

LOCAL GOVERNMENT ASSISTANCE PROGRAM/COMMUNITY WATER ENRICHMENT FUND ONLINE PORTAL APPLICATION PROCESS

Office of Community Development – Local Government Assistance

<https://www.doa.la.gov/doa/oed-lga/lgap-and-cwef-programs/>

AGENDA

- Dates online portal is open for application submittals
- Requirements of Local Government Assistance Program and Community Water Enrichment Fund
- Grant ceilings and per parish allocation for each program
- Items to remember for both programs
- Application Process
- Required information/documentation for application submittals
- How to get access to the online portal
- OCD-LGA contact information
- Demonstrate the online portal

APPLICATION SUBMITTAL PERIOD

Online application portal will be open for submittals from March 3, 2022 to June 3, 2022.

The portal will close at midnight on June 4, 2022.

No applications will be accepted after the portal is closed.

LOCAL GOVERNMENT ASSISTANCE PROGRAM (LGAP)

The purpose of the **Local Government Assistance Program (LGAP)** is to provide financial assistance to local units of government in rural areas.

Per parish allocation for 21-22 LGAP is \$150,000

LOCAL GOVERNMENT ASSISTANCE PROGRAM (LGAP)

- Eligible activities: Fire protection, sewer, water, renovations to essential governmental buildings, police protection, land acquisition, demolition, equipment, roads, drainage, and reasonable engineering costs (10% of grant award for basic engineering services if associated with construction and 3% for inspection services).
- Ineligible activities: Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering-only or planning-only projects are not eligible activities under this program. Projects intended for “recreational use” such as playground equipment, park benches/trash receptacles, or walking trails are not eligible.

COMMUNITY WATER ENRICHMENT FUND (CWEF)

The purpose of the **Community Water Enrichment Fund (CWEF)** is to provide financial assistance to local units of government solely for the purpose of rehabilitation, improvement, and construction projects for community water systems in an effort to provide safe, clean drinking water.

Per parish allocation for 21-22 CWEF is \$150,000

COMMUNITY WATER ENRICHMENT FUND (CWEF)

- Eligible activities: Reasonable engineering costs (10% of grant award for basic engineering services if associated with construction and 3% for inspection services), rehabilitation, improvements, and construction projects for community water systems.
- Ineligible activities: Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering-only or planning-only projects, fire hydrants-only projects (fire hydrants must be included within a water line rehabilitation or extension project), generators, hand/power tools, water line locators, heavy-duty equipment used for digging, all chemicals, and incidental supplies.

ELIGIBLE APPLICANTS

- All municipalities and parishes within the state of Louisiana that are identified by the U.S. Department of Housing and Urban Development as non-entitlement communities are eligible to apply for assistance.
- HUD Entitlement jurisdictions that are ineligible for the 21-22 LGAP/CWEF programs are: Alexandria, Baton Rouge, Bossier City, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, St. Tammany Parish (including Abita Springs, Covington, and Madisonville), Shreveport, Slidell, Terrebonne Parish Consolidated Government, and Thibodaux.

GRANT CEILINGS FOR LGAP AND CWEF

Maximum grant ceiling amounts are based on the following population ranges.

- Villages (1-999) are eligible to apply for up to \$25,000.
- Towns (1,000-4,999) are eligible to apply for up to \$35,000.
- Cities (5,000-35,000) are eligible to apply for up to \$50,000.
- Parishes are eligible to apply for up to \$100,000. (If a parish's incorporated communities' combined maximum ceiling amounts are less than the allocation for the entire parish area, the parish can then apply for more than \$100,000.)

