



Jefferson Parish Department of Community Development

Application Guidelines for FY-2025

Funding Fiscal Year July 1, 2025 to June 30, 2026

Deadline for submittal is Friday, Jan 17, 2025

Submit via email to JPCDPrograms@jeffparish.net

1221 Elmwood Park Blvd., Suite 605

Jefferson, LA 70123

(504) 736-6262

[Jefferson Parish Department of Community Development](#)

(Updated 1/18/2024)



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1.0 APPLICATION SUBMITTAL GUIDELINES

Funding is limited to Governmental Entities, Quasi-Governmental Entities and Non-Profits only.

General Instructions: Please read this entire package before preparing your application. A separate application must be submitted for each project. These guidelines will assist those interested in funding for eligible housing, public services, public facility improvements and economic development activities as authorized under the annual allocation of funding received by Jefferson Parish Home Consortium to be operated by Jefferson Parish Department of Community Development (JPDCD) from Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) programs. Governmental entities, Quasi-Governmental entities and non-profit organizations interested in applying under this process should familiarize themselves with these funding sources and their specific requirements.

As required by HUD, Jefferson Parish must draft an Action Plan for public input describing the proposed uses of the annual allocation of funds. JPDCD will post the Action Plan for a minimum of thirty days of public comment, and have at least one public hearing. The public, including potential applicants, are encouraged to provide public comment and attend the public hearing. The Parish is required to address all public comments. Additionally, JPDCD may use the public comments received as a way to determine the needs of the Parish and as a factor in scoring of the applications received.

Applications from individuals or for-profit businesses will not be accepted through this general application process. Any for-profits housing developers wishing to submit major, (4 units or more), proposals should respond to specific RFPs issued by the JPDCD and/or complete the HOME program application. Funding for public infrastructure design/engineering cannot be allocated without the commitment of construction funds and all construction projects should be ready to start construction within six (6) months after funding.

These guidelines are to be used primarily as a general reference tool for completing the application. Additional information may be requested from JPDCD after the initial application is reviewed by staff.

The expenditure of CDBG, ESG, and HOME funds must meet the National Objectives as specified under federal regulations and be a priority of Jefferson Parish as described in the Consolidated Plan and Annual Action Plan. The Goals of each program and eligibility criteria are described below.

Applications will not be accepted without the signatures of an organization's Executive Director/President and the signature of the Chairman of the Board of Directors on a resolution of the board authorizing the submitting entity to request funding.

Applicants must submit one electronic copy of the application: One single PDF file with all supporting documentation included is the requirement. No hard copy (original) applications are required. All applications must be typed, and faxed applications will NOT be accepted. Please do not send videotapes, audio cassettes or materials other than the required attachments in a SINGLE PDF. Reduce PDF quality as necessary to keep the file size under 20 megabytes. A link to google cloud or other file sharing site is appropriate for PDF files that are too large for email submissions.



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Electronic Submission: Applicant organizations must email one (1) complete digital (PDF) application package to the **Jefferson Parish Department of Community Development Programs**. The complete application package must be emailed to the Planning Section at (JPCDPrograms@jeffparish.net) by midnight / 11:59:59pm on the deadline on the Cover Page of this document.

Original Hard Copy Submission: Not Required. PDF only. For confirmation of submission contact:

Jefferson Parish Department of Community Development at 504-736-6262
Attn: Planning Section
1221 Elmwood Park Blvd., Suite 605
Jefferson, LA 70123

Please keep a copy of your submission for your records. **Previously submitted proposals and application materials are NOT kept on file and a new application must be made for each year's funding.**

JPDCD reserves the right to request additional information on a case by case basis.

Acceptance of an application for consideration does not obligate Jefferson Parish to commit any funding or other support. Projects that are approved are contingent upon availability of funds, and only those projects approved may be notified of funding.

Jefferson Parish does not discriminate based on race, creed, color, gender or national origin.

Please contact the JPDCD Planning Section at (504) 736-6262 if you have any questions regarding the application process.

All electronic applications must be submitted to JPDCD at (JPCDPrograms@jeffparish.net) on or before the announced deadline. Midnight 11:59:59 pm on the deadline date is the cutoff.

Any applications received after the due date, will NOT be reviewed and scored. All final award amounts and contracts are subject to JP Council/HUD approvals and availability of funds. In accordance with provisions of the American with Disabilities Act Amendments Act of 2008, as amended, Jefferson Parish shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities.

