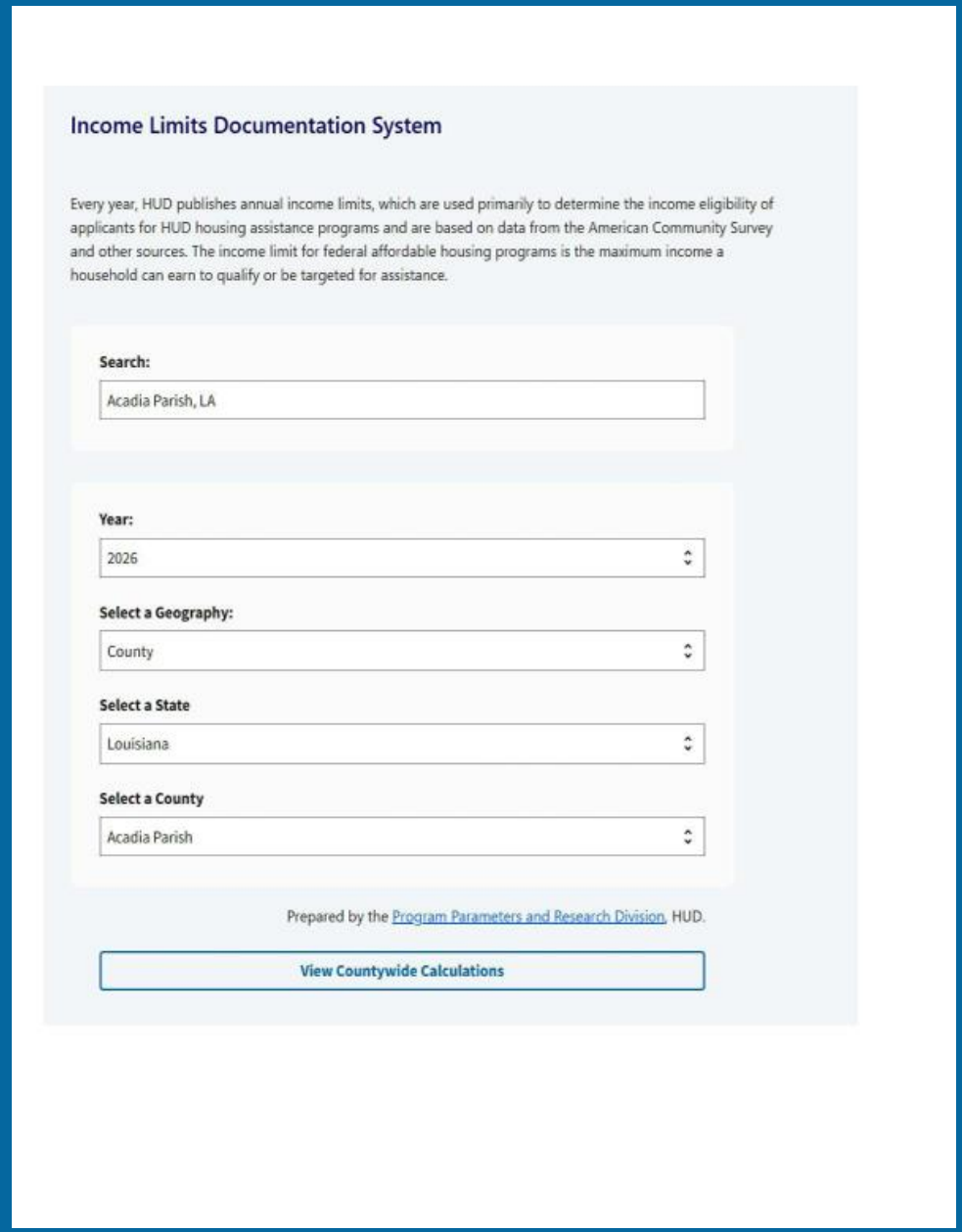


Street Name:	ALL APPLICATIONS MUST PROVIDE THE INFORMATION BELOW																						APPLICATIONS FOR NEW SEWER OR WATER SYSTEMS MUST COMPLETE THIS COLUMN
	Map Key	Occupied House	Surveyed House	HEAD OF HOUSEHOLD			HOUSEHOLD INCOME RANGE				RACIAL IDENTITY											ETHNIC IDENTITY	
				Female-Headed Household	Owner	Renter	High	Moderate	LOW	Extremely Low	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Other Pacific Islander	White	American Indian / Alaskan Native & White	Asian & White	Black / African American & White	American Indian / Alaskan Native & Black / African American	Other Multi-Racial	Hispanic	Monthly User Fee $ Per Month Yes/No