IMPORTANT NOTES

- LGAP/CWEF monies cannot be spent on improvements to private property.
- A local government can only have two grants open at the same time in each program. While a local government may submit an application for review, no additional awards can be made to a local government if the local government has two open grants in a program. If applicable, OCD-LGA will give the local government six (6) months to close out an open grant before deobligating any potential awards.
- All required documentation must be included in the portal before the application can be submitted for review.
- As the application is being completed, the user should click “save” regularly to ensure all work is being saved in the portal.
- A recording of this presentation will be linked on the OCD-LGA website.
- Even though you may not be able to access the portal immediately, you should start gathering the documentation you will need to submit in the portal. You should not wait to begin developing your proposed project. Once you have decided on what you will apply for, you will have to obtain support letters from your legislators and pass a resolution by your local governing body. **DO NOT WAIT!**

APPLICATION PROCESS

- Eligible local government requests user access to the online application portal by completing a user access request form and emailing the completed form to traci.watts@la.gov .
- OCD-LGA will process user access form and email user id to email address identified on the user access form.
- User will access online portal to create and submit application.

REQUIRED DOCUMENTATION

Applications cannot be submitted for review in the online portal until all required information/documentation is included.

- Population of jurisdiction
- House and Senate District Number
- Estimated number of citizens that will benefit from proposed project
- Budget of proposed project including funding sources
- Project description
- Resolution of support from local governing body
- Signed Local Government Assurances (download from online portal)
- Support letter from House and Senate member

USER ACCESS

Local Government Assistance Program/Community Water Enrichment Fund User Access Request Form

Local Government:			
Parish:			
Mailing Address:			
LaGov Vendor Number:			
User Name:		User Last 4 SSN:	
User Title:		User Phone Number:	
User Email Address:			
User M ID, if available:			
User Signature:		Date:	

By signing below, the Chief Elected Official hereby approves the above named user to create, edit, and submit an application for funding under the Local Government Assistance Program and/or the Community Water Enrichment Fund Program.

Chief Elected Official (printed):			
Title:		Date:	
Chief Elected Official Signature:			

User should complete this form in its entirety and print. User and Chief Elected Official must sign completed form. Upon full execution, user should scan form to Traci Watts at traci.watts@la.gov. OCD-LGA will process request and respond by email to user. Only one user id can be issued to one email address.

Any questions regarding completing this form should be directed to Traci Watts at traci.watts@la.gov or 225-342-0148.

ONLINE PORTAL

<https://wwwcfprd.doa.louisiana.gov/cwef-lgap/login.cfm>




COMMUNITY WATER ENRICHMENT FUND



LOCAL GOVERNMENT ASSISTANCE PROGRAM

Please login using your Personnel Number

 ID

 Password


LOG IN

If you have a **P** or **H** number, you can **reset** or **change** your password using the [LEO Password Maintenance Application](#)

If you have an **M** number, you can **reset** or **change** your password using the [WULF Password Maintenance Application](#)

LOG IN

 ID

 Password

LOG IN

If you have a **P** or **H** number, you can **reset** or **change** your password using the [LEO Password Maintenance Application](#)

If you have an **M** number, you can **reset** or **change** your password using the [WULF Password Maintenance Application](#)

CREATING AN APPLICATION – HOME SCREEN

LOCAL GOVERNMENT ASSISTANCE PROGRAM | COMMUNITY WATER ENRICHMENT FUND

Welcome Logan Morgan

[Home](#)

[Logout](#)

Applications

Sunnyside

The purpose of the **Local Government Assistance Program (LGAP)** is to provide financial assistance to local units of government in rural areas.

Eligible activities: Fire protection, sewer, water, renovations to essential governmental buildings, police protection, land acquisition, demolition, equipment, roads, drainage, and reasonable engineering costs (10% of grant award for basic engineering services if associated with construction and 3% for inspection services).

Ineligible activities: Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering-only or planning-only projects are not eligible activities under this program. Projects intended for "recreational use" such as playground equipment, park benches/trash receptacles, or walking trails are not eligible.

Per parish allocation amount for 21/22 application is \$150,000.

[\[+\] Add LGAP Application](#)

The purpose of the **Community Water Enrichment Fund (CWEF)** is to provide financial assistance to local units of government solely for the purpose of rehabilitation, improvement, and construction projects for community water systems in an effort to provide safe, clean drinking water.

Eligible activities: Reasonable engineering costs (10% of grant award for basic engineering services if associated with construction and 3% for inspection services), rehabilitation, improvements, and construction projects for community water systems.

