



JEFFERSON PARISH DEPT OF COMMUNITY DEVELOPMENT

HOME Developer Application

APPLICATION SUBMITTAL GUIDELINES

Please read this entire package before preparing your application. 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.

Submission

Applicants should submit two copies of the applications: one electronic and one hard copy (original). All applications must be typed, and faxed applications will NOT be accepted. Excel workbooks must be submitted electronically as Excel workbooks. Please do not send videotapes, audio cassettes or materials other than the required attachments.

Electronic Submission: Applicant organizations must email one (1) complete digital (PDF, with Excel for Workbook) application package to the Jefferson Parish Department of Community Development Programs. The complete application package should be emailed to JPDCD at homedevelopers@jeffparish.net.

Original Submission: All hard copies of the application(s) should be mailed to the JPDCD Office listed below.

Jefferson Parish Department of Community Development
Attn: JPDCD HOME Developer Program
1221 Elmwood Park Blvd., Suite 605
Jefferson, LA 70123

Submission Reviews

JPDCD accept applications on an ongoing basis during each Fiscal Year until all funds are awarded. Applications are reviewed collectively every sixty (60) days. All applications must be complete by the time of the review period to be included in the round for consideration. Scheduled review periods are as follows:

- October of the current fiscal year
 - Review for all submissions received between August and September
- December of the current fiscal year
 - Review for all submissions received between October and November
- March of the current fiscal year
 - Review for all submissions received between December and February (extra time due to winter and Mardi Gras holidays)

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 a conditional funding award.



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Once JPDCD has received an application, either a hard or electronic copy, it will review the materials to ensure that the application is substantially complete. Incomplete applications will not be reviewed. JPDCD is not obligated to pursue missing information or to consider supplemental materials that are provided after the application submission. Applicants should ensure that their applications are complete and ready for review and scoring at time of submittal. If the Parish determines the application is incomplete and insufficient to review, the applicant will be notified, and materials may be returned. So long as the Parish determines that the application is substantially complete, it may allow applicants to submit additional materials. In addition, JPDCD reserves the right to request additional information, not required on the application, on a case by case basis.

Trainings and Submitted Questions

Prepared instructions are included with the application to assist Developers in completing each section. Developers may submit questions on the application, submission, or the review process to homedevelopers@jeffparish.net JPDCD provides a response to all questions received and maintains a log of submitted questions and responses on the website along with the application materials.

Accessibility and Non-Discrimination

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

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