



HOME Investment Partnerships Program 2021 Homeowner Rehabilitation

Phase I Manual and Application

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PROGRAM OVERVIEW

The HOME Program is a federally funded, large-scale grant program governed by 24 CFR Part 92, designed to strengthen partnerships between public and private agencies to provide affordable housing within state and local communities. HOME funds can be used by state and local governments that are designated as Participating Jurisdictions (PJs). The Homeowner Rehabilitation Program allows local communities to use HOME funds to improve their housing situation by reconstructing or rehabilitating dilapidated housing.

The HOME Program was created to help communities by:

- Providing low and very low-income persons with decent, safe, sanitary, and affordable housing,
- Allowing communities to design and implement a game-plan for achieving decent, affordable housing,
- Strengthening partnerships among government and private agencies in the production of decent, affordable housing for their communities, and
- Making various forms of technical and financial assistance available to communities.

The Department of Housing and Urban Development (HUD) allocates funds by formula among eligible state and local governments to strengthen public-private partnerships to provide affordable housing. Participating Jurisdictions may use HOME funds to carry out housing strategies through homebuyer assistance, homeowner Rehabilitation, multi-family rental housing, and tenant-based rental assistance to benefit low and very low-income families. Families must meet income qualifications based on size of household in the area in which the housing unit is located.

There are four (4) purposes of the HOME program:

- Expand the supply of decent, safe, sanitary, and affordable housing.
- Strengthen the abilities of states and units of general local government to design and implement strategies for achieving an adequate supply of affordable housing.
- Provide participating jurisdictions, on a coordinated basis, with the various forms of federal housing assistance.
- Ensure adherence to all applicable federal and state regulations by all parties involved in projects funded with these funds.

The purpose of this HOME Homeowner Rehabilitation Program manual is to provide guidance in developing your application and help explain federal and state requirements. This manual also provides the following steps in putting together a successful application:

- Procure for a Project Administrator, if applicable
- Receive Board approval to apply for funding
- Conduct Citizen Participation Hearings
- Complete Homeowner Rehabilitation Application
- Submit Application within application timeline

The primary responsibility is to enforce the regulations associated with the Homeowner Rehabilitation program and to make sure every project meets the objective as well as the State's general objectives. If a grantee is funded but fail to meet its responsibilities, MHC may suspend, withhold, reduce, or withdraw the grant, or even require repayment of funds.

This manual has been specifically organized and designed to aid with the information needed to take advantage of the opportunities available in the Homeowner Rehabilitation program. All materials in this manual are provided to assist in enhancing your community.

HOMEOWNER REHABILITATION

MHC will commit funds for homeowner rehabilitation, reconstruction, and replacement. Projects may be structured as 100% Rehabilitation or Rehabilitation/Replacement. 100% Reconstruction is not an option.

Application Preparation fees in the amount of \$5,000 will no longer be eligible as a one-time payment. These funds will be disseminated throughout the duration of the project when submitting request for cash for administrative project delivery cost fees. (See page 13).

ELIGIBLE APPLICANTS

Eligible local units of government may apply for HOME Homeowner Rehabilitation funding through a competitive process.

Any applicant, application preparer, or other parties involved in previously awarded projects with unresolved audit(s) or monitoring findings or concerns will not be considered for funding.

HOME Rehabilitation applications that have been prepared by an application preparer who is involved in a pending debarment or suspension proceeding before a state or federal agent shall not be reviewed.

POLICIES AND PROCEDURES

Affirmative Marketing Procedures

All local units of government that participate in or receive Homeowner Rehabilitation funds must comply with 24 CFR Part 92 Subpart H 92.351. To comply, affirmative marketing procedures and requirements must be adopted.

Each grant recipient must display in public view, English and Spanish version posters affirming Equal Housing Opportunity as amended under the Fair Housing Amendments Act of 1988. In areas where Vietnamese language is prevalent, this version of the poster must be displayed.

The State requires 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:

- ❑ Methods for informing the public and homeowners of federal fair housing laws and the grant recipient's affirmative marketing policy.
- ❑ Requirements and practices for homeowners to follow in complying with the grant recipient's affirmative marketing procedures and requirements.
- ❑ Special outreach procedures to be used by grant recipients to inform and solicit applications from homeowners who would not otherwise apply. Grant recipients may wish to use community organizations, places of worship, employment centers, fair housing counseling agencies, social service centers, and other resources for this outreach.
- ❑ Grant recipients must maintain a file containing all marketing efforts (i.e., copies of newspapers, letters, roster of telephone calls, etc.)
- ❑ Grant recipients must maintain a listing of all tenants residing in each unit at the time of application submittal through the end of compliance period.
- ❑ Records must be kept on file describing efforts and results of grant recipients and owners in affirmatively marketing units.
- ❑ Owner advertisement of vacant units must contain the fair housing opportunity logo or statement.

