

MISSISSIPPI HOME CORPORATION
HOUSING OPPORTUNITES FOR PERSONS WITH AIDS (HOPWA)

REQUEST FOR PROPOSALS



HOPWA

TO
IMPLEMENT ELIGIBLE ACTIVITIES PURSUANT TO THE REGULATIONS OF THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT THAT PRINCIPALLY
BENEFIT LOW AND MODERATE-INCOME MISSISSIPPI RESIDENTS.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE TIME AND DATE SPECIFIED IN THE INSTRUCTIONS IS SOLELY AND COMPLETELY THAT OF THE PROPOSER. MISSISSIPPI HOME CORPORATION WILL IN NO WAY BE RESPONSIBLE FOR DELAYS OR LOSSES CAUSED BY THE U.S. POSTAL SERVICE OR ANY OTHER OCCURRENCE.

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I. GENERAL INFORMATION

Introduction:

The HOPWA program was authorized by the National Affordable Housing Act of 1990 and revised under the Housing and Community Development Act of 1992, to provide states and localities with the resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of low-income persons with Acquired Immunodeficiency Syndrome (AIDS) or related diseases and their families. The Housing Opportunities for Persons with AIDS (HOPWA) program is funded by Congress through the U.S. Department of Housing and Urban Development (HUD) on an annual formula allocation process.

Mississippi Home Corporation accepts proposals from eligible service providers to provide assistance to consumers within the state of Mississippi under the Housing Opportunities for Persons with AIDS Program (HOPWA). MHC has developed a single application process for the distribution of HUD HOPWA funds.

All HOPWA Grant awards are made through a Request for Proposal process based on clients' needs, gaps in services, and ability of an agency to successfully implement the program. All projects must comply with applicable federal, state, and local statutory requirements including but not limited to those set forth in Code in Federal Regulations 24 (CFR), Parts 50 and 574, as well as applicable administrative and accounting standards as set forth in Office of Management and Budget (OMB) Circular 2 CFR 200.

MHC's HOPWA Grant Program provides assistance to low-income individuals diagnosed with HIV/AIDS and their family members living with them. The program is part of the state's strategy to provide housing and supportive services to low-income members of special needs populations.

The Program is funded with Housing Opportunities for Persons with AIDS (HOPWA) entitlement funds annually awarded to the state by HUD. As such, all activities must comply with applicable HOPWA regulations, which are found in 24 CFR 574. The program is designed to:

- provide outcomes of a stable living environment in housing that is safe, decent and sanitary; reduced risks of homelessness for persons with HIV/AIDS; and improving access to HIV treatment and other health care services for the program participants.
- serve low- and moderate-income persons diagnosed with HIV/AIDS and their family members living with them by providing HOPWA-eligible housing and services
- serve persons with HIV/AIDS living in Mississippi.
- award funding for housing and supportive service programs to nonprofit agencies to serve eligible client population
- develop and maintain a continuum of affordable housing assistance programs to prevent homelessness, serve the homeless, and provide other permanent housing opportunities and related supportive services for HOPWA-eligible clients
- work primarily with existing housing resources

- provide services based on need
- provide one year of funding for approved projects

MHC seeks applications that will:

- help increase access to stable permanent housing opportunities that include low income, permanent housing, project based and tenant based rental assistance, transitional housing
- prevent homelessness
- provide housing accompanied by appropriate supportive services including case management and improved access and usage of HIV/AIDS treatment and other health care
- assess each program participant's housing needs, prepare a housing plan, and work with the person to achieve the plan
- encourage the self-sufficiency and stability of participants by securing eligible mainstream resources and other services that bolster independence as well as employment for participants when feasible. (Mainstream programs may include SNAP, SSI, and similar federal and state programs.)
- address priorities identified in the consolidated plan
- coordinate activities with other public and private agencies serving persons with HIV/AIDS
- provide confidentiality for program participants
- provide services free of charge except for rent

Criteria for HOPWA Funded Project:

Although the **feasibility** of a HOPWA-funded project relies on many factors, the **eligibility** of a project depends on compliance with basic criteria and the provision of adequate information to properly evaluate a proposed project.