If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.

ADA Coordinator / Office of Citizens with Disabilities
(504) 736-6086
ADA@jeffparish.net



2.0 PROGRAM GOALS

Community Development Block Grant Program (CDBG)- provides funds to support the development of viable urban communities through decent housing, expanding economic opportunities of persons of low and moderate income.

Emergency Shelter Grant Program (ESG) – provides funds for emergency shelters for the homeless and other programs to prevent homelessness.

HOME Investment Partnerships Program (HOME) – provides funds to expand the supply of safe, decent, affordable housing for low-income Americans, such as First Time Homebuyer Assistance and Housing Rehab Programs.

3.0 ELIGIBLE ACTIVITIES

3.1 ELIGIBLE ACTIVITIES

The activities outlined in this section represent eligible and ineligible activities according to each federal grant. Applicants should review and be familiar with these activities prior to submitting an application to JPDCD. Applicants should refer to the Code of Federal Regulations (CFR) references provided for a comprehensive list of eligible and ineligible activities.

3.1.1 CDBG Eligible Activities:

All projects funded with CDBG dollars must be an eligible activity as defined by HUD. A full list of eligible activities is located in the Code of Federal Regulations: [24 CFR 570.200-206 and 24 CFR 570.208-209](#). The below list of activities represents the most commonly used activities.

Housing Rehabilitation: Major and Minor rehabilitation of residential housing

Public Facilities: Development and rehabilitation of Senior Centers, Playground, Gyms and other Jefferson Parish facilities.

Public Infrastructure: Construction and major rehabilitation of sewer systems, drainage, streets and other Jefferson Parish public infrastructure. Must be \$100K or greater.

Economic Development: Façade Improvements, Revolving Loans and other ED activities with partners such as JEDCO.

Public Services: Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under 24 CFR 570.207(b)(4)), homebuyer down payment assistance, or



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recreational needs. **Note: Public Services are capped at 15% of Jefferson Parish's CDBG annual allocation.**

Acquisition of Real Property: includes an existing improvement which is to be used in the provision of a building for the general conduct of government, the portion of the acquisition cost attributable to the land is eligible, provided such acquisition meets a national objective described in 24 CFR 570.208.

3.1.2 ESG Eligible Activities

The Emergency Solutions Grant (ESG) Program, established by The McKinney-Vento Homeless Assistance Act, as amended by S.896. The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, is designed for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance. The below list of activities represents the eligible activities under ESG. A full list of eligible activities is available at [24 CFR 576.100](#).

- Engage homeless individuals and families living in Jefferson Parish (street outreach)
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families;
- Prevent families and individuals from becoming homeless

3.1.3 HOME Eligible Activities

HOME funds for a variety of housing activities, according to local housing needs. Eligible uses of funds include but is not limited to the following activities:

- Tenant-based rental assistance;
- Housing rehabilitation;
- Assistance to homebuyers; and
- New construction of housing.
- Acquisition, site improvements, demolition, relocation, and other necessary and reasonable activities related to the development of non-luxury housing.

A full list of HOME eligible activities is available at [24 CFR 92.206](#).

3.2 INELIGIBLE COSTS

CDBG, ESG and HOME funds can **NOT** be used as a substitute for current state or local public funding or as a substitute for private funding. JPDCD may issue specific Request for Proposals (RFPs) for certain types of activities. This section outlines the ineligible activities by each funding grant. Applicants should review and ensure that applications do not include these activities.



3.2.1 CDBG Ineligible Activities

The below list outlines the activities which are not allowed to be funded under CDBG grants. A full list of ineligible activities is available at [24 CFR 570.208](#).

- **General Government Purpose:** Buildings or portions thereof, used for the general conduct of government cannot be assisted with CDBG funds.
- **Maintenance/Repair of Public and Other Facilities:** Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of potholes in streets, repairing of cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs;
- **Furnishings and Personal Property:** The purchase of desks, chairs, fixtures, other furnishings or other personal property not an integral structural element is generally ineligible, including uniforms.
- **Purchase of Equipment:** The purchase of tools for construction and vehicles with CDBG funds is generally ineligible. Pumps and HVACs - "structurally integrated equipment" is eligible.
- **Salaries:** Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities. Non Profit staff salaries are eligible costs.
- **Income Payments:** Subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities.