Ineligible activities: Previously incurred debt, improvements to private property, on-going salaries, overtime for government employees, administration, engineering-only or planning-only projects, fire hydrants-only projects (fire hydrants must be included within a water line rehabilitation or extension project), generators, hand/power tools, water line locators, heavy-duty equipment used for digging, all chemicals, and incidental supplies.

Per parish allocation amount for 21/22 application is \$150,000.

[\[+\] Add CWEF Application](#)

APPLICATION INFORMATION

[Home](#)[Logout](#)

Application Information

Application Type: LGAP

Applicant Entity: Sunnyside

LaGov Vendor ID: 310233333

Population Category: — Select —

Maximum grant ceiling amounts are based on the following population ranges:

- Villages (1-999) are eligible to apply for up to \$25,000.
 - Towns (1,000-4,999) are eligible to apply for up to \$35,000.
 - Cases (5,000-25,000) are eligible to apply for up to \$50,000.
 - Parishes are eligible to apply for up to \$100,000.
- (If a parish's incorporated communities' combined maximum ceiling amounts are less than the allocation for the entire parish area, the parish can then apply for more than \$100,000.)

House District: Select Some OptionSenate District: Select Some OptionOther Project Participants: Enter the name of all other entities involved in the proposed project(s).Project Beneficiaries: Enter an estimate of the number of citizens that will benefit from the proposed project(s).Is the proposed project located on and/or involve publicly owned property?* ☐ Yes ☐ No

* - Please note that grant funds cannot be used for improvements on or to private property.

Budget Summary

Complete the chart below for all costs identified with the proposed project(s).

Spending Category	Amount Requested From Program	Amount of Match By Local Government	Specify Other Funds and Source (Source - Amount)	Total
Construction Costs	0.00	0.00	— Select Source — 0.00 Add Another	0.00
Acquisition of real property and/or equipment	0.00	0.00	— Select Source — 0.00 Add Another	0.00
Engineering Costs	0.00	0.00	— Select Source — 0.00 Add Another	0.00
Other Project Costs*	0.00	0.00	— Select Source — 0.00 Add Another	0.00
Project Total	0.00	0.00	0.00	0.00

In the text box below, provide a description of the Other Project Costs if applicable:

Project Description

In the text box below, provide a narrative addressing the following:

- Detailed description of proposed project(s). Specify use of funds and the location of the project(s). List any equipment to be purchased. For sewer/water lines or street improvements, list how many feet, miles, or blocks. For building construction, include how many square feet, type of structure, etc. For building renovation, specify type of renovations such as interior/exterior roofing, plumbing, electrical, ADA handicapped access/line code requirements, etc.
- Describe how proposed project(s) will improve health, safety, living conditions, and quality of life of the community.
- List physical address(es) of proposed project(s)

Required Documentation

The items below must be uploaded to the portal in order for the application to be submitted.

Resolution of support from governmental agency/governing body: No attachment Choose File No file chosenLocal Government Assurances (Download): No attachment Choose File No file chosenHouse Support Letters: No attachment Choose File No file chosenSenate Support Letters: No attachment Choose File No file chosen

Supporting Documentation

If additional documentation is necessary, please enter a clear and brief description in the space provided and upload the document(s).

Description	File	Delete
<div></div>	Choose File No file chosen	<input type="checkbox"/>

[Add Additional Supporting Documentation](#)

Comments

Add a comment:

[Save](#)[Save and Submit](#)[Cancel](#)

APPLICATION INFORMATION

Application Type: LGAP

Applicant Entity: Sunnyside

LaGov Vendor ID: 310333333

Population Category: -- Select -- ▼

Maximum grant ceiling amounts are based on the following population ranges:

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(If a parish's incorporated communities' combined maximum ceiling amounts are less than the allocation for the entire parish area, the parish can then apply for more than \$100,000.)

House District: Select Some Option

Senate District: Select Some Option

Other Project Participants:
Enter the name of all other entities involved in the proposed project(s).

Project Beneficiaries:
Enter an estimate of the number of citizens that will benefit from the proposed project(s).





