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**MISSISSIPPI HOME CORPORATION**

**HOME INVESTMENT  
PARTNERSHIPS PROGRAM**

**2023**

**HOME DISASTER RECOVERY  
PROGRAM**

**APPLICATION GUIDE (Counties)**



**MISSISSIPPI HOME CORPORATION**

**735 Riverside Drive  
Jackson, Mississippi 39202  
601-718-4642**

<https://www.mshomecorp.com/federal-programs/disaster-recovery-program/>

## **APPLICATION INFORMATION**

This application is used to request Disaster Recovery funds for the 2023 Application Cycle and to provide a format for presenting proposed project information that can be evaluated according to program requirements and Threshold factors. These instructions are designed to guide the application preparer, to ensure a complete application that presents the appropriate information. The signed original application complete with narrative requirements, attachments, and exhibits must be submitted to:

Mississippi Home Corporation  
ATTN: Jackie Cobbins  
735 Riverside Drive  
Jackson, Mississippi 39202

Questions pertaining to the submission of this application, contact Jackie Cobbins at 601-718-4635 or [jackie.cobbins@mshc.com](mailto:jackie.cobbins@mshc.com).

# 2023 HOME DISASTER RECOVERY PROGRAM APPLICATION

## APPLICANT INFORMATION FORM

Complete for Legal Applicant:

Applicant:

Chief Elected Official:

Street/Post Office Box:

Physical Address:

City/State/Zip + 4 digits:

County:

Congressional District:

Telephone:

Email Address:

Telefax Number:

Tax ID Number:

Population:

Preparer:

Street/Post Office Box:

Physical Address:

City/State/Zip + 4 digits:

County:

Telephone:

Email Address:

Telefax Number:

Fiscal Year End Date:

## **PROJECT DESCRIPTION**

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## **PROGRAM COST INFORMATION**

HOME funds requested: \$

Amount of other funding Sources: \$

Total project cost: \$

## THRESHOLD FACTORS & APPLICATION REQUIREMENTS

Mississippi Home Corporation has developed specific selection criteria that objectively review applications for funding. Applications will be reviewed and ranked in the order received. MHC will fund applications until all funds have been reserved. **Applicants must meet Threshold requirements to be eligible for funding.**

### THRESHOLD FACTORS:

Local Unit of Government (County)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please identify:
County declared by FEMA as a Disaster Federation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, please identify:

### APPLICATION REQUIREMENTS:

Applicants (Counties) must submit a fully completed Application Information Form along with the following items. Failure to submit a completed application may disqualify the Application from reaching Threshold and consideration for funding.

### APPLICATION PROCESS:

**The application process consists of Phases I and Phase II:**

#### **Phase I: Submission of Application for Funding**

Applicants (Counties) seeking funding must submit a completed application along with the required documentation during the application acceptance period (Phase 1 of the Application Process). Applications will be processed and funded in the order received. All applications submitted will be time and date stamped by MHC's staff.

Staff will review all applications and documentation received for completeness. If an application is incomplete, applicants will receive written notification of missing information. If the applicant is unable to provide the required documentation within a designated time period of notification, the application will be deemed incomplete and will be denied. Staff will ensure that the applicant does not have any outstanding deficiencies under the HOME Program. Deficiencies will prohibit processing of application for funding.

#### **Phase II: Submission of Homeowner's Applications for Eligibility**

Applicants eligible for funding will be notified and given a designated period to submit information specific to homeowner's eligibility (Phase II of the Application Process). Homeowner's must meet all eligibility in order to receive funding.

**Phase I-Application Process-Required Documentation**

1)	Project Description
2)	Citizen Participation Plan
3)	Affirmative Fair Housing Marketing Plan
4)	Certifications/Assurances
5)	Chief Executive Officer’s Self-Certification
6)	Application Preparer’s Certification
7)	Conflict of Interest Certification
8)	Board Resolution
9)	Procurement Procedures/Results – Administrative Services
10)	Organization Administrating Project
11)	HUD Form 2880

1. Describe the proposed project and include the estimated number of units to be addressed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Applications submitted for funding must include the number of rehabilitations, repair of owner-occupied stick-built housing units or replacement of manufacturers housing units.***