1. The applicant must be a HOPWA eligible project sponsor, a nonprofit organization that includes provision of services/housing to persons with HIV/AIDS as one of its primary purposes.
2. The proposed projects must include HOPWA-eligible activities per 24 CFR 574.
3. The projects must serve only HOPWA eligible program participants, who are low-income individuals diagnosed with acquired immunodeficiency syndrome or related diseases (HIV/AIDS) and the person's family members.
4. Projects must address the goals of the program described above.
5. If an application proposes housing construction and rehabilitation, the projects must comply with the requirements for housing construction and rehabilitation found in 24 CFR 574.
6. If the application requests funding for a rental assistance program, it must follow the requirements for rental assistance found in 24 CFR 574 when rental programs are developed.
7. HUD's guidelines for short-term rent, mortgage and utility (STRMU) assistance must be followed.
8. Other requirements affecting all projects must be taken into consideration when designing/developing a HOPWA project.

Eligible Activities:

There are a number of HOPWA-eligible activities to help meet the housing needs to low-income persons with HIV/AIDS and their families. See 24 CFR 574.300 for complete information.

- Housing Information Services include housing counseling, fair housing information, housing advocacy activities, housing information and referral, and housing search and assistance.
- Resource Identification includes outreach and relationship building with landlords, costs involved in creating brochures and web resources as well as staff time to locate and identify affordable housing vacancies.
- Rental assistance includes payment of rent, including utilities, for housing which meets local housing codes / quality standards, HUD's standards for Fair Market Rent, and rent reasonableness requirements. Persons that receive rental assistance under this program must pay a portion of their rent and utilities as dictated by HUD guidelines. Rental assistance may include project or Tenant Based Rental Assistance (TBRA) but **does not** include short-term supportive housing or short-term rent, mortgage, and utility assistance described below. Rental assistance is not emergency assistance but helps individuals to access permanent housing.
- Short-term supported housing provides funding for temporary shelters which may include emergency / transitional shelters. This type of housing may provide residence to any eligible person for up to 60 days during any 6-month period. (The 60 days do not have to be consecutive.) HUD's Fair Market Rent does not apply to this program, nor do local housing codes and housing quality standards, or rent reasonableness requirements. However, MHC expects the housing conditions to be safe and sanitary and the rents reasonable for the type of housing provided.
- Short-Term Rent, Mortgage, and Utility (STRMU) Assistance provides payments to prevent the homelessness of a tenant or mortgagor of a dwelling for costs accruing over a period of no more than 21 weeks during any 52 week period. MHC expects the assistance to be reasonable and to be used in emergency situations in order to prevent homelessness. Short-term rent, mortgage, and utility assistance are not appropriate as on-going assistance when less expensive, more appropriate housing should be obtained to ensure a client remains housed. All short-term rent, mortgage and utility assistance programs must comply with the guidelines dictated by MHC and 24 CFR 574.

Housing assisted with STRMU may be coupled with Permanent Housing Placement activities to relocate applicants to more affordable housing that is aligned with their current income.