Is the proposed project located on and/or involve publicly owned property?* ☐ Yes ☐ No

* - Please note that grant funds cannot be used for improvements on or to private property.

APPLICATION INFORMATION

Budget Summary

Complete the chart below for all costs identified with the proposed project(s).

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Construction Costs	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-- Select Source -- 	<input type="text" value="0.00"/>	Add Another	<input type="text" value="0.00"/>
Acquisition of real property and/or equipment	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-- Select Source -- 	<input type="text" value="0.00"/>	Add Another	<input type="text" value="0.00"/>
Engineering Costs	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-- Select Source -- 	<input type="text" value="0.00"/>	Add Another	<input type="text" value="0.00"/>
Other Project Costs*	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	-- Select Source -- 	<input type="text" value="0.00"/>	Add Another	<input type="text" value="0.00"/>
Project Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>

In the text box below, provide a description of the Other Project Costs if applicable:

APPLICATION INFORMATION

Project Description

In the text box below, provide a narrative addressing the following:

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Local Government Assurances ([Download](#)): No attachment No file chosen

House Support Letter: No attachment No file chosen

Senate Support Letter: No attachment No file chosen

APPLICATION INFORMATION

Supporting Documentation

If additional documentation is necessary, please enter a clear and brief description in the space provided and upload the document(s).

Description

File

Choose File

No file chosen

Delete

☐

Add Additional Supporting Documentation

Comments

Add a comment:

Save

Save and Submit

Cancel

GRANT REPRESENTATIVE ASSIGNMENTS

WV = Wendi Vessell			JW = Janice Walker		
INITIAL	PARISH	REP	INITIAL	PARISH	REP
ACD	ACADIA	WV	MDS	MADISON	WV
ALN	ALLEN	JW	MRH	MOREHOUSE	WV
ASC	ASCENSION	JW	NTC	NATCHITOCHE	JW
ASM	ASSUMPTION	JW	OCH	OUACHITA	WV
AVY	AVOYELLES	JW	PLQ	PLAQUEMINES	JW
BGD	BEAUREGUARD	JW	PCP	POINT COUPEE	JW
BNV	BIENVILLE	WV	RPD	RAPIDES	JW
BSR	BOSSIER	WV	RRV	RED RIVER	WV
CDD	CADDO	WV	RCH	RICHLAND	WV
CLC	CALCASIEU	WV	SBN	SABINE	JW
CLD	CALDWELL	JW	STB	ST. BERNARD	JW
CMN	CAMERON	WV	STC	ST. CHARLES	JW
CTH	CATAHOULA	JW	STH	ST. HELENA	JW
CLB	CLAIBORNE	WV	STJ	ST. JAMES	JW
CNC	CONCORDIA	JW	SJB	ST. JOHN THE BAPTIST	JW
DST	DESOTO	JW	STL	ST. LANDRY	WV
EBR	EAST BATON ROUGE	JW	SMN	ST. MARTIN	WV
ECL	EAST CARROLL	WV	SMY	ST. MARY	WV
EFL	EAST FELICIANA	JW	STT	ST. TAMMANY	JW
EVN	EVANGELINE	WV	TNG	TANGIPAHOA	JW
FRN	FRANKLIN	JW	TNS	TENSAS	JW
GRT	GRANT	WV	TRB	TERREBONNE	JW
IBR	IBERIA	WV	UNN	UNION	WV
IBV	IBERVILLE	JW	VRM	VERMILION	WV
JCK	JACKSON	WV	VRN	VERNON	WV
JFN	JEFFERSON	JW	WSH	WASHINGTON	JW
JDV	JEFFERSON DAVIS	WV	WBR	WEST BATON ROUGE	JW
LFY	LAFAYETTE	WV	WBS	WEBSTER	WV
LFR	LAFOURCHE	JW	WCL	WEST CARROLL	WV
LSL	LASALLE	JW	WFL	WEST FELICIANA	JW
LNC	LINCOLN	WV	WNN	WINN	WV
LVN	LIVINGSTON	JW			

CONTACT INFORMATION

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