3.2.2 ESG Ineligible activities

ESG funds may be used only for program components listed in section 3.1.2. All other activities are not eligible under ESG funding. HESG Components are: Shelter, Rapid Rehousing, Homelessness Prevention, Street Outreach, HMIS and Administration Costs.

3.2.3 HOME Ineligible Activities

HOME funds may not be used for the following activities:

- Public housing development, (excluding HOME ARP)
- Public housing operating costs,
- Section 8 tenant-based assistance, nor may they be used to provide
- Non-federal matching contributions for other federal programs,
- Operating subsidies for rental housing,
- Activities under the Low-Income Housing Preservation Act, or
- Pay for any cost that is not eligible under [24 CFR 92.206-209](#).

3.3 MEETING A NATIONAL OBJECTIVE

CDBG activities must meet a National Objective as defined by HUD. Applications requesting CDBG funds should be familiar with the three national objectives below.

Primarily benefit low- or moderate-income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to



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low/moderate income level persons is required of every project funded under this objective. Limited clientele activities, i.e., those which benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low- and moderate-income persons. Activities, that benefit all residents within a defined geographic area (area benefit), can meet the low/moderate income benefit requirement if the area contains a minimum of 50.64% low- or moderate-income residents, as calculated by HUD.

Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. A project rarely meets this national objective. Please contact JPDCD staff to determine if your project is eligible under this national objective.

Meet an urgent community need. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.) and only when no other funding sources are available.

4.0 APPLICATION GUIDELINES

The below sections provide guidelines for completing the application and budget. Potential applicants should use these as they complete their application to ensure that all required information is included in the application. All applicants must complete all sections of the Application and Budget Template provided. Any applications not submitted on the templates provided, will **NOT** be accepted.

Applications should be submitted in a clear, complete, and concise manner. All information is designed to elicit uniform information required to determine eligibility, capacity and effectiveness of the implementing grantee, and overall compliance with the various programs and funding regulations. The requested information indicated below should be provided to assure that the application contains all necessary information for a detailed review. Incomplete applications will not be reviewed. Please include any additional information as an attachment that will facilitate a complete understanding and analysis of the application.

4.1 APPLICANT INFORMATION

For this section, please complete all information requested in the application. Follow the below guidance for each item.

Organization Name: Provide the organization's legal name.

Executive Director: Provide the name and current e-mail address for the Executive Director.

Type of Organization: Please select the organization type. Note: only the types listed are available to receive funding.

Physical Address: Provide the organization's physical address.



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Mailing Address: Provide the organization's mailing address if different from the physical address.

Organization's DUNS/Unique Entity ID (UEI) Number: Provide the official DUNS/UEI number for the organization. Federal funds cannot be disbursed to any organization that does not have a DUNS/UEI number, and therefore if any application does not provide the UEI it will not be scored.

Expenditure of Funds: Organizations which expend more than \$750,000 or more a year in federal fund are subject to specific audit requirements.

Contact Person: Please provide the contact person's name, e-mail and telephone number (if different from the Executive Director).

Objective of the Organization: Provide a brief description of the objectives of the organization.

Services currently provided by the Organization: Provide a list of current services your organization is currently providing.

Description of projects/programs successfully undertake within last 5 years: Please provide a description of successful projects which your organization has undertaken in the last 5 years.

List any membership, umbrella and or other professional organizations that your organization and/or employees belong to: If your organization is a member of a larger umbrella organization please indicate that here.

Other agencies with which you coordinate services: If there are other organizations or agencies which you coordinate with on a regular basis for the type of project you are proposing in your application, please note that in this section.

Additional Attachments: The below documents shall be attached to your application.

- Organizational Chart; with names, positions and salaries of management and staff
- Resumes of key personnel, no more than one half page per individual
- Last report to IRS (990 for non-profits);
- Copies of required licenses or certifications required from state, federal or local agencies;
- Articles of Incorporation and By-Laws;
- Non-Profit determination (tax exempt letter from IRS);
- Authorization to Request Funds (resolution from board)

4.2 PROPOSED PROJECT / PROGRAM

Project or Program: Indicate if the application is for a project or program.



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Project/Program Title: Provide the project or program title.

Community Served: Provide the community with in Jefferson Parish being served by this activity.
Please Note: CDBG funds cannot be used within the City of Kenner. Kenner is a separate CDBG entitlement with their own programs and proposal application packet, guidelines and criteria for funding.

Project/Program Address: Provide the physical address of where the activity will occur.