Minority/Women Business Outreach Programs

Mississippi Home Corporation (MHC) strongly encourages the promotion and participation of Minority/Women Business Enterprises (MBE/WBE) in every aspect of the HOME program. To assure total support from all citizens and grantees the following requirements will be a part of each recipient's program goals:

- ❑ Public Law 95-507
- ❑ Executive Orders 11625 and 12432 (MBE)
- ❑ Executive Orders 12138 (WBE)

The State certifies that HOME program funds will be awarded in accordance with the non-discrimination and equal opportunity requirements set forth in the program regulations. The State's Minority Business Directory can be obtained by accessing the website at www.mississippi.org/home-page/business-services/minority-women-owned-business/.

In keeping with HUD policy and that of MHC's, all grant recipients of HOME funds require the following actions:

- ❑ Contact at two or more minority/women owned businesses by certified mail and allow them the opportunity to submit a proposal or bid to provide any service needed.
- ❑ Forward a copy of the Request for Proposal (RFP) or Invitation to Bid (IFB) to the Mississippi Procurement Technical Assistance Program in accordance with the Mississippi Code 31-7-13 for electronic dissemination to MBE/WBE through an automated Bid Management Program.
- ❑ Maintain records to document the extent of MBE/WBE contracting and subcontracting.
- ❑ Adopt a resolution by the current board, signed by the current chief elected official, establishing local goals for MBE/WBE participation. The resolution must be adopted within the **current program year**. It is recommended that the local goals be no less than those of the Federal: five percent (5%) for MBE's and five percent (5%) for WBE's.
- ❑ Submit a copy of the resolution to MHC. The resolution must be signed by the current chief elected official.
- ❑ Incorporate the goal statement in all bid packets.
- ❑ Grantees will be awarded rating factor points in subsequent applications based on their efforts in meeting the State's MBE/WBE goals.

FEDERAL REQUIREMENTS

All recipients are required to comply with federal and state requirements. The following briefly describes major requirements that may apply.

- ❑ **Cost Principles for State Local Governments** – All contracts for HOME funds will comply with the regulations, policies, guidelines, and requirements in 2 CFR Part 200. Also, the following requirements of:

- ... 24 CFR Part 84.21 (d), Bonding and Insurance
- ... 24 CFR Part 84.21 (e), Standards for Financial Management Systems
- ... 24 CFR Part 84.51, Monitoring and Reporting Program Performance, paragraph 2
- ... 24 CFR 84.40-84.50, Procurement Standards
- ... 24 CFR 84.84, Conflict of Interest

Recipients are responsible for audit costs

- ... Audits must be conducted in accordance with
- 24 CFR Part 44, Non-Federal Governmental Audit Requirements and
- 2 CFR Part 200, Audits of Institutions of Higher Education and other Non-Profit Institutions.

Local units of government must follow procurement requirements

- ... 24 CFR Part A-85,
- ... State of Mississippi Procurement laws (whichever is more stringent)

Closeouts – HOME funds from each federal fiscal year (i.e., the allocation and any reallocated funds from the federal fiscal year appropriated) will be closed out when all the requirements of 24 CFR Part 92.507 have been met.

Recordkeeping – Each recipient must establish and maintain sufficient records to enable the State to determine whether the applicant has met the requirements of 24 CFR Part 92.508.

Conflict of Interest – Recipients must comply with the requirements of 24 CFR §92.356 which states 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. Applicants will comply with federal requirements in addition to policy and procedures guidelines incorporated by MHC.

Displacement, Relocation and Acquisition – Recipients must adhere to 24 CFR Part §92.353 HOME Regulations which addresses Displacement and Relocation Requirements and the policy and procedure guidelines for the HOME Program. When displacement and relocation is triggered, the relocation cost is deducted from the activity's construction budget. Applicants must provide a written displacement, relocation policy and procedures guidelines as a Special Conditions Clearance. A written agreement must be executed prior to awarding or reimbursing funding for displacement and relocation activities.