Household Income Limits by Parish

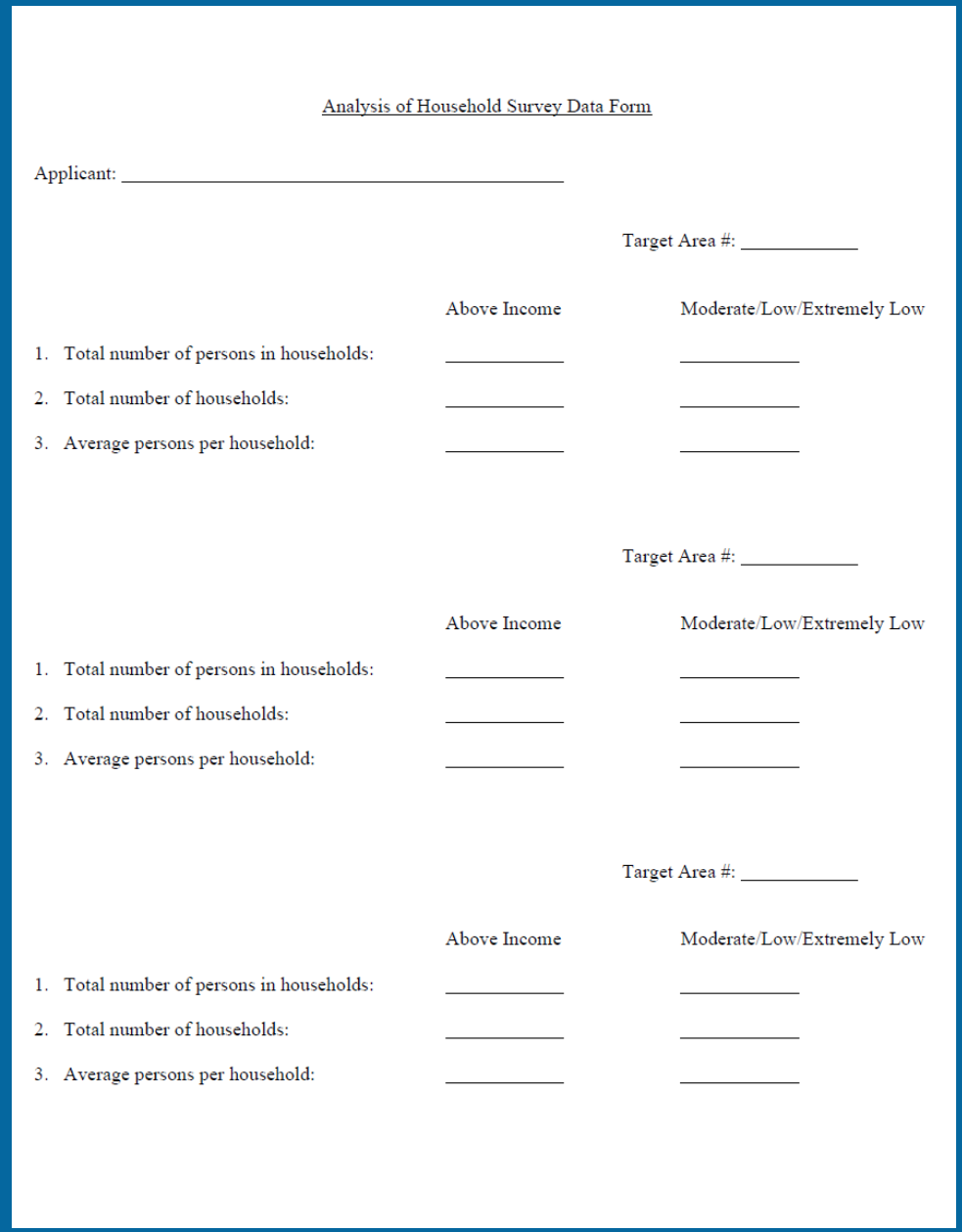
Key Reminders:

- Only if applicable to your application.



Household Survey Data Form

- Required for target areas with at least 51% but < 56%.
- If more than one target area falls in this range, a form is required for each target area.
- All individuals living in the HH and earning income must be accounted.
- Directions for survey and methods are included in application.
- Each target area must pass the 51%



Analysis of Household Survey Data Form

Applicant: _____

Target Area #: _____

	Above Income	Moderate/Low/Extremely Low
1. Total number of persons in households:	_____	_____
2. Total number of households:	_____	_____
3. Average persons per household:	_____	_____