- Acquisition, rehabilitation, conversion, lease and repair of housing provides housing with or without on-site supportive services; it may include independent apartments or shared residences; rehabilitation must bring the facility up to current ADA standards; this may include master leasing of an existing facility. All housing eligible under this activity must meet local housing codes and quality standards; rent reasonableness criteria, HUD Fair Market rent standards, and HUD's rent guidelines.
- New Construction of Housing is limited to building single room occupancy (SRO) facilities or community residences. This activity provides funding for construction of housing, which will include multi-unit dwellings that meet local housing codes and quality standards; HUD Fair Market rent standards, rent reasonableness requirements, and HUD's rent guidelines. HOPWA funds may be used to pay the costs of a percentage of units in a SRO or community residence as long as that percentage of units is used to house persons with HIV/AIDS.
- Operating Costs for Housing include costs of property maintenance and upkeep, security measures, insurance, utility costs, furnishings and equipment, operating supplies and other incidental expenses. This category includes costs associated with the operation of Short-Term Supported Housing like emergency and transitional shelters
- Permanent Housing Placement is a supportive housing activity that helps establish the household in a housing unit and may including reasonable costs of security deposits and first month's rent for homeless persons. This shall not exceed two months of rent costs.
- Supportive Services include the costs of providing a wide range of supportive services like health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, housing case management and other services necessary to ensure the housing stability of the program participant. Although supportive services not directly related to the provision of housing are eligible for HOPWA funding, housing-related activities will be considered a higher priority for funding.
- Administrative Costs - Each project sponsor receiving a HOPWA grant may use no more than 7 percent of the amount received for administrative costs. A lump sum is not provided and costs may include only costs for general management, oversight, coordination, evaluation, and reporting on eligible activities. Such costs do not include costs directly related to carrying out eligible activities since those costs are eligible as part of the activity delivery costs of such activities.
- Project- or Tenant-Based Rental Assistance- including assistance for shared housing arrangements.

- Operating Costs- for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental cost.

Ineligible Activities:

A number of limitations are placed on activities in the HOPWA regulations. They include but are not limited to the following:

- Funds may be used only for activities that are included in the eligible activities described above and listed as eligible for HOPWA-funding in 24 CFR 574.
- The subgrantee shall ensure that grant funds will not be used to make payments for health services for any item or service to the extent that payment has been made, or can reasonably be expected to be made, with respect to that item or service §574.310:
 - Under any State compensation program, under an insurance policy, or under any Federal or State health benefits program; or
 - By an entity that provides health services on a prepaid basis.
- Activities are ineligible if they do not serve low- income persons with HIV/AIDS and their family members. *Low-income* refers to those who do not exceed 80% of median income for the area.
- Activities are ineligible if they do not serve persons living in Mississippi.
- Short-term rent, mortgage, and utility assistance to prevent homelessness may not be used to make deposits and pay first month's rent and utilities for homeless persons. (However, Permanent Housing Placement funds may be used for costs not to exceed two months' rent.)
- Short-term rent, mortgage, and utility assistance may not be provided for costs accruing for a period of more than 21 weeks in any 52-week period.
- A short-term supported housing facility may not provide residence to any individual for more than 60 days during any six-month period.
- HOPWA funds may not be used to pay rental assistance for housing units that do not meet local housing codes / quality standards (TBRA).
- HOPWA TBRA funds may not be used to provide rental or utility assistance that exceeds HUD's Fair Market Rent guidelines.
- HOPWA TBRA funds may not be used to pay rents that are not comparable for similar or like apartments on the local market. HOPWA funds may be used to pay only reasonable, customary deposits and may not be used to pay extraordinary deposits or fees required by owners because the population is viewed as one with special needs.
- HOPWA funds may not be awarded to a primarily religious organization unless the organization agrees to provide all services free from religious influences and in accordance with principles spelled out at 24 CFR 574.30 (c) (1).
- Funds may be used to rehabilitate or convert a structure owned by a primarily religious organization only under certain conditions spelled out at 24 CFR 574.300(c)(2). Otherwise, funds may not be used to rehabilitate a facility owned by a church/primarily religious organization.

HOPWA-Eligible Program Participant:

Eligible person means a person with acquired immunodeficiency syndrome (AIDS) or related diseases who is a low-income individual, as defined by HUD, and the person's family. Documentation of the person's diagnosis of AIDS must be from a reliable source (i.e. healthcare provider, health department, I.D. clinic, etc.)

Low income means persons or households with incomes at or below 80% of the area median income. Income must be documented by utilizing HUD's Income Calculator.

Family means a household composed of two or more related persons. The term family also includes one or more eligible persons living with another person or persons who are determined to be important to their care or well-being, and the surviving member or members of any family described in this definition who were living in a unit assisted under the HOPWA program with the person with AIDS at the time of his or her death.

An agency will be required to document the AIDS diagnosis and income of project participants.