Period of Affordability

The Homeowner Rehabilitation program imposes affordability requirements that must be met well beyond the initial investment of HOME funds. MHC enforces the period of Affordability by securing through self-enforcing legal mechanisms (deed restriction). The deed restriction is recorded and file with the Chancery Court within the area where HOME funds are invested. MHC conducts periodic monitoring to ensure occupancy as the owner's principal residence. A copy of the recorded deed restriction must be submitted to MHC with 45 days of the completion of the unit and prior to keys being transferred to the homeowner. This document is reviewed for recordkeeping during closeout monitoring visits for homeownership activities. Upon sale of a housing unit prior to the affordability period, funds must be paid back in accordance with 24 CFR Part 92.

HOME Activity	Affordability Period
Homeowner Rehabilitation	5
Homeowner Reconstruction	10

FEDERAL LAWS THAT APPLY TO HOME

Recipients shall administer all programs and activities relating to housing and community development in a manner to affirmatively further fair housing.

Cranston-Gonzalez National Affordable Housing Act of 1990 - This Act authorized the HOME Program. All applicable provisions of the act shall be adhered to by recipients.

The purposes of this Act are:

- ❑ to help families not owning a home to save for a downpayment for the purchase of a home;
- ❑ to retain wherever feasible as housing affordable to low-income families those dwelling units produced for such purpose with Federal assistance;
- ❑ to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of housing affordable to low-income and moderate-income families;
- ❑ to expand and improve Federal rental assistance for very low-income families; and
- ❑ to increase the supply of supportive housing, which combines structural features and services needed to enable persons with special needs to live with dignity and independence.

Title VI of the Civil Rights Act of 1964 – This Act provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the recipient receives federal financial assistance.

Fair Housing Act or Title VIII of the Civil Rights Act of 1968 – This Act prohibits discrimination against certain classes of people (protected classes). The protected classes are: race, color, religion, sex, national origin, disability, and familial status. This act defines who is protected, what type of housing is covered by the law, and what types of actions constitute illegal discrimination. The requirements of the Fair Housing Act apply to housing regardless of whether it is developed or otherwise assisted with Federal funds.

Section 504 of the Rehabilitation Act Of 1973 – This Act provides that no qualified individual with a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

American with Disabilities Act (ADA) – Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities in all programs, activities, and services of a public entity (i.e., state, or local government; or department, agency, special purpose district, or other instrumentality of a state, or states, or local government). The prohibitions against discrimination under Title II of the ADA are essentially the same as those in Section 504, except they apply to all programs, activities, and services of a public entity, not just those funded with Federal financial assistance.

- **Title III of the ADA** prohibits discrimination based on disability in public accommodations and commercial facilities. These do not include housing but do include the rental office of a facility (such as childcare) located in the housing project that is open to the public.

Age Discrimination Act of 1975 – Prohibits discrimination based on age in programs or activities receiving Federal financial assistance, directly or through contractual, licensing, or other arrangements use age distinctions or take any other actions which have the effect, based on age of:

- ❑ Excluding individuals from denying them the benefits subjecting them to discrimination under, a program or activity receiving Federal financial assistance; or
- ❑ Denying or limiting individuals their opportunity to participate in any program or activity receiving Federal financial assistance.

Executive Order 11063, Non-Discrimination – Directs HUD and all other executive departments and agencies to take appropriate action to promote the abandonment of discriminatory practices with respect to property or facilities owned or operated by the Federal Government or provided with Federal financial assistance in the sale, leasing, rental, or other disposition of such property or facilities.

Executive Order 12892, Equal Opportunity in Housing – Provides that programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) shall be administered in a manner affirmatively to further the purposes of the Act and shall cooperate with the Secretary of Housing and Urban Development, who shall be responsible for exercising leadership in furthering the design and delivery of Federal programs and activities.

The Architectural Barriers Act of 1968 – Requires buildings and facilities that are constructed by or on behalf of, or leased by the United States, or buildings financed, in whole or in part, by a grant or loan made by the United States to be accessible to persons with mobility impairments.

National Environmental Policy Act and 24 CFR Part 58 – This Act provides for the identification of environmental impacts of proposed projects utilizing federal funds. This includes the preparation of environmental assessments and, where necessary, environmental impact statements. All construction projects will require an environmental review.

Lead-Safe Housing Regulation – Under this Act, the construction or rehabilitation of residential structures or non-dwelling facilities commonly used by children under six years of age and under, with federal assistance, shall show compliance with regulations contained in 24 CFR Part 35.

The State will continue to address the reduction of lead-based paint hazards in a manner consistent with the current activities at the Department of Health. These activities include, but are not limited to the following:

- All properties built before 1978 must pass a visual lead-safe inspection.
- The state will continue its efforts to reduce the hazards of lead-based paint through a coordinated outreach effort to provide lead-based paint hazard reduction information and construction contractors.