Target Area #: _____

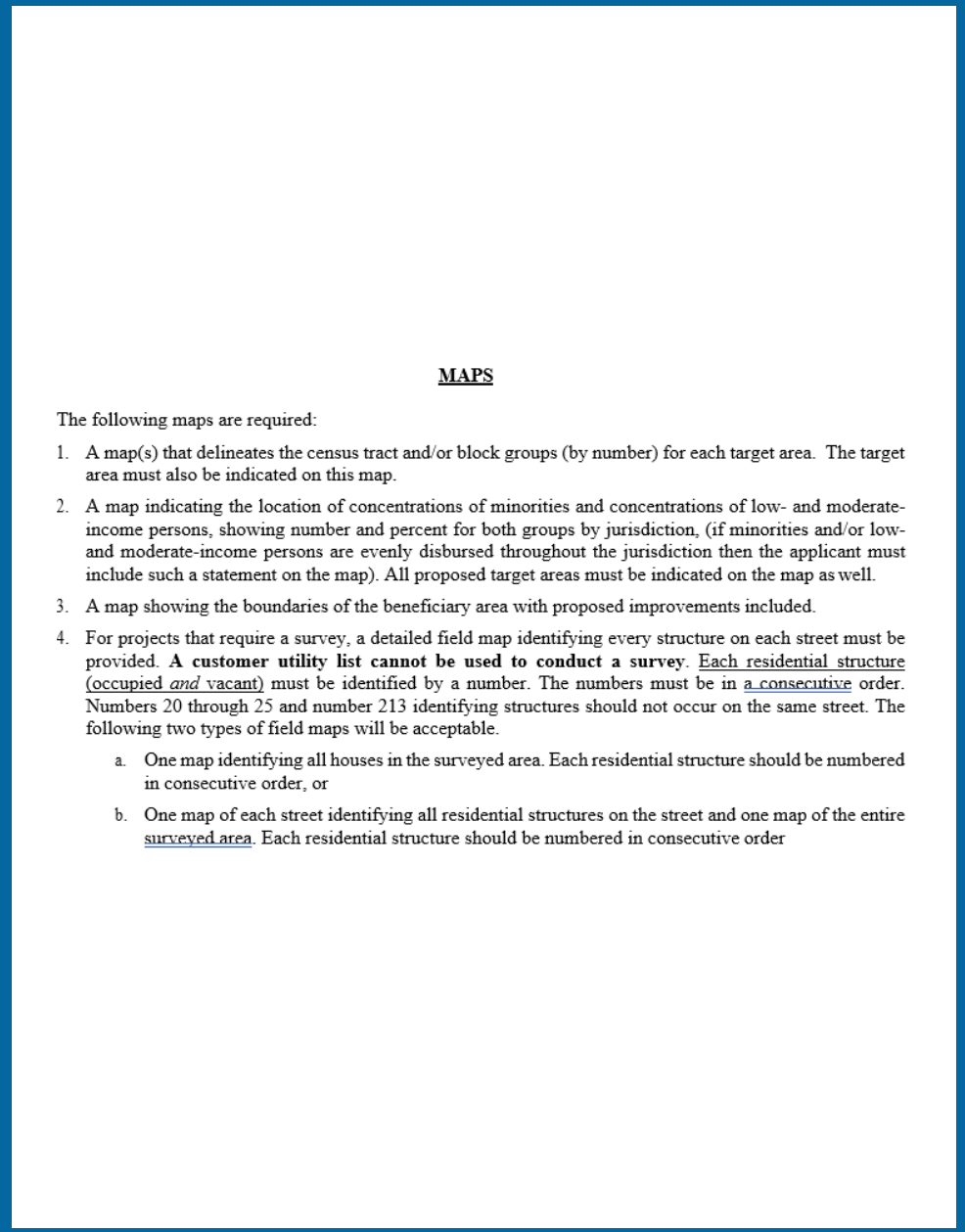
	Above Income	Moderate/Low/Extremely Low
1. Total number of persons in households:	_____	_____
2. Total number of households:	_____	_____
3. Average persons per household:	_____	_____

Target Area #: _____

	Above Income	Moderate/Low/Extremely Low
1. Total number of persons in households:	_____	_____
2. Total number of households:	_____	_____
3. Average persons per household:	_____	_____

Maps

- Instructions are included in the application.
- Map for each target area
- Location of concentration of minorities and LMI persons
- Number and percentages of minorities and LMI persons.
- Boundary lines of beneficiary area



MAPS

The following maps are required:

1. A map(s) that delineates the census tract and/or block groups (by number) for each target area. The target area must also be indicated on this map.
2. A map indicating the location of concentrations of minorities and concentrations of low- and moderate-income persons, showing number and percent for both groups by jurisdiction, (if minorities and/or low- and moderate-income persons are evenly disbursed throughout the jurisdiction then the applicant must include such a statement on the map). All proposed target areas must be indicated on the map as well.
3. A map showing the boundaries of the beneficiary area with proposed improvements included.
4. For projects that require a survey, a detailed field map identifying every structure on each street must be provided. **A customer utility list cannot be used to conduct a survey**. Each residential structure (occupied *and* vacant) must be identified by a number. The numbers must be in a consecutive order. Numbers 20 through 25 and number 213 identifying structures should not occur on the same street. The following two types of field maps will be acceptable.
    a. One map identifying all houses in the surveyed area. Each residential structure should be numbered in consecutive order, or
    b. One map of each street identifying all residential structures on the street and one map of the entire surveyed area. Each residential structure should be numbered in consecutive order

Cost Estimate

EXAMPLE OF COST ESTIMATE (PAGE 1)

- Include BABA.

**Note: Same as PF application

Example of Cost Estimate - Water

ENGINEER'S COST ESTIMATE (Refer to the instructions for the specific information that must be included herein. Attach additional sheets if necessary.)