HOPWA Applicants:

First-time HOPWA applicants must submit policies and procedures for this program during the application process. Policies and procedures must provide consideration for persons with a disability or other extenuating circumstances that will require ongoing assistance beyond five years. Consumers participating in the HOPWA Program must receive the support of a qualified case manager whose primary responsibilities are to assist clients with accessing a variety of services, including Housing Choice vouchers and support services, provide clients with appropriate referrals, assist clients in the development of a Housing Stability Plan, follow-up with clients as needed, maintains detailed case notes, records, correspondence and telephone log and utilize a case tracking system maintenance and follow-up. **Job descriptions must be submitted with your application.** If approved, funding for staff under supportive service costs, which includes conducting assessments and case management, is allowable at 100%.

Only 7% of the grant amount allocated is allowable for administrative costs which are costs associated with general management, oversight, coordination, evaluation, and reporting on eligible activities.

II. PROGRAM REQUIREMENTS

Short Term Rent, Mortgage, and Utility Assistance:

STRMU is a preventive housing intervention intended to reduce the risk of homelessness and is intended for use in conjunction with other HOPWA efforts to stabilize assisted persons. The purpose of STRMU is to assist households facing a housing emergency or crisis that could result in their displacement from their current housing or in homelessness. This activity may use HOPWA funds to provide short term rent, mortgage, and utility assistance to low-income persons diagnosed with HIV/AIDS to forestall eviction, foreclosure, or uninhabitability of the residence. STRMU is suitable for persons who experience episodic problems with paying rent, mortgage, and utility costs and is not suitable for individuals with chronic problems paying these costs. The funding is not suitable as a long-term solution for households that require on-going financial assistance to remain in their homes.

STRMU does not address the needs of people who are homeless. STRMU funds cannot be used to provide first month's rent or security deposits for a person moving into a new housing unit.

STRMU assistance is limited to helping the individual remain in the housing where they reside at the time they seek assistance and can be paired with other HOPWA eligible activities. The assistance is needs based and is not an entitlement. All STRMU assistance must be provided as part of a housing care plan developed for the client by the HOPWA- funded project sponsor following the limits set in these policies and procedures and based on assessed need to the person with AIDS.

- Eligible Service area: The entire state of Mississippi
- General Requirements: STRMU may be paid only by project sponsors approved for funding through the competitive application process for HOPWA funds.
- 21 Week Limit: Rent, mortgage and utility assistance is limited to a maximum of 21 weeks in a 52- week period. See MHC's HOPWA program guide for information regarding calculating the STRMU 52 week calendar.
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- Eligibility Criteria: Households applying for STRMU must have a legal residency in the identified housing and/or be responsible for payments; **and** household must demonstrate need for the assistance.
 - If the eligible HOPWA applicant is a minor, there must be documentation from the adult in the household of legal guardianship of that eligible minor. The eligible minor must reside in the house at least 51% of the time.
- Utility Payments: STRMU will pay utilities including arrearages with no cap on the amount. However, payment of utility arrearages must achieve two goals:
 - the full amount of utility arrearages is paid
 - the person will be able to resume normal monthly utility payments and, consequently, remain stably housed.

When utility arrearages are paid, the 21 weeks begins on the date the bill is due (not on the date when utilities are first provided).

- **Survivor Benefits:** Survivor benefits in the form of STRMU will be provided for no more than ninety (90) days after death of the HOPWA-eligible person
- **Eligible Recipients of Payments:** Eligible recipients of STRMU payments are limited to third parties --i.e., the owner or management company of a rental housing unit, the holder of the mortgage, or the utility company to which utility costs are due. No check can be provided to an INDIVIDUAL without a tax identification number whether or not this results in the homelessness of the client.
- **Shared Housing:** STRMU assistance may be provided for shared housing situations as long as the client has a lease for the housing and when the project sponsor determines that such assistance is necessary as part of the client's housing care plan.
- **Roommates:** STRMU assistance may be provided for roommates that are both eligible for assistance as long as both roommates are listed on the lease or mortgage.
- **Declaration of Family:** When two individuals apply for STRMU, they must declare as a family or as roommates at the initial assessment. Changes in this declaration, which affects whether two individuals are living as a couple, are not allowed. The declaration affects the size of apartment / amount of assistance that the client is eligible to receive. (i.e., if two people are living as a couple and have no other members of the household, STRMU assistance is capped at the FMR for one bedroom. However, if two people are living as roommates and there are no other members of the family, STRMU assistance will be capped at the FMR for a two bedroom unit.)
- **1099 Forms:** Project sponsors administering STRMU are responsible for submitting an IRS 1099 form to all entities that receive STRMU payments.
- **Habitability Standards:** Project sponsors administering STRMU are responsible for ensuring that a unit receiving more than 16 weeks of STRMU assistance meets HUD's habitability standards.