2. Is the applicant in compliance with the State’s Citizen Participation Plan?  
(Attach proof of publication, signed minutes of the public hearing, and roster)
3. Submit signed Affirmative Fair Housing Marketing Plan adopted by the Board, Section A.  
(Letter must reference the HOME Program year. Label and specify.)
4. Submit signed Certifications/Assurances, Section B and C.  
(Label and specify documentation location within application package.)
5. Submit executed Self-Certification, Chief Executive Officer’s, Section D  
(Label and specify documentation location within application package.)
6. Submit executed Application Preparer’s Certification, Section E  
(Label and specify documentation location within application package)
7. Provide Conflict of Interest Certification, Section F.  
(Label and specify documentation location within application package.)
8. Provide a copy of the Board’s Resolution to submit.  
(Label and specify documentation location within application package.)

9. Provide proof of procurement procedures and results for Administrative Services, if applicable.  
(Label and specify documentation location within application package.)
10. Executed HUD Form 2880.  
(Label and specify documentation location within application package.)
11. Organization Administrating the Housing Activity

## **SECTION A: AFFIRMATIVE FAIR HOUSING MARKETING PLAN**

The agreement must specify the State recipient's affirmative marketing responsibilities in accordance with 92.351, if the HOME funds received by the State recipient will be used for housing containing five or more assisted units.

- A. Each grant recipient shall display in public view, posters affirming Equal Housing Opportunity as amended under the Fair Housing Amendments Act of 1988.
- B. The State certifies that HOME program funds will be awarded in accordance with the nondiscrimination and equal opportunity requirements set forth in the program regulations. The State will provide the recipients with all applicable non-discrimination laws. Recipients will be provided with procedures outlining corrective action for non-compliance, as well as copies of the State's Minority Business Directory to be used in selection and award of contracts for HOME activities.
- C. The State will require grant recipients to establish appropriate procedures and requirements to affirmatively market units in the HOME projects and to assess the results of their efforts in accordance with the HOME program regulations. Procedures and requirements must include the following:
  1. The methods for informing the public, owners, and potential homeowners about the federal fair housing laws and the grant recipient's affirmative marketing policy.
  2. The requirements and practices for owners to follow in complying with the grant recipient are affirmative marketing procedures and requirements.
  3. The special outreach procedures to be used by owners to inform and solicit applications from persons in the housing market area who would not otherwise apply. The owner may wish to use community organizations, places of worship, employment centers, fair housing counseling agencies, social service centers, and other resources for this outreach.
  4. The owner must maintain a file containing all marketing efforts (i.e., copies of newspapers, calls, letters, etc.)
  5. Records must be kept on file describing efforts and results of grant recipients and owners in affirmatively marketing units.
  6. Owner advertisement of vacant units must contain the fair housing opportunity logo or statement.

**SECTION B : CERTIFICATIONS/ASSURANCES**

By signing this application for HOME Disaster Recovery Program funds, the applicant certifies the following statements to be true and correct:

- The submission of program description is authorized under State and local law and the applicant possesses legal authority to carry out the HOME Disaster Recovery Program described therein, in accordance with the Program Regulations.
- Its HOME Disaster Recovery Program was developed after consultation with the public and its description of program activities has been made available to the public.
- The locality has established written policies and procedures concerning temporary displacement, and relocation assistance in accordance with program regulations. This written policy will be used in connection with the program and will be made available to the public.
- The locality has established a written Affirmative Marketing Policy in order to ensure affirmative marketing of housing units. The locality will operate its program in accordance with the Federal Fair Housing Law and the Civil Rights Act of 1964 and program regulations pertaining to nondiscrimination, equal opportunity, and affirmative marketing.

To the best of my knowledge and belief, I certify that all data contained in this application and all supportive documentation is true and correct and its submission has been duly authorized by the governing body of the County of \_\_\_\_\_ .

**WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.**

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Signature, Chief Elected Official \_\_\_\_\_ Date \_\_\_\_\_

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Name/Title (Typed) \_\_\_\_\_ Telephone Number \_\_\_\_\_



## **SECTION C: CERTIFICATIONS/ASSURANCES**

The recipient hereby assures and certifies that:

- A. It possesses legal authority to receive the grant, and to execute the proposed program.
- B. Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action which authorized the filing of the application.
- C. Its program has been developed to give maximum feasible priority to activities which will benefit low and very-low-income persons.
- D. It will:
  1. Comply with Section 104(f) of the Housing and Community Development Act of 1974, as amended, which requires compliance with the policies of the National Environmental Policy Act of 1969 (NEPA) and other provisions of law which further the purposes of the National Environmental Policy Act. Such other provisions of law which further the purposes of the NEPA are specified in regulations issued pursuant to Section 104(f) of the Housing and Community Development Act of 1974, as amended, and are contained in 24 CFR Part 58; and
  2. Assume all the responsibilities for environmental review, decision making, and action as specified and required in regulations issued by the Secretary of Housing and Urban Development pursuant to Section 104(f) of the Housing and County Development Act of 1974, as amended, and published in 24 CFR Part 58.
- E. Its chief executive officer or other officer of recipient:
  1. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of federal law, as specified in 24 CFR Part 58: and
  2. Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official.
- F. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archeological and Historic Data Act of 1966 (16 U.S.C. 469 a-1, et seq) by:
  1. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects of the proposed activities; and
  2. Complying with all requirements established by HUD to avoid or mitigate adverse effects upon such properties.

- G. It will comply with Executive Order Number 12898, issued February 11, 1994, by:
1. Focusing attention on the environment and health conditions in minority and low-income communities; and
  2. Fostering non-discrimination in federal programs that substantially affect human health and the environment; and
  3. Providing minority and low-income communities with access to information on, and opportunities for public participation in, matters relating to human health and the environment.
- H. **Procurement and Audit** – It will comply with the regulations, policies, guidelines, and requirements of 24 CFR Part 85 and OMB Circulars A-87, A-133 and MHC Policy Statements as they relate to the application and use of federal funds.
- I. It will comply with:
- a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352) and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, familial status, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
  - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
  - c. Executive Order 11063, as amended by Executive Order 12259, on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance; and
  - d. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex familial status, or national origin in all phases of employment during the performance of federal or federally assisted construction contracts, Contractors and subcontractors on federal and federally assisted construction contracts shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.

- J. It will comply with the Uniform Relocation Assistance and Real Property acquisition policies Act of 1970, as amended, and Federal Implementing regulation at 49 CFR Part 24, and the requirements of Section 570.496a (including the requirement to provide a certification that the recipient is following a residential anti-displacement and relocation assistance plan under Section 104(d)) of the Act.
- K. It will establish a written Code of Standards of conduct to prohibit any of its officers, employees, and agents from using his/her position in any manner or matter which would have the purpose or effect of a conflict of interest, real or apparent. Conflict of Interest Provisions-24CFR 92.356 states that no person who exercises decision making responsibilities of the program may benefit from a HOME-assisted activity, either for themselves or those with whom they have family or business ties. To properly implement this provision, it will fully comply with the requirements of 24 CFR Part 85.36 (3), “Code of Conduct.”
- L. It will comply with the provisions of the Hatch Act (5 U.S.C. 1501 et seq), which limits the political activity of employees.
- M. It will give the State of Mississippi, HUD, and the Controller General, through any authorized representatives, access to and the right to examine all records, books, papers, or other documents related to the grant.
- N. It will comply with Section 110 of the Housing and Community Development Act of 1974, as amended, which requires that all laborers and mechanics employed by contractors or subcontractors on construction work assisted under the Act shall be paid at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), and it will comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq). (However, these requirements apply to the rehabilitation of residential property only if such property is designed for residential use of eight or more families.)
- O. It will comply with the applicable requirements of the Copeland Act (40 U.S.C. 276c).
- P. It will comply with Section 109 of the Housing and Community Development Act of 1974, as amended, which requires that no person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activities funded in whole or in part with HOME funds made available pursuant to the Act. Section 109 further provides that any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq), or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), shall also apply to any such program or activity.
- Q. It will comply with Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831), which prohibits the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance in any form.

