|  |  |  |
| --- | --- | --- |
| **John Bel Edwards**  **Governor** | Office of Community Development  State of Louisiana  Division of Administration | **Jay Dardenne**  **Commissioner of Administration** |
| 2 COLOR STATE SEAL (blk |

**MEMORANDUM**

**TO:** All Local Governments

**FROM:** Traci Watts

Director, LCDBG/LGAP/CWEF Programs

**DATE:** April 6, 2020

**SUBJECT:** OCD Update and Modification of Processes

I hope you are all staying healthy and safe.  Our staff is continuing to work remotely, as much as possible, but know that we are fully operational, except for on-site monitoring visits.  Due to the current public health emergency, some of the normal processes that we follow need to be altered.  If you have questions regarding anything that I do not mention in this message, please contact me.

Modification of Processes:

1. Public Bid Openings are suspended at this time due to Proclamation 30 issued by Governor Edwards.  This is discussed in Section 8.I.  “All Public Bid Openings shall be suspended.  Bid openings will continue; however public openings will not occur in order to limit the potential for exposure.  Bid openings will be made available via phone conference or web conference.”  You can read the proclamation here:   <https://gov.louisiana.gov/assets/ExecutiveOrders/JBE-EO-30.pdf> .
2. Pre-construction conferences should be held via conference call or web conference instead of face to face meetings.
3. For public notices that require documents be made available for review (such as application submittal, 8 Step Process for ERR, etc.), you may state that documents will be provided upon request and include a way for the public to request the documents.  For example, “The XXXX can be contacted by phone at XXX-XXX-XXXX. Due to the current health emergency for COVID-19, the XXXX  is closed to the public. Upon request, a full description of the project can be provided by mail, email or fax.”

Louisiana Community Development Block Grant Program (LCDBG)

1. Our 2020 Program Year began April 1, 2020.  We have funds available for Economic Development, Demonstrated Needs, and LaSTEP Programs.  You can find information about the programs on our website at <https://www.doa.la.gov/Pages/ocd/cdbg/lcdbg_programs.aspx> .
2. There have been no decisions regarding the 2020 LCDBG Public Facilities awards at this time.

Local Government Assistance Program (LGAP)

1. Round 1 (35 parishes) of LGAP awards have been sent to the Governor’s office for signature.  We hope to issue the awards within the next week.
2. We will begin working on Round 2 very soon.
3. There are no emergency funds available in the LGAP for the remainder of the fiscal year.

Community Water Enrichment Fund (CWEF)

1. We are in the processing of developing award documents for Round 1 (43 parishes) of CWEF.
2. There is $900,000 available in emergency funds for the remainder of the fiscal year.

Remember that you can still reach our staff at their direct office numbers.  Also, here are some additional numbers that you can use to contact OCD staff:

                                Traci Watts                                       225-342-0148

                                Toni Williams (front desk)         225-342-4644

                                OCD Automated Line                      225-342-7412

Our office hours are 8:00am to 4:30pm.  Some of our staff flex their time and may begin their day earlier or later than 8:00am.  You can email anyone directly if you need specific information regarding availability.

Stay healthy and safe!