Requirements for Other Rental Assistance Projects:

Rental assistance (not short-term rent, mortgage, and utilities) may be provided to make housing more affordable for low-income persons with HIV/AIDS and their family members. All housing units supported by rental assistance must comply with local housing codes and quality standards. Rents may not exceed HUD's Fair Market Rent guidelines.

HOPWA-funded rental assistance programs pay the difference between HUD's Fair Market Rent and an amount that is the higher of the following:

- 30 percent of the household's monthly adjusted income;

- 10 percent of the household's monthly gross income;

- or, if the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs.

Tenant based rental assistance operates in a manner similar to Section 8 and is tied to the eligible tenant, not the housing unit. The tenant enters into a lease with the property owner and, unless the utilities are included in the rent, is responsible for paying utility costs.

Project based rental assistance is tied to a particular project or housing development. The project / development must comply with local housing codes and quality standards. And program participants assisted through this program cannot receive rental assistance except in the units associated with the project.

Leases are required for persons receiving either tenant or project based rental assistance. Leases are typically limited to a one-year period.

Requirements for Housing Construction or Rehabilitation:

All projects that request funds for construction, rehabilitation, or conversion of a structure or housing units must comply with the following requirements.

1. Proof of Site Control

Proof of site control in the form of a deed, purchase contract or an option should be submitted if improvements are to be made to a building owned by or to be purchased by the applicant. The expiration date of the contract or option must be included. Applications that propose improvements to a leased facility must include a copy of a long-term lease between the applicant and the owner.

2. Site Information, present zoning and adjoining land uses

Site information must include a complete legal description of the property. The present zoning of the property must be indicated as well as any required re-zoning or special use permits required for the proposed use. The adjoining land uses must also be described.

3. Construction Estimates

The proposed construction costs should be based on estimates made by a contractor, engineer, or architect familiar with the project. MHC will review these for feasibility.

4. Design of Improvements

The new construction or rehabilitation / conversion improvements must be designed by a licensed architect who will also play an integral part in the public bidding of the project, ensure compliance with all applicable codes and zoning ordinances (including zoning and handicapped accessibility), and oversee construction and verify draw requests.

5. Competitive Selection of Architects, Engineers & Construction Contractors

All HOPWA-funded contracts for architectural and engineering services and construction must be awarded in a competitive manner. Methods of bidding and contract award may vary with MHC's approval.

6. Treatment of Existing Lead-Based Paint and Asbestos

Elimination or encapsulation of lead-based paint and asbestos in a shelter may be required under certain conditions. Construction estimates must include these costs if remediation will be required. Additionally, costs should include a survey of existing lead-based paint and asbestos to be performed prior to construction by qualified entities.

7. Displacement of Residents or Businesses

No projects will be funded that result in the displacement of individuals, families or businesses from the site proposed for a shelter.

8. Compliance with Federal Historic Preservation Guidelines

If the building to be rehabilitated is a historically significant structure, the construction work must be undertaken in compliance with Federal Preservation guidelines as interpreted by the Department of Archives and History. This may require use of specific materials that should be considered in the construction budget.