- R. It will adopt and enforce a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is subject of such nonviolent civil rights demonstrations within its jurisdiction.
- S. The recipient shall remain fully obligated under the provision of the “Statement of HOME Award” notwithstanding its designation of any third party or parties of the undertaking of all or any parts of the program with respect to which assistance is being provided under the “Statement of HOME Award” to the recipient. Any recipient who is not the applicant shall comply with all lawful requirements of the applicant necessary to ensure that the program with respect to which assistance is being provided under the “Statement of HOME Award” to the recipient is carried out in accordance with the applicant’s assurances and certifications to comply with all applicable laws, regulations, and other requirements.
- T. The chief elected official certifies, to the best of his or her knowledge and belief, that:
1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
  3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
- U. It will comply with the applicable requirements of 24 CFR 92.504(c)(1), 24 CFR 92.504(c)(3), 24 CFR 92.504(c)(5):
1. **Program income.** Program Income, as the term is used in the context of HUD regulations, is the income derived because of the use of the HOME Program funds provided under this contract. Program Income derived for the use of HOME funds must be returned to MHC.
  2. **Uniform administrative requirements.** The recipient will comply with applicable uniform administrative requirements, as described in §92.505.
  3. **Project requirement.** The recipient will comply with project requirements in subpart F of this part, as applicable in accordance with the type of project assisted.

4. **Other Program requirements.** The recipient must agree or consent to carry out each activity in compliance with all Federal laws and regulations described in subpart H of this part, except that the recipient does not assume the State's responsibilities for release of funds under §92.352 and the intergovernmental review process in §92.357 does not apply to the State recipient.
  5. **Requests for disbursement of funds.** The State recipient may not request disbursement of HOME funds under this agreement until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed. Available program income must be disbursed before the State recipient requests funds from the State.
  6. **Records and reports.** The Recipient shall include in all contracts with participating parties who receive grant funds provisions requiring that they:
    - a. Keep and maintain books, records, and other documents relating directly to the recipient and disbursement of grant funds.
    - b. Allow any authorized representative from MHC, HUD, and/or the Controller General of the United States, at all reasonable times, to have access and the right to inspect, copy, audit, and examine such books, records, and other documents of participating parties until the completion of all close-out procedures involving this grant and the final settlement and concluding of all issues arising out of this grant.
    - c. In addition to audits, records, books, and documents, the Recipient shall maintain and keep on file information regarding household characteristics of those receiving housing assistance. The recipient shall use the Homeownership Rehab Set Up and Completion Form to provide this information. In addition, the Recipient must provide on this form the number of female-headed households.
    - d. Records must be retained for a period of not less than five (5) years from the final close-out date of this contract. This applies to all financial and programmatic records, supporting documents, statistical and other records of grantees or sub-grantees. MHC has the right to continue monitoring this project for the extended period of affordability as set forth in the Recipient's HOME application in order to comply with regulation found at 24 CFR Part 92.252.
  7. **Enforcement of the agreement.** The agreement must provide for a means of enforcement of affordable housing requirements by the State or the intended beneficiaries, if the State recipient will be the owner at project completion of the affordable housing. The means of enforcement may include liens on real property, deed restrictions, or covenants running with the land. The affordability requirements in §92.254 must be enforced by deed restriction. In addition, the agreement must specify remedies for breach of the HOME requirements. The agreement must specify that, in accordance with 24 CFR 85.43, suspension or termination may occur if the State recipient materially fails to comply with any term of the agreement. The State may permit the agreement to be terminated for convenience in accordance with 24 CFR 85.44.
- V. **Building Standards.** The recipient agrees to and understands that project activities shall comply with the applicable codes and standards approved by the International Residential

Code of the International Code Council (ICC), and the Model Energy Codes, or locally adopted codes, whichever is more stringent.

- W. **Budget**. The Recipient agrees to and accepts the budget forms attached to the contract. The budget forms shall constitute the true and correct budget for the HOME project and are hereby incorporated and made a part of this contract. No modifications shall be made without prior written approval from MHC.
- X. **Flood Insurance**. If applicable, the Recipient agrees to comply with the provisions of the Flood Disaster Protection of 1973 (42 U.S.C. 4001-4128) with respect to obtaining flood insurance on any housing located in a floodplain.
- Y. **Termination for Cause**. All contracts between the sub-grantee and third party should contain a “termination for cause” clause. A basis for termination for cause can be suspension and debarment.

**WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.**

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Signature, Chief Elected Official

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Name/Title (Typed)

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Date

**SECTION D: CHIEF EXECUTIVE OFFICE’S SELF-CERTIFICATION**

To the best of my knowledge and belief, the applicant has no outstanding serious audit or monitoring findings, no delinquent audits, closeouts have been submitted on previous funded HOME projects, and all data contained in this application is true and correct. Its submission has been duly authorized by the governing body. I certify that all requirements of the State’s Citizen Participation Plan are being followed.

**WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.**

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Signature, Chief Elected Official Date

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Name (typed) Date

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Office Telephone Number

**SECTION E: APPLICATION PREPARER’S CERTIFICATION**

I certify that I am not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the HOME Investment Partnerships program, and I also affirm that all data contained in this application is true and correct.

**WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.**

_____	_____
Signature, Applicant Preparer	Company
_____	_____
Name (typed)	Date



## **SECTION F: CONFLICT OF INTEREST CERTIFICATION**

**Conflict of Interest Provisions** – 24 CFR 92.356 states that no person who is an employee, agent, consultant, officer, elected or appointed official of the Recipient or Sub-Recipient who exercises any functions or responsibilities with respect to HOME activities, is in a position to participate in the decision making process, or gains inside information with regard to such activities may: obtain a financial interest or benefit from a HOME activity; have a financial interest in any contract with respect to a HOME activity or its proceeds for themselves or those they have business or immediate family ties (relatives).

It is the responsibility of the Chief Elected Official and the Application Preparer to properly disclose whether a “Conflict of Interest” has occurred. The Grant Recipient may be required to repay program funds using non-federal funds. Failure to repay may result in further participation in the HOME programs.

**Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify that this information is true and complete.**

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Signature, Chief Elected Official

---

Date

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Name (typed)

---

Date

---

Signature, Application Preparer

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Date

## **CITIZEN PARTICIPATION REQUIREMENTS**

Each Local Unit of Government and Non-Profit Organization seeking HOME funds shall meet the following requirements as set forth at 24 CFR 91.115(e) of the Housing and Community Development Act of 1974. For-profit organizations and developers seeking HOME funding in conjunction with Low Income Housing Tax Credits (LIHTC) will satisfy the Citizen Participation requirement with the Public Hearing held for the Qualified Allocation Plan (QAP).

All Local Units of Government and Non-Profit Organizations must meet all citizen participation requirements prior to submittal of an application for HOME funds. It will be the responsibility of the Local Unit of Government and the Non-Profit Organization to provide documentation demonstrating that all requirements have been met and a written adopted Citizen Participation Plan is in place assuring the following:

- Encourages Citizen Participation with emphasis on participation by persons of low and moderate income, who are residents of areas in which the HUD funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low and moderate-income neighborhoods as defined by the local jurisdiction;
- Ensure that residents are given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements. As well as information relating to written complaints and grievances;
- Provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) with the level and assistance to be determined;
- Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application; and

- Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within fifteen (15) business days.

The provision and implementation of a Citizen Participation Plan may not be construed to restrict the responsibility or authority of the potential grantee for the development and execution of its community development program(s). All applicants/grantees must adopt a Citizen Participation Plan and provide documentation of compliance throughout the term of the grant agreement. The components of the Citizen Participation Plan and the kind of information necessary to meet the requirements are discussed in the following section.