CONSTRUCTION:
(1) TARGET AREA

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
4" PVC Waterline	5,500	Lin. Ft.	$ 6.00	$ 33,000	Yes
6" PVC Waterline	8,500	Lin. Ft.	$ 8.00	$ 68,000	Yes
Jack or Bore 4" Waterline	400	Lin. Ft.	$ 15.00	$ 6,000	No
Jack or Bore 6" Waterline	500	Lin. Ft.	$ 18.00	$ 9,000	No
4" Gate Valve & Box	8	Each	$ 400.00	$ 3,200	No
6" Gate Valve & Box	10	Each	$ 500.00	$ 5,000	No
Fire Hydrants	8	Each	$ 1,500.00	$ 12,000	No
C.I.M.J. Fittings	3.000	Ton	$ 3,500.00	$ 10,500	No
Meter Reconnections	150	Each	$ 100.00	$ 15,000	No
¾" PE Service Line	100	Lin. Ft.	$ 3.00	$ 300	No
Pavement Restoration	100	Sq. Yd.	$ 50.00	$ 5,000	No
Maintenance Aggregate	75	Cu. Yd.	$ 40.00	$ 3,000	No

Subtotal: $170,000
Contingencies: $17,000
Estimated Cost: $187,000

(2) SYSTEM-WIDE

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	AMOUNT	BABA
100,000 Gal. Elev. Storage Tank	Lump	Lump Sum	$276,000.00	$ 276,000	No
Sitework	Lump	Lump Sum	$ 5,000.00	$ 15,000	No
Electrical Controls	Lump	Lump Sum	$10,000.00	$ 10,000	No
Piping Modifications	Lump	Lump Sum	$10,000.00	$ 10,000	No
Fencing	600	Lin. Ft.	$ 15.00	$ 9,000	No

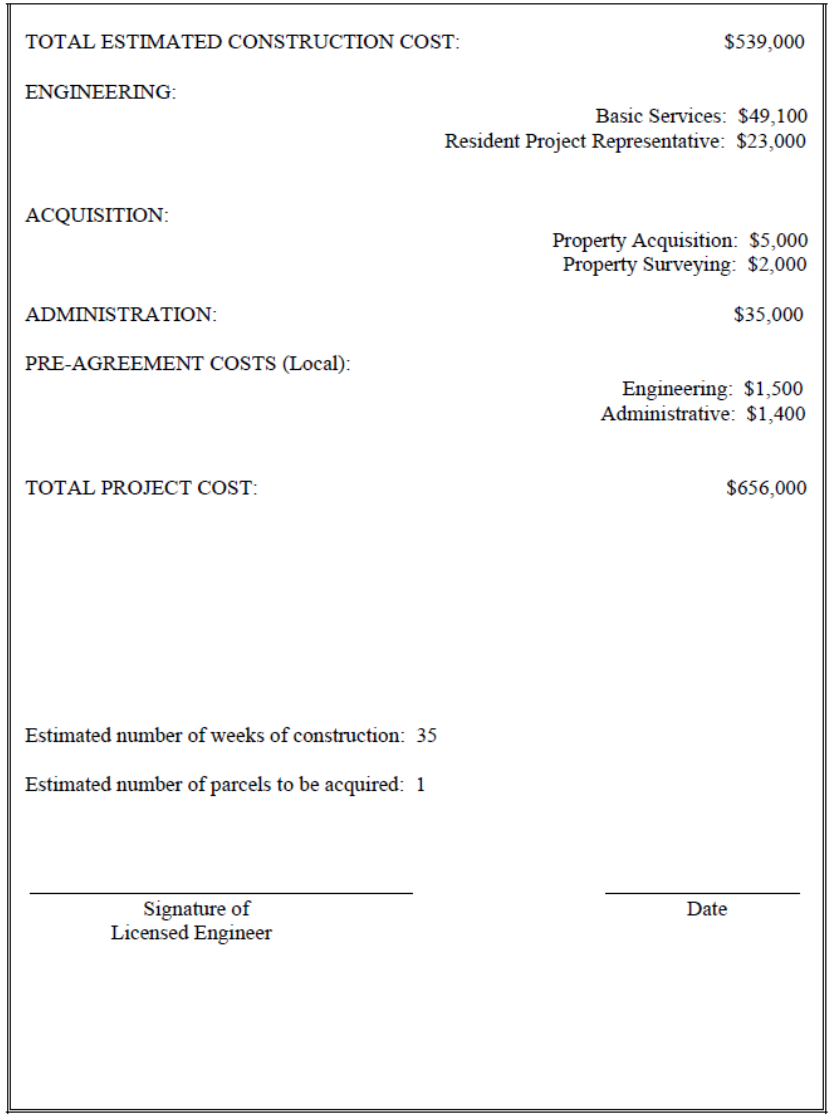
Subtotal: $320,000
Contingencies: $32,000
Estimated Cost: $352,000

Budget/Cost Estimate

EXAMPLE OF COST ESTIMATE (PAGE 2)

- Include BABA
- Signed by licensed Engineer

**Note: Same as PF application, only combined



TOTAL ESTIMATED CONSTRUCTION COST: $539,000

ENGINEERING:

Basic Services: $49,100
Resident Project Representative: $23,000

ACQUISITION:

Property Acquisition: $5,000
Property Surveying: $2,000

ADMINISTRATION: $35,000

PRE-AGREEMENT COSTS (Local):

Engineering: $1,500
Administrative: $1,400

TOTAL PROJECT COST: $656,000

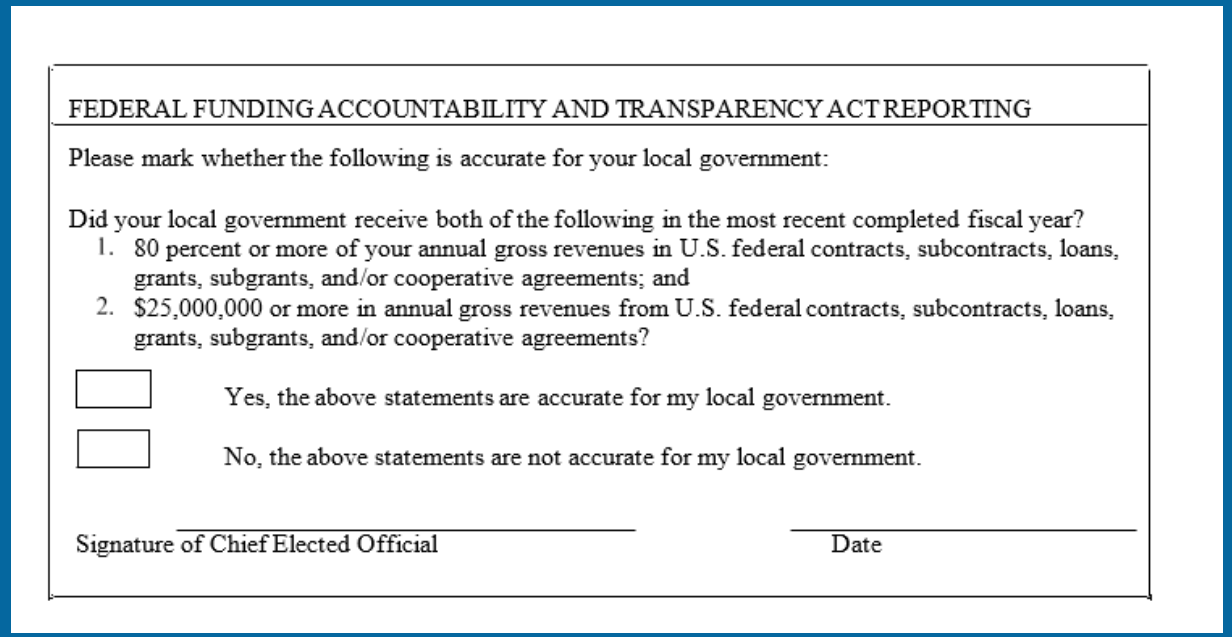
Estimated number of weeks of construction: 35

Estimated number of parcels to be acquired: 1

Signature of Licensed Engineer

Date

Federal Funding Accountability and Transparency Act (FFATA)



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?

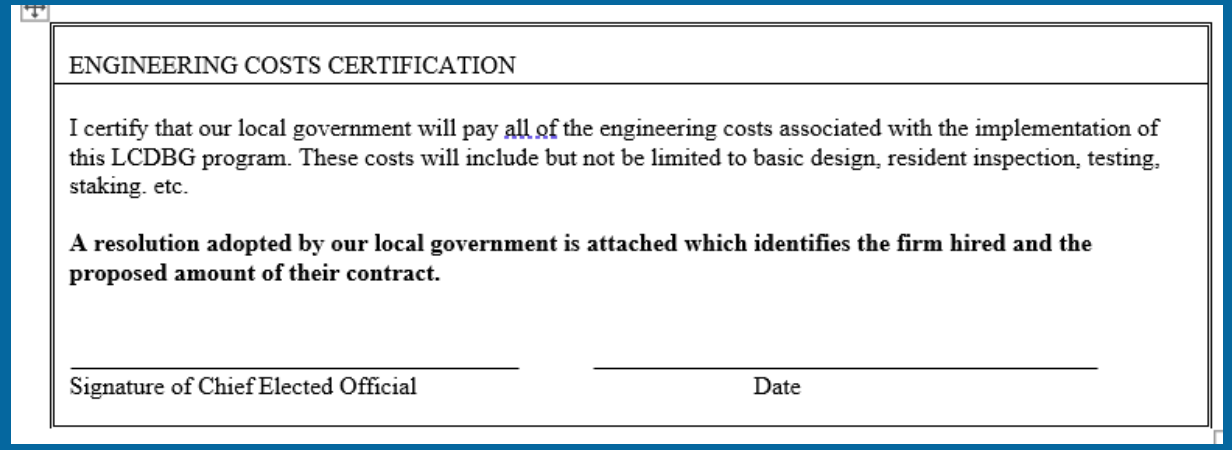
1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
2. $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

☐ 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 _____

Engineering 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.