9. Minimum Use Requirements

Any building assisted with HOPWA funds must be maintained as a facility to provide housing or assistance for individuals with AIDS or related diseases: a) for a period of not less than 10 years in the case of assistance provided as "Acquisition, rehabilitation, conversion, lease, and repair of facilities" or "New Construction" that involve new construction, substantial rehabilitation or acquisition of a building or structure; b) for a period of not less than 3 years in cases involving non-substantial rehabilitation or repair of a building or structure. Substantial rehabilitation is defined as rehabilitation that involves costs in excess of 75 percent of the value of the building after rehabilitation. The applicant must also submit a description of how it plans to manage/operate the rehabilitated structure for the required period of use.

10. Compliance with Local Codes and State laws

Any housing constructed, renovated or operated with HOPWA funds must meet all applicable local construction, housing, and other applicable codes. These include but are not limited to use and occupancy, zoning, fire and safety, as well as health and sanitation standards. Estimated costs of complying with codes should be included in construction costs. Construction permits are required for renovation. If the shelter requires licensing under local or State law, the agency must obtain and keep proper licensure to receive HOPWA funds. No exceptions are made.

11. Insurance and Bonding Requirements for Construction

Bidders and Contractors will be required to meet bonding requirements established by HUD.

12. Davis-Bacon Wage Rates

Davis-Bacon Wage Rates do not apply to HOPWA-funded construction unless they are combined with funds from other Federal programs that are subject to the Act.

Other Requirements Affecting All Projects:

The following requirements apply to all HOPWA funded projects.

1. Fees for Services

The project sponsor may charge no fee, except rent, of any eligible person for housing or services provided with HOPWA grant funds.

2. Disbursement of Funds

Grant funds are not awarded in one lump sum. They are paid on at least a monthly basis to agencies on a reimbursement basis for eligible costs incurred. Agencies awarded HOPWA funds for operating / maintenance, rental assistance and other non-construction activities are expected to have adequate cash flow to pay project costs and then request reimbursement from MHC. No funds will be used to reimburse costs incurred before the beginning of the grant cycle or before the award of the grant, environmental clearance of the project by MHC, and execution of the contract between MHC and the applicant agency. Construction funds will be released on a schedule identified in the contract that controls the award of HOPWA funds to the project sponsor.

3. Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded HOPWA grants will be required to comply with a variety of requirements governing their use of Federal funds. These include but are not limited to:

- Standards for Financial Management (OMB Circular 2 CFR 200)
- Cost Principles and Allowable Costs (OMB Circular 2 CFR 200)
- Federal Audit Standards (OMB Circular 2 CFR 200)
- Conflict of Interest (OMB Circular 2 CFR 200 and 24 CFR 574.440)
- Procurement Principles (OMB Circular 2 CFR 200)

Additionally, agencies awarded HOPWA grants will be required to open their books to a representative of the MHC staff to evaluate their financial management systems. MHC staff will monitor each program to ensure compliance with the terms of the funding agreement between MHC and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

4. Allocation of Costs

Costs funded by several sources must be allocated appropriately. When an agency receives funding from several sources for the same activity or project, the costs must be allocated among the sources in an acceptable manner. MHC must approve the allocation plan.

5. Liability Insurance

All agencies awarded funding must maintain liability insurance in the amount of one million dollars (\$1,000,000.00). The cost of the insurance may be included in the project budget.

6. Handicapped Accessibility

All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

7. Nondiscrimination

All agencies must ensure nondiscrimination. This applies to employment and contracting as well as to marketing and selection of program participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with HIV/ AIDS.

8. Formal Termination Policy

Agencies awarded funds must develop a formal Termination policy that clearly describes a process by which clients' services may be terminated if program requirements are violated.

9. Supportive Assistance

Agencies awarded funds must assure that persons with HIV/ AIDS are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must assure that the persons with HIV/AIDS are assisted in obtaining other Federal, State, local and private assistance available for such persons. This will include individually assisting clients to identify, apply for and obtain benefits under each of the following mainstream health and social services programs for which they are eligible: TANF, Medicaid, SSI, Food Stamps, Workforce Investment Act, and Veterans Health Care Programs.

10. Confidentiality

Agencies / project sponsors must ensure the confidentiality of both the name of any individual assisted by HOPWA and any other information regarding individuals receiving assistance through this program per 24 CFR 574.625.