The State of Mississippi will abide by HUD's requirement for notification, evaluation and reduction of lead-based paint hazards in federally owned residential property and housing receiving federal assistance (Lead Safe Housing Act 24 CFR Part 35).

Government-Wide Restriction on Lobbying – This Act ensures that no federal funds will be paid for influencing or attempting to influence an officer or employee of any agency or Member of Congress, in conjunction with awarding of any federal contracts, grants, loans, etc.

Section 3 of the Housing and Urban Development Act of 1968 – As amended requires that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are in, or owned in substantial part by, persons residing in the area of the project. (12 U.S.C. 1701u) Executive Orders 11625, 12432, and 12138

- **Employment:** Under the Section 3 program, HUD requires contractors and subcontractors to use their best efforts to give low-and very low-income persons the training and employment opportunities generated by public housing development, operating subsidies, and modernization assistance. For other programs that provide housing and community development assistance, HUD is required to ensure that, to the greatest extent feasible opportunities for training and employment arising in connection with housing rehabilitation, housing construction, or other public construction are given to such persons in the metropolitan area or nonmetropolitan area or nonmetropolitan county. For both categories, the law establishes priorities among eligible persons.
- **Contracting:** Section 3 also requires contractors and subcontractors to make their best efforts to award contracts to businesses that provide economic opportunities for low and very low-income persons. In providing housing and CD assistance under other programs, HUD is required to ensure that contracts awarded for work in connection with housing rehabilitation, housing construction, or other public construction are given to businesses that provide economic opportunities for such persons in the metropolitan area or nonmetropolitan county. For both categories, the law establishes priorities among eligible persons.

GENERAL REQUIREMENTS

Recipients are required to carry out their projects in accordance with the regulations for the HOME Investment Partnerships Program, Final Rule, 24 CFR Part 92, as amended and with other applicable federal and state laws and provisions which can be found at www.hud.gov.

The HOME Program Description, Final Rule, application package, and any subsequent changes, additions, clarifications, requirements, and assurances issued by the State or HUD relating to the HOME Rehabilitation program shall govern the operation of the program. Should any questions of interpretation of any rule, requirement, or regulation arise, the State's decision shall be final.

To be awarded 2021 HOME Rehabilitation funds, an applicant must have no unresolved audit or monitoring findings or unresolved issues by any state or federal agency. An applicant that received previous HOME Rehabilitation funds must have submitted an acceptable closeout package. An official notification letter which indicates the project has met all close-out requirements must have been received by application submission and a copy of said letter must be included in the application.

An on-site public meeting will be waived during the 2021 application period for the Homeowner Rehabilitation Program. However, applicants will continue to follow the public hearing publication requirement. To ensure compliance, applicants are to publish notices in local newspapers announcing the intent to apply for funding. The announcement should contain applicant's contact information and language informing the public that an on-site public meeting will not be held and to submit public comments and inquiries. Applicants will compile the public comments and names of interested parties for the purpose of demonstrating affirmatively marketing outreach and satisfying citizens participation requirements. This information must be maintained for recordkeeping and included in the application package.

During the review of the applications, staff will verify information for accuracy and determine feasibility and readiness of the project. This review may result in disqualification of an application or adjustment of request for funding. The adjustment will be based on verification of cost and the availability of HOME funds.

Any application that has been prepared by an application preparer who is involved in a pending suspension or debarment proceeding, or otherwise deemed ineligible shall not be reviewed. **If a Local Unit of Government has any MHC concerns that have not been resolved, MHC may not review the application and the application may be disqualified from consideration in funding. This includes but is not limited to delinquent loan payments, failing to submit required reports, etc.**

Additionally, no person who is involved in a suspension or debarment proceeding shall be allowed to administer a HOME Rehabilitation project.

GRANT AWARD AMOUNTS

The allocation for the Homeowner Rehabilitation category is contingent upon the availability of funds to the State of Mississippi from the U.S. Department of Housing and Urban Development. The maximum grant size is \$600,000. The maximum amount for a rehabilitation activity is \$50,000* per unit for hard construction. Historical rehabilitation will be allowed \$60,000* per unit for hard construction. Funded awards must make up of 100% rehabilitation or rehabilitation/reconstruction/replacement.

* MHC has the right to grant waivers on a case-by-case basis, based on the property condition or need.