Census Tracts and Block Groups - For Public Infrastructure Only: If known provide the census tracts and block groups where the program or project will occur.

Estimated duration of the project or program: Indicate the duration of the project or program being proposed for federal funding.

Estimated Start Date: Provide the estimated start date of the project or program.

Type of Activity: Please indicate the type of activity being proposed. Note: Eligible Activities are listed in section 3.1. Ineligible activities are listed in section 3.2.

Provide a description of Program/Project & Specific Purpose for use of Requested Funds. Include information on need or problem to be addressed: Provide a description of the project or program being proposed, how it address a community problem, and how the current project of program will address the problem.

Provide a description of the area/population to be served: Provide a description of the area and population being served by the project or program. Include demographic and income information if known.

If the activity selected above is a CDBG eligible activity provide a brief description of how the Program/Project meets at least one (or more) of the following national objectives: 1) addresses slum and blight; 2) meets an urgent need; or 3) benefits low and moderate income persons: This section is only to be completed if you are proposing an activity which will be funded with CDBG funding. Applicants should refer to the chart in this section of the application as well as section 3.3 of this documents for further detail.

Brief Description of how the Program/Project meets and advances the goals and objectives of the 2023-2027 Consolidated Plan for the Jefferson HOME Consortium: All projects or programs funded must meet the goals and objectives of the 2023-2027 Con Plan. The Consolidated Plan available on the JPDCD's website ([Jefferson HOME Consortium 5 Year Consolidated Plan](#)).

Describe the anticipated outcomes of the proposed project or program: In addition to the information on quantity, quality and pace of performance requested in the above items, provide a measure that can be used to gauge the effectiveness or impact of your proposed project or program in meeting the needs of the community. How can it be determined whether your project or program yields the desired outcomes or shows an overall improvement in the lives of persons assisted with HUD funds? For example, state whether persons served by a public service or public facilities improvements will have new access, improved access, or will benefit from a service that is no longer substandard.



4.3 PROJECT /PROGRAM DETAILS: PUBLIC SERVICES ACTIVITIES

Eligible public service activities are limited to those services that directly relate to and support physical community revitalization, homeless or housing activities. If proposing a public service project or program, applicants must include the following details in their application:

- Documentation that the proposed service is new or is a significant increase in the existing service;
- Indicate if there are client charges for proposed services and if so, the amount;
- Estimated number of unduplicated persons or households to be served during project;
- Information regarding a program serving a special needs population, (disabled, elderly, homeless, etc.);
- Calculate the percent of anticipated Jefferson residents and any non-Jefferson residents;
- Include the anticipated number of low/mod income persons or households to be served.

4.4 PROJECT/PROGRAM DETAILS: HOUSING IMPROVEMENT ACTIVITIES

Housing Improvement applications will only be considered from non-profits wishing to implement housing rehabilitation for low and moderate income, elderly, disabled and special needs persons. New home and multi-family construction will be funded only under the HOME Program. (See separate HOME application).

5.0 BUDGET TEMPLATE GUIDELINES

Applicants shall complete a budget in the template provided for each project or program being proposed in the application. The Parish may only fund eligible activities outlined in section 3.1 of this document. The below table provides the commonly proposed eligible and ineligible items. The Parish reserves the right to remove any ineligible line items from a budget.

Eligible Costs	Ineligible Costs (if included in the budget, these items will be cut by JPDCD and disallowed from all invoices.)
Salaries	Maintenance
Rent	T-Shirts, Uniforms, Clothing (Ineligible unless as part of an approved Public Service activity).
Utilities	Snacks
Materials	Celebrations, Decorative Signs
Direct Project Costs related to construction	Furnishings, Vehicles
Project delivery costs	Pot-Holes, Sidewalk Cracks
	Grass Mowing / Landscaping
	Replacement of Street Lights or Bulbs



5.1 PROJECT/PROGRAM FUNDING OVERVIEW

Applicants must provide an overview of the amount of funding requested by Jefferson Parish as well as the total program or project costs. JPDCD expects applicants to leverage the funds requested with other committed funds. Prior to executing subrecipient agreements, applicants who have received an intent to award letter shall provide documentation regarding secured funding.

5.2 PROJECT/PROGRAM BUDGET

Applicants must complete the budget template provided. If additional space is required, the applicant may provide additional details. Any applications which do not have a completed budget will not receive the points associated with the project budget. Public Infrastructure proposals should exceed \$100,000 in order to be considered for funding. No budgets under \$10,000 will be funded.

