

Jefferson Parish  
Residential Façade Improvement Program  
**Program Information and Applicant Responsibilities**

## 1 Program Description:

The mission of the New Orleans Education League and the Jefferson Parish Finance Authority is to make Jefferson Parish a better place to live by supporting community efforts to preserve home ownership and to promote attractive neighborhoods intended to maintain and to enhance property values making neighborhoods attractive for all citizens of Jefferson Parish.

The Jefferson Parish Residential Façade Improvement Program is a voluntary program that provides homeowners with funds up to \$8,500 to improve the exterior of their homes. The work is based off nationally adopted enhancement standards, which are intended to provide more handsome and safe neighborhoods for Jefferson Parish residents.

Funds for the operation of this program are provided by Councilman Marion Edwards, Jefferson Parish Council District 1, Jennifer Van Vrancken, Councilwoman-at-Large, Division A, and Scott Walker, Councilman-at-Large, Division B, and administered through Jefferson Parish Finance Authority (JPFA), and managed by the New Orleans Education League of the Construction Industry (NOEL).

NOTE: All Funding Awards are Conditional:

All funds awarded by the NOEL for the project are subject to all Jefferson Parish Building Codes. The Director of the New Orleans Education League has the discretion to cancel an award when NOEL determines that an award of funds may cause the Parish to be in non-compliance with any applicable legal authority. The Jefferson Parish Finance Authority, who will issue the funds, and NOEL are not liable for any loss incurred as a result of a reduction, cancellation, termination or rescission of an award and is under no obligation to fund the applicant or project under such circumstances.

## 2 Eligible Costs

Outdoor improvements may only be provided to improve the property's exterior front façade, or for corner properties the street facing façade, and will include:

- Repair or replacement of front door, and/or front shutters/front windows, for corner properties, side doors and windows facing the street are eligible;
- Repair of soffit and fascia or rotten wood;
- Repair or replacement of driveway and/or front sidewalks;
- Exterior painting repairs to the front of the property or painting to replacement items;
- Landscaping.

## 3 Program Eligibility

Before an award is determined for the JEFFERSON PARISH RESIDENTIAL FAÇADE IMPROVEMENT PROGRAM it must determine if an applicant's household and/or property meet program requirements.

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### 3.1 Property Qualification

The front of the applicant's home must be in need of repairs for repair or replacement of front doors, front shutters and/or windows, soffit and shutters, repair or replacement of driveway or front sidewalks, exterior painting in the front of the home, or painting of replacement items to the front of the house, and landscaping issues.

### 3.2 Property Eligibility

The program will cover only owner-occupied, detached single-family homes in Terrytown, Jefferson Parish, Louisiana. Communal areas, condominiums, and mobile homes are not covered by the program. Homes must be structurally sound and suitable for enhancement under the time and monetary constraints of the program.

### 3.3 Property Taxes and Liens

To be eligible for the program, all property taxes must current. Applicants may not be delinquent for any tax year unless the homeowner has entered a written agreement with the taxing authority that outlines a payment plan for delinquent taxes, and the homeowner is abiding with the written agreement. Property must be free of any foreclosure actions or liens. Homeowners must present proof of payment past year's tax (check with Jefferson Parish Sheriff's Office if copy of proof needed).

### 3.4 Applicant Criteria

All applicants must meet the following, as required by NOEL and Jefferson Parish Finance Authority:

- Complete application to the JEFFERSON PARISH RESIDENTIAL FAÇADE IMPROVEMENT PROGRAM. (Including the submission of all documentation requested in the application).
- Applicant must be a U.S. Citizen or a permanent resident of the United States.
- Applicant must reside within Jefferson Parish and must have occupied their home for at least one (1) year prior to application.
- Applicants must certify that the home is not being offered for sale, and that it is their primary residence, as indicated per Jefferson Parish tax records.

### 3.5 Selection Process:

Selection will be determined by a completed application, in a transparent lottery process. Upon selection in the program, individuals are required to provide a \$500 administrative fee for the services provided to improve their homes. Based on gross incomes for homeowners, when an individual/family can provide proof that they cannot pay the administrative fee due to financial hardship, the fee could be waived.

