

CRIMINAL JUSTICE PRIORITY FUNDING COMMISSION PROGRAM



EXHIBIT A

APPLICATION / PROPOSAL INSTRUCTIONS

A.1 APPLICATIONS COORDINATOR

Written Questions must be directed to the Applications Coordinator below:

Matt Baker, Assistant Director

Criminal Justice Priority Funding Commission Program Applications Coordinator
State of Louisiana, Division of Administration
Office of Facility Planning and Control
Claiborne Office Building
1201 North Third Street, Suite 7-160
Baton Rouge, LA 70802
Email: CJP-APP@la.gov

A.2 APPLICATIONS SCHEDULE OF ACTIVITIES

DOA Begins Accepting Applications for FundingSeptember 1, 2024
Deadline for Receipt of ApplicationsSeptember 30,2024
Working panel will process and score applications October/November 2024
Commission approval & recommendation of applications to JLCB.....October/November 2024
JLCB approval of applications for funding.....TBD

A.3 GENERAL CONTENT AND MANNER OF SUBMISSION

Entities interested in submitting a request for funding to the Commission must submit an application and full proposal identifying the need for the project, and also containing the information specified below.

- Capital Projects Form (Exhibit B)
- Business Plan

In response to the following scoring criteria (*see guidance for full description / weight of each*):

- State Priority / Project Severity & Needs
- Resiliency
- Sustainability
- Readiness to Proceed / Timeline
- Increased Cost Share / Funding Secured

The fully completed application (including attachments) must be received by the designated *Applications Coordinator* by the date specified in the *Applications Schedule of Activities*. Proposals should not be more than fifty (50) pages in length and be no smaller than 10-point type. The page limit excludes covers, tabs and dividers. A page is defined as one 8 ½” x 11” page. All pages must be numbered. **Fax and Mailed submissions are not acceptable.** Applications must be delivered electronically (Download links may be included for large documents) to the following email address: CJP-APP@la.gov