Signature of Chief Elected Official _____ Date _____

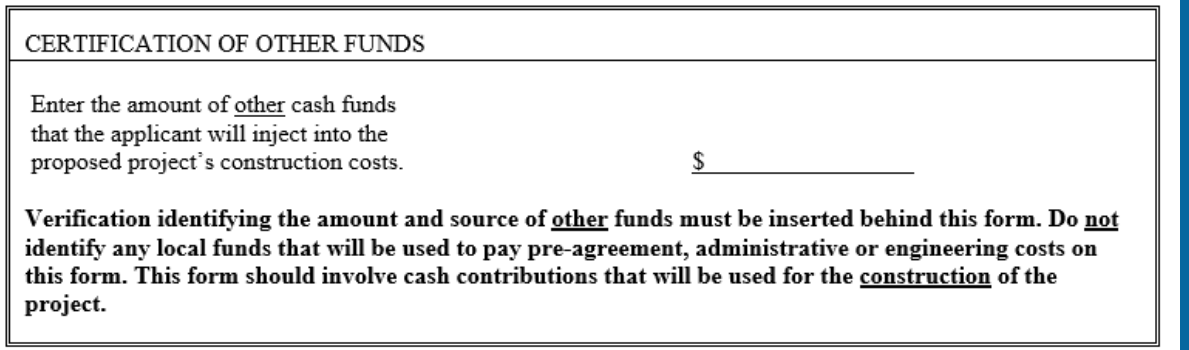
**If you are using your own funds for Engineering costs, whether it is staff or consultant, include resolution.

Certification of Other Funds

**If no other funds are used, does not need to be completed.

Administrative Costs Certification

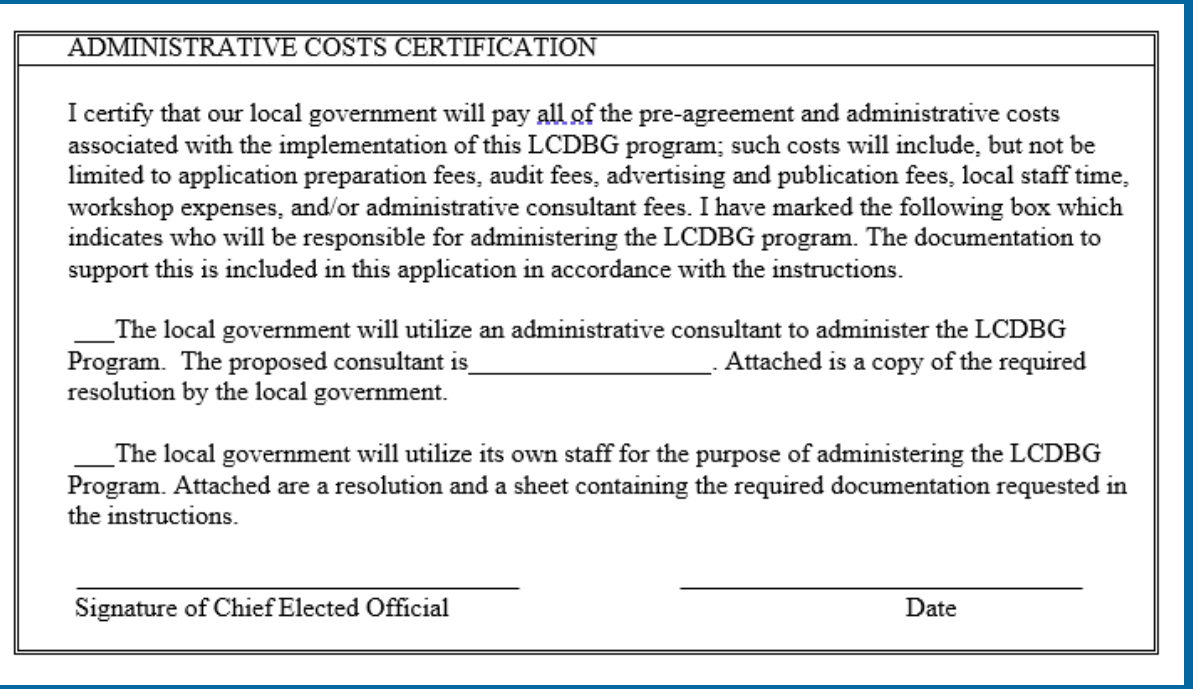
**If you are paying your own Admin costs whether staff or consultant, include a copy of the resolution.



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 pre-agreement, 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 pre-agreement and 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.