6.0 OTHER CROSS CUTTING GUIDELINES

Projects funded with federal funds are required to follow the below cross cutting guidelines. This will not be required in the application, but applicants should be familiar with the requirements, and be prepared to follow all federal requirements. All requirements will be part of the subrecipient agreement with awarded organizations. A full list of cross cutting requirements is available at [2 CFR 200 Appendix II](#).

6.1 ENVIRONMENTAL and HOUSING PROTECTION REQUIREMENTS

Floodplain: Executive Order 11988 – Floodplain Management requires a special review process for projects located in a floodplain. HUD has promulgated regulations for this Executive Order at 24 CFR Part 55 that covers all projects that are located in a 100-year floodplain and critical actions located in the 500-year floodplain. Critical action means any activity for which even a slight chance of flooding would be too great. Examples include hospitals, day care and nursing homes where people may be injured or killed because they might not be mobile enough to get out in the event of a flood, or police and fire stations that may be inoperative during a flood or storm event. The review process includes two periods for public notification and comment, an evaluation of alternatives to locating the project in the floodplain, an evaluation of the impact of the project, and an identification of measures that can be taken to mitigate the negative effects of the project. In order to locate any project in a 100-year floodplain or a 500-year floodplain for a critical action, a determination must be made that no practicable alternatives exist to the proposed project. Environmental Reviews will be conducted and determinations made according to National Environmental Policy Act of 1969: See also floodplain and wetland requirements and Executive Orders. The Jefferson Parish Department of Community Development will avoid to the greatest extent possible the long and short term direct or indirect adverse impacts associated with the occupancy and modification of floodplains and wetlands when there is a practicable alternative. All activities will occur in primarily residential areas as required. The demolition of housing using federal funds is prohibited under Section 104(d) of the Housing and Community Development Act of 1974 unless the occupants are provided relocation assistance (see URA). This applies to demolition of any housing or conversion of low-income housing to non-housing purposes or increased rents (over the FMR)



6.2 DAVIS BACON AND RELATED ACTS (FOR CONSTRUCTION PROJECTS ONLY)

Davis Bacon and related acts requirements applies to any construction, rehabilitation, alteration, or repair, including painting, flooring, installation, and decoration, in an amount of \$2,000 or more, any part of which is federal money. The prevailing federal wage rates and fringe benefits are effective as of the date of the advertisement for bids. (Davis-Bacon wage rate schedule is available on the Department of Commerce website).

Workers must be paid weekly and certified payrolls submitted weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.

Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately. Contractor and sub-recipient must maintain all records for a minimum of five years following completion of the project.

6.3 INCOME REQUIREMENTS

All Jefferson Parish funded projects must adhere to the respective income limit requirements for each program. For example all applicable CDBG funding programs must meet the HUD Income Limit Requirements (see also Section 8).

6.4 SECTION 3 REQUIREMENTS

Please note that Section 3 of the Housing and Urban Development Act of 1968 (providing preference for new employment, training, and contracting opportunities to low and very low income residents, regardless of race or gender) applies to all contracts or projects in excess of \$200,000.

7.0 OTHER REQUIRED DOCUMENTS

Documents in this section are required to be completed and submitted with the application for funding.

7.1 NON CONVICTION AFFIDAVIT:

The non-conviction affidavit must be completed, signed and submitted as part of the application submittal.

7.2 NON COLLUSION AFFIDAVIT

The non-collusion affidavit must be completed, signed and submitted as part of the application submittal.



7.3 CONFLICT OF INTEREST AND LOBBYING CERTIFICATION

The Conflict of Interest and Lobbying Certification must be completed and submitted as part of the application submittal.

8.0 JEFFERSON PARISH REQUIRED STANDARD INSURANCE REQUIREMENTS

All applicants who receive an intent to award letter must satisfy the below insurance requirements prior to executing a subrecipient agreement with the Parish. The Parish may add or remove requirements as needed and applicable.

8.1 WORKER'S COMPENSATION INSURANCE

As required by Louisiana Parish Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the Parish Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then Subrecipients must fully execute a workmen's compensation insurance declaration affidavit prior to contract execution. This insurance declaration affidavit (in original format) must be fully completed, signed, properly notarized and submitted to the Jefferson Parish Department of Community Development. (See attached.)