## **INITIAL PUBLIC HEARING**

- An initial Public Hearing must be conducted in the proposed project area to inform the local citizens of the applicant's intention to apply for funds and to obtain local citizens' input. The public hearing **MUST** be held no less than seven (7) days prior to the due date of an application submittal. The hearing must be held at times and locations accessible and convenient to all citizens.
- The applicant must publish a notice of the initial public hearing not less than fourteen (14) days and no more than twenty (20) days prior to the date of the public hearing in the legal or non-legal section of a newspaper of general circulation. The notice must specify the actual activities proposed to be undertaken, should the project be funded. In addition to the newspaper publication, the applicant must make every effort and is encouraged to use additional methods of informing the public of the public hearing.
- During the public hearing, the applicant must furnish information to the citizens concerning the amount of funding available statewide for proposed community development activities, the types of eligible activities that may be undertaken, amount of HOME funds expected to benefit very low to low-income persons, the proposed HOME activities likely to result in displacement, and the applicant's plans to minimize displacement of persons and to assist displaced persons.
- The applicant must inform citizens that written comments will be accepted regarding the proposed use of funds and areas to be targeted for assistance and must provide a reasonable time period and location for submittal of written comments. Technical assistance must be provided to representatives of persons of very low to low income as appropriate in developing program input.
- The applicant must ensure that local files contain documentary evidence that the public hearing was held, including the actual notice, original proof of publication of the notice, the attendance roster, and detailed minutes of the meeting. Documentation must be included in Phase I application. The applicant must also retain the attendance roster and

minutes of the meeting in the file for public review. All pertinent records, including written citizens' comments must be maintained and made available for review by MHC at the primary office of the applicant. Should the applicant receive an on-site visit, this information must be available for review. The Chief Elected Official or Executive Director of the applicant must sign the written minutes of the public hearing.

- In determining the proposed project location and needs to be addressed by the proposed project, the applicant must consider both citizen input that was received during the public meeting and the written comments that were received within the designated time frame after the public hearing.
- MHC encourages the establishment of a local task force composed of residents from the project area. If local interest is not enough to establish a task force, the recipient must still conduct a Public Hearing during the project's implementation.
- The recipient must document its citizen participation process. Such documentation should describe the method used to obtain citizen input throughout its project and include records of all Public Hearings.

## **AWARD PUBLIC NOTIFICATIONS – SECOND PUBLIC HEARING**

Local units of government must inform citizens of being awarded a 2023 HOME Disaster Recovery grant. The following methods must be followed:

- A second public hearing must be conducted to provide a review of program perform. The hearing shall be conducted in the area of the community where the project is located and must be accessible to the handicapped.
- The same method of notifying the public of the meeting that was used for the initial public meeting must be used. Publication in the general circulation is required, however, publication of fourteen (14) and no more than twenty (20) calendar days rule is not applicable. Recipients are encouraged to use additional methods to notify persons in the area where the project is on-going.
- **Records of the meeting must be retained in the local files. These records must include a copy of the actual notice, the attendance roster, and a copy of the minutes of the meeting which bear the signature of the recipient's Chief Executive Officer.**
- Such documentation should describe the method used to obtain outreach and citizen's input throughout its project and to include records of all public meetings.

## **CALCULATION OF TIME FOR PUBLIC HEARINGS**

In calculating any period of publication required under a HOME project, the first day of the advertisement shall not be counted in the calculation.

**Publication Example:** For a 14 to 20-day Citizen Participation Public Hearing scheduled for February 10th, the Sub-Recipient should calculate as follows: Earliest possible advertisement date: January 20th (20 Days). Latest possible advertisement date: January 26th (14 Days).

Applicants shall not schedule hearings or bid openings on Sundays or holidays. Whenever a public comment period ends on a Saturday, Sunday, or holiday, grantees shall accept comments until the end of the next business day that is not a Saturday, Sunday, or holiday.

### **SAMPLE**

#### **PUBLIC HEARING NOTICE FOR INITIAL HEARING Home Disaster Recovery Program**

The (City/Town/County) of Mississippi is considering applying to Mississippi Home Corporation for funding through the HOME Investment Partnership Program – Home Disaster Recovery Program. The State of Mississippi has allocated \$\_\_\_\_\_ that will be made available to counties impacted by a federal Disaster declaration.

The activities for which these funds may be used are in the areas of affordable housing for low and very low-income persons. More specific details regarding eligible activities, program requirements, and funding criteria will be provided at a public hearing which will be held at (Place/Address) on (Date) at (Time).

The purpose of this hearing will be to obtain citizen input into the development of the application. The location for this hearing is an accessible facility. All comments are welcome and must be submitted in writing. If a translator is needed for non-English speaking persons, please contact (Name) at (Telephone Number) at least 5 days prior to the meeting to accommodate this request.

The (County) does not discriminate based on disability in the admissions or access to or treatment or employment in its programs or activities.

The applicant should include any additional information as necessary.