_____ _____

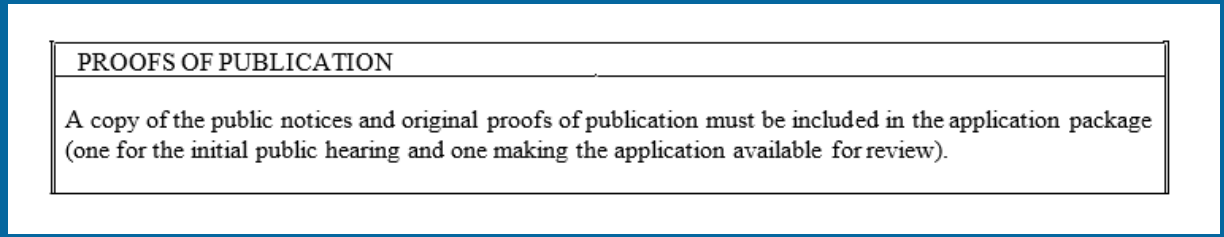
Signature of Chief Elected Official Date

Proof of Publication

REFER TO YOUR CITIZEN'S PARTICIPATION PLAN

You should have two:

- 1 for initial public hearing
- 1 for application available to review



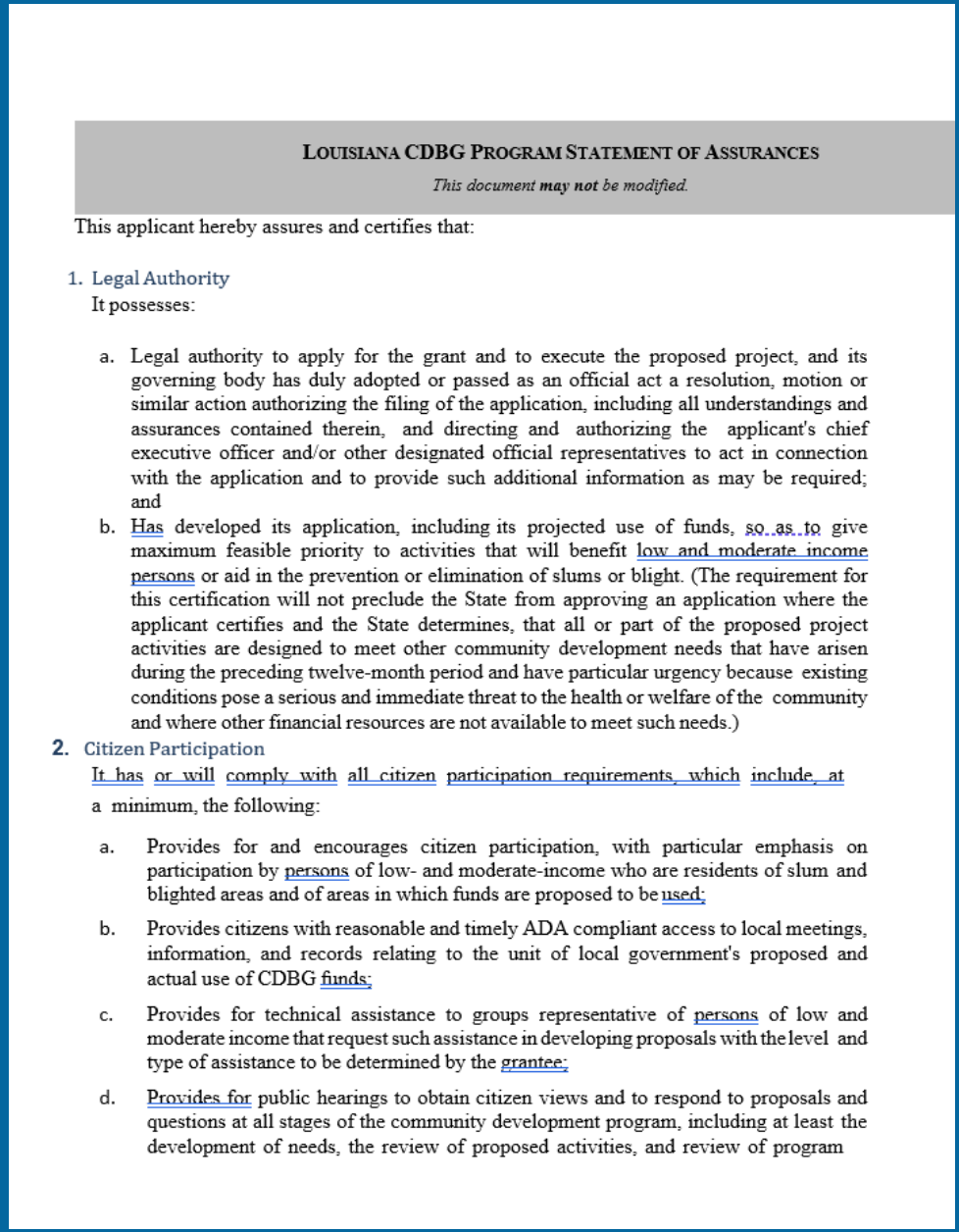
PROOFS OF PUBLICATION

A copy of the public notices and original proofs of publication must be included in the application package (one for the initial public hearing and one making the application available for review).

Statement of Assurances

(7 pages)

Your agreement
to adhere to all
cross-cutting CDBG regulations.