8.2 COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

8.3 COMPREHENSIVE AUTO LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if proposers do not/will not utilize company vehicles for the project or do not possess company vehicles. Proposer must fully execute an automobile insurance declaration affidavit prior to contract execution. This insurance declaration affidavit (in original format) must be fully completed, signed, properly notarized and submitted to the JPDCD.

8.4 DEDUCTIBLES

Insurance required shall not include deductibles greater than \$10,000. The cost of the deductible shall be borne by the Subrecipient.

8.5 UMBRELLA LIABILITY COVERAGE.

An umbrella policy or excess may be used to meet minimum requirements.



9.0 APPLICATION REVIEW

9.1 REVIEW OF APPLICATIONS

9.1.1 Review Team

The JPDCD application review team will be composed of the JPDCD Director, JPDCD Planner, JPDCD supervisor and other staff as designated by the JPDCD Director.

9.2 REVIEW CRITERIA

The below sections outline the review criteria which JPDCD shall use to score applications received. JPDCD reserves the right to add any additional scoring criteria as deemed necessary and applicable by the Executive Director.

9.2.1 Application Quality (4 points)

- Did the applicant complete all applicable sections of the application?
- Were there minimal technical or other errors?

9.2.2 Organizational Capacity (25 points)

- Did the organization demonstrate experience in Grants Management?
- Has the organization previously administered a program or project on behalf of Jefferson Parish, the State of Louisiana or Federal Government?
- Does the organization demonstrate a track record for completing similar projects as the one that is proposed?
- Does the organization have experience implementing or administering Community Development Block Grant funds, Emergency Solutions Grant funds, or HOME funds?
- Does the organization possess the necessary experience/expertise to implement the project successfully?

9.2.3 Project Description 40 points)

- Does the program provide adequate justification of need? Does the program provide a clear description of the program or project being proposed?
- Does the applicant provide clearly defined outcomes, which directly benefit the target population?
- Does this activity support a goal, objective and priority identified within the ConPlan?
- Is the project/program feasible to be implemented within the time frame given in the guidelines (12 months)?

9.2.4 Project Budget (25 points)

- Is the request reasonable and does it show eligible costs?
- Has the applicant provided financial documentation demonstrated an availability of funding to operate on a reimbursement basis and/or meet matching fund requirements?
- Does the applicant demonstrate an ability to move forward quickly upon receipt of funding?



- Has the applicant outlined partnerships and/or other methods for leveraging resources to support the total project costs?

9.2.5 Additional Scoring (6 points)

- Community Support: Demonstrated community support, through letters of support, references from neighborhood residents, past and current clients, community, church and civic leaders, local government representatives, politicians and others?
- Has the applicant received funding from Community Development in the five years?
- Does the program meet the current goals of the Parish?
- Does the program leverage and/ or provide match funding?
- Are new programs eligible, innovative and do they support the priorities of the Parish?

9.3 PRIORITIZATION AND SCORING

Based on the criteria above, the review team will score each application submitted to Jefferson Parish. Applicants who score over 75 points may be eligible for funding. Other proposals may be funded at lower scores than the 75 threshold based on urgent needs, available funding, program caps and meeting the requirements outlined in the Consolidated Plan, the goals of the Parish to address a priority, (for example, that was an outcome of public comments received at public meetings), and/or other priorities at the discretion of the Director of the Jefferson Parish Department of Community Development.

All funding selections are made at the discretion of the JPDCD Director and shall be made based on proposal scoring, risk assessments, staff and JPDCD capacity to implement, HUD and Parish goals and priorities and any other factors deemed appropriate by the Director of JPDCD.

9.4 AWARD OF PROJECTS

All awardees will be notified via a written Intent to Award Letter signed by the JPDCD Director. All Intent to award letters will outline any additional documents required by the subrecipient. Once all requested supplemental documentation is received, and the Action Plan is approved by Jefferson Parish Council, JPDCD will begin final contract negotiations.

Formal awards typically occur at the end of the calendar year with the receipt and execution of the HUD Entitlement Grant Agreements (CDBG, HOME and HESG)

Formal award letters and rejection letters are available upon request. Non awarded proposals may NOT receive a rejection letter in all cases. Applicants should check the Annual Action Plan, (submitted by August 16th of each year), for funded activities.

Please contact the Jefferson Parish Department of Community Development (Planning Section) at 504-736-6262 for information on Annual Action Plan awarded activities.