2021 PROJECT DELIVERY COST FEE SCHEDULE

Project delivery cost (administration and soft cost) for the 2021 HOME Homeowner Rehabilitation projects will be disbursed as follows:

Project Delivery Costs – Administration	Amount Allowed Per Unit Reconstruction/Rehabilitation	Amount Allowed Per Unit Manufactured Home (Replacement Only)
Environmental Clearance	\$1,400	\$1,400
Issuance of Notice to Proceed	\$1,400	\$1,400
25% progress	\$2,160	\$0
50% progress	\$2,160	\$3,240
100% completion	\$2,160	\$3,240
Monitoring with no findings	\$1,600	\$1,600
Acceptable Close Out	\$1,600	\$1,600
Total Project Delivery Cost per unit	\$12,480	\$12,480

Project Delivery Costs – Soft Costs*	Amount Allowed Per Unit Reconstruction Homes	Amount Allowed Per Unit Rehabilitation Homes	Amount Allowed Per Unit - Manufactured Homes
Legal – Professional Service**	\$500	\$500	\$500
Asbestos Inspection**	\$400	\$400	\$400
Lead Based Paint**	\$400	\$400	\$400
Survey**	\$800	N/A	\$800
Deed Restriction Recording	Up to \$70	Up to \$70	Up to \$70
Total Project Delivery Costs per unit	\$2,170	\$1,370	\$2,170

****Excessive allowances may be granted on a case-by-case basis with supporting documentation and approval from MHC.**

MISSISSIPPI HOME CORPORATION

HOME INVESTMENT PARTNERSHIPS PROGRAM

2021 HOMEOWNER REHABILITATION PHASE I

APPLICATION



MISSISSIPPI HOME CORPORATION

**735 Riverside Drive
Jackson, Mississippi 39202
601-718-4642
www.mshomecorp.com**

HOMEOWNER REHABILITATION APPLICATION INFORMATION

This application is used to submit updated Homeowner Rehabilitation information for the 2021 Application Cycle and to provide a format for proposed project information that can be evaluated according to program requirements. The instructions are designed to assist in completing an application that provides all required information. Updated application information is due during the timeline of **Monday, July 5, 2021 – Thursday, July 8, 2021**. 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

Application Format

2021 updated application information must be submitted in the following format:

- One (1) original
- Bind all documents securely together in an 8.5 x 11 in. or 8.5 x 14 in. folder or notebook. Applications **MUST** be submitted in the required format to ensure documentation remains secure.
- All sections of the application must be separated with tabs identifying the information contained in each section.

Questions pertaining to the submission of this application, may be directed to Jackie Cobbins at jackie.cobbins@mshc.com or 601-718-4635.

APPLICATION REQUIRED DOCUMENTATION

Applicants must submit a fully completed application to include the following items listed below. Failure to submit a complete application may disqualify the application from being considered for funding.

1. Application Information Form	<input type="checkbox"/> Attached
2. Project Description	<input type="checkbox"/> Attached
3. Citizen Participation Plan	<input type="checkbox"/> Attached
4. Affirmative Fair Housing Marketing Plan – Section A	<input type="checkbox"/> Attached
5. Certifications/Assurances – Section B & C	<input type="checkbox"/> Attached
6. Chief Executive Office’s Self-Certification – Section D	<input type="checkbox"/> Attached
7. Application Preparer’s Certification – Section E	<input type="checkbox"/> Attached
8. Conflict of Interest Certification – Section F	<input type="checkbox"/> Attached
9. Board Resolution to Submit HOME Application	<input type="checkbox"/> Attached
10. Procurement Procedures/Results – Administration Services	<input type="checkbox"/> Attached
11. HUD Form 2880 www.hud.gov/sites/documents/2880.pdf	<input type="checkbox"/> Attached
12. Organization Adminstrating Project	<input type="checkbox"/> Attached
13. Concerted Revitalization Plan	<input type="checkbox"/> Attached
14. Descriptive Supportive Services Forms	<input type="checkbox"/> Attached
15. Single Audit Report or Funding Certification Form	<input type="checkbox"/> Attached

APPLICANT FORM

Complete for Legal Applicant:

Applicant:

Preparer:

Chief Elected Official:

Street/Post Office Box:

Street/Post Office Box:

Physical Address:

Physical Address:

City/State/Zip + 4 digits:

City/State/Zip + 4 digits:

County:

County:

Telephone:

Congressional District:

Telefax Number:

Telephone:

Email Address:

Telefax Number:

Fiscal Year End Date:

Email Address:

Tax ID Number:

Population:

PROJECT DESCRIPTION

PROGRAM COST INFORMATION

HOME funds requested: \$

Amount of other funds: \$

Total project cost: \$

THRESHOLD AND PAST PERFORMANCE

Applicant Previously Funded? ☐ Yes ☐ No If Yes, please identify:

Year	
Contract Number	
Contract Amount	
Grant Audited	

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 2021 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 Adminstrating the Housing Activity**
12. Indicate **MBE/WBE Contracts** in previously funded HOME projects.