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## 4 Recipient Responsibilities

Homeowners must designate one additional point of contact for the project. Only the homeowners and designee will have authority to make decisions on behalf of the homeowners. Contractors and NOEL will only communicate with either the homeowner or their designated point of contact. Communications made on behalf of the homeowners by their designated point of contact will be treated the same as communications made by the homeowners themselves.

It is the homeowners' responsibility to review all enhancement specifications and to understand the Scope of Work to be undertaken. The contractor may not perform any tasks outside of the contracted Scope of Work. Once the description of work is finalized, NOEL staff will review the description of repair work with the homeowners and homeowners will sign the Scope of Work, Authorization, Indemnification, and Hold Harmless document. Once the project has been approved by the homeowner, there cannot be changes to the project without the express approval of NOEL and payment in advance by homeowners if over allotted maximum due to unforeseen property conditions requiring remediation or a change in the Scope of Work.

It is the homeowner's responsibility to provide access for the contractors, so they can perform all work during normal business hours (unless otherwise agreed upon between contractor and homeowner). If reasonable and timely access is denied to a contractor who is attempting to make a good faith effort to make required repairs, the homeowner will become responsible for these repairs. It is the homeowners' responsibility to secure the property when work is being done.

Movement, and security of movable/valuable property are the homeowners' responsibility. Damages to the homeowner's property/valuables should be reported to NOEL, however it is up to the homeowner to pursue damages with contractor for such losses.

### 4.1 General Responsibilities

The applicant is responsible to:

- Make reasonable accommodation to the schedules of the contractor, Jefferson Parish department of Building Permits, and NOEL for the purposes of inspections, access to property, securing of animals, completion of work, etc.
- Make reasonable accommodation for the contractor, Jefferson Parish department of Building Permits, and NOEL or its inspector to access the property for the damage assessment and scope write up by removing any excess debris that may limit the ability to perform a full inspection and assessment of necessary work to be done.
- Identify the priority of all work items subject to bringing structure up to code.
- Review, executing, and understanding the contract, work write-up, and associated documents.

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- Notify the contractor and NOEL in writing of any concerns during the construction period
- Participate in the final inspection and executing the final inspection report.
- Maintain required insurance for the duration of the maintenance period.
- Move and storing outdoor items and removing pets so that contractors may perform work.

NOEL will not be held liable for any damage or missing items at the work site.

#### 4.2 Occupancy

The homeowners will continue to occupy the premises during all phases of the work, infeasible. The contractor will work diligently to complete the contract causing as minimal disruption to the occupants as possible. The contractor agrees to keep the premises clean and orderly while completing the work, and to remove all debris upon completion of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the contractor, unless otherwise specified.

#### 4.3 Homeowner Safety

Due to safety concerns, homeowners are not permitted to participate in construction activities or access construction areas during construction. In addition, homeowners are required to sign an indemnity agreement with the contractor, indicating that they may not hold the contractor liable for any injury, sustained as a result of their own negligence.

#### 4.4 Utility Services

Homeowners will permit the contractor to use existing utility services (i.e. water, gas, electricity) as necessary, without charge, during the performance of the work. Except for reconstruction or other required interruptions, homeowners must provide all existing utilities for use by the contractor (as they relate to construction only) and must be responsible for continuous maintenance and payment of existing utilities.

### 5 Definitions:

**Disabled:** an individual that meets the Medicaid or Social Security Administration disability criteria, which includes a finding that an individual cannot do the work that he/she did before becoming disabled; that an individual cannot adjust to other work because of his/her disability; and that the disability has lasted or is expected to last for at least one year or to result in death. To verify an applicant's disability, applicants will be required to show proof that a member of the household receives a monthly benefit from a government agency, resulting from their disability. An applicant must be determined disabled at the time of application.

**Elderly:** an applicant who is 62 years of age or older on the date they submit their application.

**Family:** one or more persons related by blood, marriage, adoption, guardianship, or operation of law.

**Homeowners:** an individual that holds the legal title to the property being improved.

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**Owner-Occupied:** a residential property where the owner resides on a full-time basis.

**Single-Family Property:** property devoted solely to residential use and consisting of one dwelling.