LOUISIANA CDBG PROGRAM STATEMENT OF ASSURANCES

*This document **may not** be modified.*

This applicant hereby assures and certifies that:

1. Legal Authority

It possesses:

a. Legal authority to apply for the grant and to execute the proposed project, and 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 applicant's chief executive officer and/or other designated official representatives to act in connection with the application and to provide such additional information as may be required; and

b. Has developed its application, including its projected use of funds, so as to give maximum feasible priority to activities that will benefit low and moderate income persons or aid in the prevention or elimination of slums or blight. (The requirement for this certification will not preclude the State from approving an application where the applicant certifies and the State determines, that all or part of the proposed project activities are designed to meet other community development needs that have arisen during the preceding twelve-month period and have particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.)

2. Citizen Participation

It has or will comply with all citizen participation requirements, which include, at a minimum, the following:

a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;

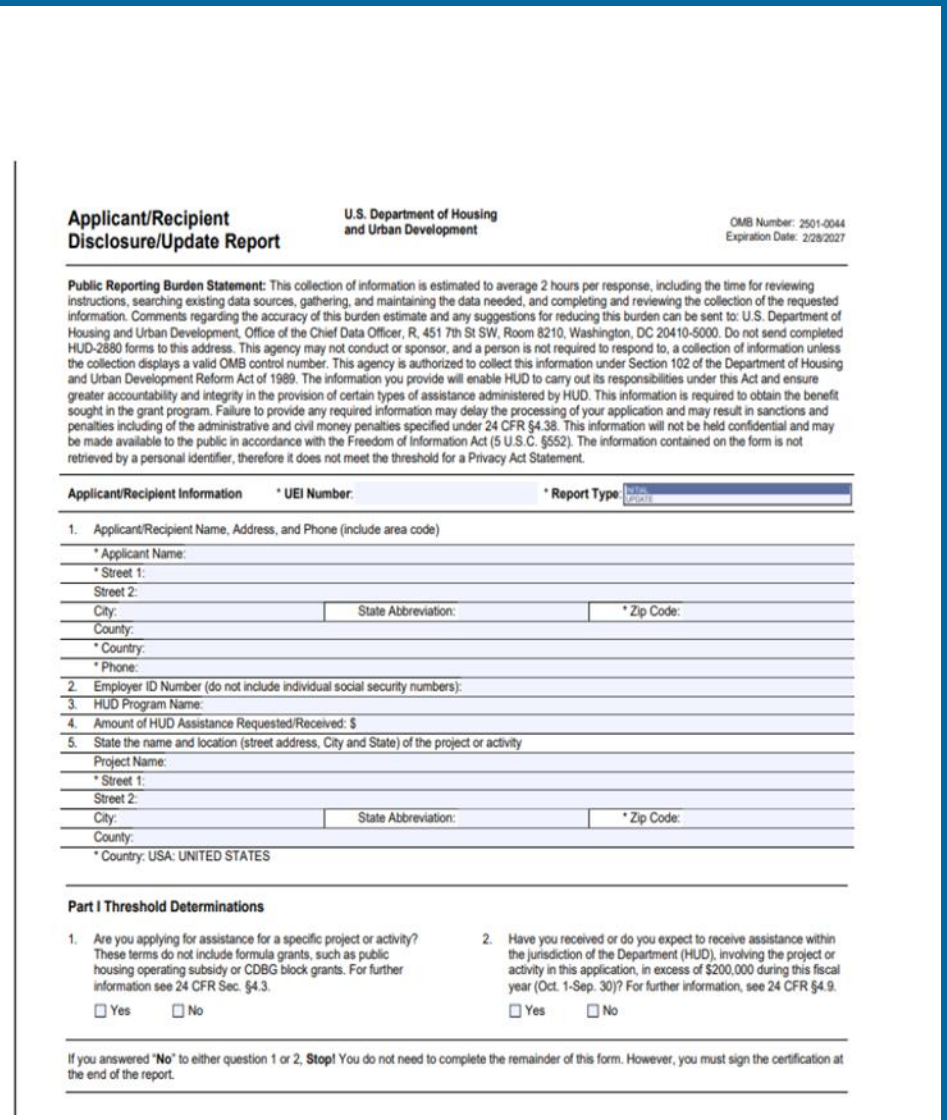
b. Provides citizens with reasonable and timely ADA compliant access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG finds;

c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program

Disclosure Report

hud.gov/sites/dfiles/OCHCO/documents/2880.pdf



Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0044
Expiration Date: 2/28/2027

Public Reporting Burden Statement: This collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information | *** UEI Number:** | *** Report Type:** INITIAL / UPDATE

1. Applicant/Recipient Name, Address, and Phone (include area code)
   - * Applicant Name:
   - * Street 1:
   - Street 2:
   - City: | State Abbreviation: | * Zip Code:
   - County:
   - * Country:
   - * Phone:
2. Employer ID Number (do not include individual social security numbers):
3. HUD Program Name:
4. Amount of HUD Assistance Requested/Received: $
5. State the name and location (street address, City and State) of the project or activity
   - Project Name:
   - * Street 1:
   - Street 2:
   - City: | State Abbreviation: | * Zip Code:
   - County:
   - * Country: USA: UNITED STATES

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.
   ☐ Yes ☐ No
2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.
   ☐ Yes ☐ No

If you answered "**No**" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.



Questions?