## **AUDIT REQUIREMENTS**

The Federal Office of Management and Budget (OMB) 2 CFR Part 200 requires that a state, local government, or non-profit organization expending \$750,000 or more a year in **total cumulative** Federal funds must have a Single Audit made in accordance with the Single Audit Act. This audit report must be submitted and received by the Federal Clearinghouse designated by OMB and the Federal awarding agency or pass-through entity, **no later than nine months following the end of the grant recipient's fiscal year in which the Federal funds were expended.**

All applicants are required to submit a Single Audit.

If a Single Audit **is** required, and any of the funds expended were received through the HOME Investment Partnerships Program a copy of the Single Audit report must be submitted to Mississippi Home Corporation (MHC) **no later than nine months following the end of the grant recipient's fiscal year in which the Federal funds were expended.**

If a Single Audit **is not** required, and any of the funds expended were received through the HOME Investment Partnerships Program an acceptable Funding Certification Form (for that year only) be submitted to MHC. It must be received **no later than nine months following the end of the grant recipient's fiscal year in which the Federal funds were expended**, but no sooner than the end of the same fiscal year.

While a qualified Funding Certification Form will exempt the grant recipient from submitting a Single Audit to MHC for the specified fiscal year, it does not exclude the grant recipient from any other requirements of audits or financial statements as requested by MHC or any other Agency or Authority.

A **Single Audit** or a **Funding Certification Form** must be submitted with the Phase I application as part of the threshold requirements.

Future Audits/Funding Certification Forms should be mailed to:

Mississippi Home Corporation  
Attention: Jackie Cobbins  
735 Riverside Drive  
Jackson, Mississippi 39202

# FUNDING CERTIFICATION FORM

Organization: \_\_\_\_\_ Fiscal Year End: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month    Day    Year

- We **have exceeded** the federal expenditure threshold of \$750,000. We will have our Single Audit or Program Specific Audit completed and will submit by \_\_\_\_\_, which is no later than nine (9) months after the end of the audited fiscal year.
- We **did not exceed** the \$750,000 federal expenditure threshold required for a Single Audit or a Program Specific Audit to be performed this fiscal year. *(Fill out schedule below)*

**Must be filled out if Single Audit or Program Audit is not required:**

Federal Funds				
<u>Federal Grantor</u>	<u>Pass-through Grantor</u>	<u>Program Name &amp; CFDA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total Federal Expenditures for this Fiscal Year</b>				<b>\$</b>

Authorized Signature <i>(Executive Director, Mayor, Board President)</i>	Printed Name	Title
Mailing Address:	City, State	Zip Code
Email Address:	Phone Number	Fax Number
Chief Financial Officer / Comptroller	Phone Number	Fax Number

Failure to submit this completed form or a completed Single Audit package as described in the audit requirements by the required due date will affect eligibility for future funding.

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2014)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report  or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input type="checkbox"/> Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.  
I certify that this information is true and complete.

Signature:  X	Date: (mm/dd/yyyy)
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**Public reporting burden** for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

**Note:** This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

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## Instructions

### Overview.

**A. Coverage.** You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

**B. Update reports (filed by "Recipients" of HUD Assistance):**

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

### Line-by-Line Instructions.

#### Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. NOTE: In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

#### Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

#### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

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Form HUD-2880 (3/99)

funds typically include (but are not limited to) foundations and private contributors.

**Part III. Interested Parties.**

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

**Note:** A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

**Notes:**

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

**Documents are located on Mississippi Home Corporation's Website at:**

<https://www.mshomecorp.com/federal-programs/disaster-recovery-program/>

- Homeowner Rehabilitation Manual and Application
- Certifications & Assurances
- Chief Executive's Certification
- Conflict of Interest Certification
- HUD Form 2880
- Affirmative Fair Housing Market Plan
- Supportive Services Certification Form
- Citizen Participation Agreement
- Audit Requirements
- Funding Certification Form
- Homeowner Acceptance Certification Form
- Homeowner Builder's Warranty
- Section 3 – Form 60002
- Change Order Form
- Close Out Package
- Quarterly Status Report Form
- ACH Credit Authorization Form
- Request for Cash Form
- W-9 Form
- Income Limits
- Reference Websites