<u>HOME Project No.</u>	<u>Name of MBE/WBE Contactor</u>	<u>Amount of Contract</u>	<u>Percentage of Grant</u>

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 tenants 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 listing of all tenants residing in each unit at the time of application submittal through the end of the compliance period.
 - 5. The owner must maintain a file containing all marketing efforts (i.e., copies of newspapers, calls, letters, etc.)
 - 6. Records must be kept on file describing efforts and results of grant recipients and owners in affirmatively marketing units.
 - 7. Owner advertisement of vacant units must contain the fair housing opportunity logo or statement.

SECTION B: CERTIFICATIONS/ASSURANCES

By signing this application for HOME Homeowner Rehabilitation 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 Homeowner Rehabilitation Program described therein, in accordance with the HOME Homeowner Rehabilitation Program Regulations.
- Its HOME Homeowner Rehabilitation 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 City/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.

_____ Signature, Chief Elected Official	_____ Date
_____ 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. All Program Income, if any, shall be used to defray the expenses incurred in the implementation of this contract, before requesting, disbursement of additional HOME funds.
 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 §92.252 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.

Signature, Chief Elected Official

Name/Title (Typed)

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.

Signature, Chief Elected Official

Title (typed)

Name (typed)

Date

Office Telephone Number

Other 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.

Signature, Chief Elected Official

Date

Name (typed)

Date

Signature, Application Preparer

Date

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 or Emergency Solutions Grant 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 or Emergency Solutions Grant 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 & CFDA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Total Federal Expenditures for this Fiscal Year</i>				<i>\$</i> _____

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.

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.

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 Homeowner Rehabilitation

The (City/Town/County) of Mississippi is considering applying to Mississippi Home Corporation for funding through the HOME Investment Partnership Program – Homeowner Rehabilitation Program. The State of Mississippi has allocated \$_____that will be made available to cities/towns/counties on a competitive basis to undertake homeowner Rehabilitation activities.

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 the rating system 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 (City/County or Town/CHDO) 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.

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.

SECOND PUBLIC HEARING – AWARD NOTIFICATION

Local units of government must inform citizens of being awarded a 2021 HOME Rehabilitation 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.

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. |
|---|--|

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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Form HUD-2880 (3/99)

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 of 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.

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 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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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.

SUPPOTIVE SERVICES CERTIFICATION FORM

A Certification form must be completed for every service offered. All applications must meet scoring requirements in order to be eligible for HOME Program Awards. Supportive Services indicated will be reviewed for implementation and compliance during monitoring of the project.

Municipality

Applicant			
Physical Address			
Activity (Rehabilitation or Reconstruction)		Number of Units % Per Activity	

Chief Elected Official			
Mailing Address			
Contact Person		Title	
Phone Number		Email	

Service Provider

Provider Name			
Mailing Address			
Contact Person		Title	
Phone Number		Email	
Website			

Service Information

Type of Service			
Location of Service		If off-site, specify	
Frequency of Service		Length of Initial Term	

Description of Service *(Provide brochures, attachments, or additional information if applicable.)*

Certification

I hereby certify that the foregoing information is true and correct. Additionally, all information represented herein is supported by the attached contract.

SERVICE PROVIDER

By: _____

Its: _____

Date: _____

CHIEF ELECTED OFFICIAL

By: _____

Its: _____

Date: _____

IMPORTANT WEBSITES

MHC Website

www.mshomecorp.com

HUD's Website

www.hudexchange.info

Final Rule

www.hudexchange.info/programs/home/home-final-rule/

Income Limits

www.hudexchange.info/manage-a-program/home-income-limits/

Set-Up and Completion Reports

www.hudexchange.info/resources/documents/HOME-Homeowner-Rehab-Set-Up-and-Completion-Form.pdf

HUD Part 5 Income Calculator

www.hudexchange.info/incomecalculator/dashboard/

Documents located on Mississippi Home Corporation's Website at:
www.mshomecorp.com/developers/rehabilitation/

- 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 Rehabilitation 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