

CITY OF GRETNA, LA COMPREHENSIVE PLAN AND DEVELOPMENT CODE REWRITE CDBG-DR ADMINISTRATIVE SERVICES



CLIENT

City of Gretna, LA

PROJECT TIMELINE

February 2018 – February 2020

PROGRAM VALUE

\$540,000 CDBG-DR

SERVICES

- Application Amendment Development
- Closeout Documentation Review
- Planning
- Procurement Assistance
- Program Manual Development
- Technical Assistance

OVERVIEW

HGA provided a variety of CDBG-DR administrative services to the City of Gretna in support of the Comprehensive Plan and Development Code Rewrite initiative. The Comprehensive Plan, created through a collaboration of citizens, planners, and city officials, outlines a vision for Gretna over the next 20 years for resilient and sustainable public and private development. The development code rewrite provides the regulatory tool needed to carry out the Plan.

5 Program Manuals Written | **1** Planner Procured



CITY OF GRETNA CULTURAL CENTER ACCESS RAMP

“HGA has been providing grant application and grant management services to the City of Gretna for projects funded through HUD CDBG-DR and FEMA Mitigation funding. Their professionalism, innovation, and responsiveness are unparalleled.”

~ Belinda Constant, Mayor, City of Gretna, LA

SOLUTION

HGA supported Gretna’s comprehensive planning efforts and revision of its development code by performing the following actions:

- Assisted the City of Gretna with general CDBG-DR compliance by writing their Program Manuals for Section 3, Section 504, Monitoring, Financial, and Procurement.

- Supported the compliant professional services procurement of a new Planner who wrote the City’s Comprehensive Plan and revised their Development Code.
- Reviewed invoices from the Planner before submission to the Parish.
- Prepared amendments to project applications and prepared closeout documents for submission to Jefferson Parish and LA Office of Community Development.
- Prepared and completed all project files in compliance with all state, local, and federal regulations.
- Coordinated with the City of Gretna, Louisiana Office of Community Development, and Jefferson Parish and attended all meetings.
- Provided regular technical assistance throughout the project on compliance issues.