

Office of Community Development  
State of Louisiana  
Division of Administration


JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM**

**TO:** Potential LCDBG Applicants  
Administrative Consulting Firms  
Engineering and Architectural Firms

**FROM:**  Traci M. Watts, Director  
Louisiana Community Development Block Grant Program

**DATE:** February 7, 2017

**SUBJECT:** Citizen Participation and Procurement Information  
Louisiana Community Development Block Grant Program  
Public Facilities - FY 2018 – FY 2019

It is time to begin the application planning process for the FY 2018 and FY 2019 LCDBG Public Facilities program. The Office of Community Development (OCD) is making changes to the application process and will discuss these changes in detail at the Project Severity Workshops listed below. In preparation for the FY 2018 and FY 2019 LCDBG Public Facilities program, OCD anticipates the following:

Project Severity Workshops	March 6, 2017 (Pineville) March 7, 2017 (Baton Rouge)
Project Severity Due	June 9, 2017
FY 2018 Threshold Determination	July 14, 2017
FY 2018 Invitations To Apply Issued	July 28, 2017
FY 2018 Application Workshops	August 7, 2017 (Baton Rouge) August 8, 2017 (Pineville)
FY 2018 Applications Due	October 27, 2017
FY 2019 Threshold Determination	July 13, 2018
FY 2019 Invitations to Apply Issued	July 27, 2018
FY 2019 Application Workshops	August 6, 2018 (Baton Rouge) August 7, 2018
FY 2019 Applications Due	October 26, 2018

At this time the OCD plans to *propose* the following ceiling amounts for activities in the State's *Proposed* FY 2018 Consolidated Annual Action Plan.

\$1,200,000 – Sewer Treatment  
\$1,000,000 – New Sewer Collection  
\$1,000,000 – Existing Sewer Collection Rehabilitation  
\$1,000,000 – Potable Water  
\$800,000 – Streets  
\$300,000 – Demonstrated Needs  
\$500,000 – La STEP

Also, the OCD plans to propose a minimum construction amount of \$200,000 within activities in the State's Proposed FY 2018 Consolidated Annual Action Plan. Please be aware that these amounts are subject to change, based on comments received during the State's public hearing and the subsequent comment period for citizen participation, and also the comment period following the publication of the State's *Proposed* FY 2018 Consolidated Annual Action Plan.

In order to expedite the application process for the FY 2018 and FY 2019 Public Facilities program, local governments may now begin the citizen participation process. **This process MUST be completed PRIOR to the procurement of firms to assist with application preparation and the tasks associated with application preparation.** After the local public hearing to receive citizen input is conducted, local governments may then decide what type of project(s) are needed for their community and may then begin procurement procedures for professional services that will be paid for with LCDBG funds, contingent upon receipt of LCDBG funding. Please note a vendor cannot assist an applicant in the development or drafting of specification requirements for a request for proposals and/or qualifications if that vendor intends to compete for the resulting procurements. The current citizen participation and procurement procedures local governments must follow in order to be eligible for funding are located on the Office of Community Development's website at [http://www.doa.la.gov/Pages/ocd/cdbg/lcdbg\\_applications\\_and\\_forms.aspx](http://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_applications_and_forms.aspx). A copy of these requirements can be emailed or mailed if requested. A description of allowable professional services fees for LCDBG programs is also located on the website.

If you should have any questions concerning this information, please contact me.