11. Other Federal Regulations

Agencies awarded funds must agree to comply with all applicable federal, state, and local regulations.

12. Reporting Requirements

HOPWA project sponsors are required to submit a Request for Cash form. These forms are used for federal and state reporting and ongoing program planning. It is extremely important that these forms be accurate and submitted on time at least monthly.

13. Homeless Management Information System

Project sponsor organizations with a priority mission to serve homeless persons and receive HOPWA funding are required by Federal regulation to participate in their local HMIS.

II. APPLICATION INFORMATION

How to Apply:

To be considered, proposed projects must meet the general HOPWA eligibility requirements identified in Section I. Agencies and organizations must complete the attached funding application.

The Mississippi Home Corporation HOPWA staff will conduct an initial review to determine if an application warrants further consideration. Applications that are incomplete or fail to meet minimum requirements will be rejected. Applicants may resubmit after correcting the application. The application must be typed (not handwritten) with a legible typeface no smaller than 12 point type and should be sequentially numbered from the first page to the last page. Applicants must provide one bound copy. **Submissions are due by 4pm on Friday, June 11, 2021.**

A PDF version of this application, along with required attachments, must be submitted through email to

tamara.stewart@mshc.com and copy to t'juan.rucker@mshc.com.

Email title: "HOPWA21 Application"

A hard copy of the HOPWA application is not required.

If your application is too big to submit electronically, consider sending the packet as an electronic compressed zipped folder.

Proposals Review:

MHC will review all proposal submissions. Completed proposals will be thoroughly reviewed to determine whether or not a proposal is eligible for HOPWA funding and meets national program objectives under federal regulations; and convene the review committee to evaluate eligible proposals in terms of federal and local program priorities, quality and cost effectiveness. Each proposal will receive a score and must score a minimum of 75 points in order to receive funding.

Review and Scoring Criteria:

The Program Review Committee (PRC) will evaluate complete and eligible applications according to the following criteria.

1. Organization Information (20 pts.)

Applications will be evaluated on the organization's capacity to administer a HUD grant using guidelines specified in OMB Circulars, grant regulations, and Uniform Administrative Requirements.

- Clearly described types of services and clients served, and the organization's purpose/mission as defined in the organization's bylaws.
- Clearly described experience with HUD funds and other federal, state, or private funding.
- Clearly described impact of project/program on the annual operating budget, good fiscal oversight, and internal controls to adequately safeguard grant funds.
- Clearly described policies and procedures and provided evidence that written policies and procedures currently exist.
- Provided evidence of sufficient number of staff with experience to complete the project/program.

2. Project/Program Goals and Objectives (25 pts.) Applications will be evaluated on how closely the project aligns with MHC's priority needs as set forth in the state's consolidated plan. Current Mississippi Consolidated Plan

- Described how the important issue the project/program addresses aligns with a priority need.
- Provided evidence to substantiate and support why the project/program is needed.
- Clearly described short-term goals that are specific, measurable, attainable, relevant, and time-bound.
- Clearly stated how long-term outcomes will be measured and how outcomes will benefit the community or beneficiaries.

3. Project/Program Information (30 pts.) Applications will be evaluated on the information provided about the proposed project or program and how well the application met the following criteria.

- Clearly described the project/program scope and activities to be conducted.
- Clearly described the targeted population, location, and the timeframe of the project/program.
- Clearly described the innovation and strength of the project/program plan.
- Provided all information required for the specific type of grant and project/program.
- Described established or proposed collaboration or partnerships that substantiated how the project/program avoids/eliminates duplication of programs, services and activities.
- Clearly described a system planned or in place to measure program's accomplishments and other required reporting data.

4. Project/Program Financial Information (25 pts.). Applicants will be evaluated on the clarity and reasonability of financial information and budgets, including but not limited to:

- Clearly described budget items, description, purpose, and amount.
- Provided data to substantiate the economic feasibility of the program and how the total cost of the project/program was estimated.
- Requested funds appear reasonable for the total project/program cost, administration expenses, cost per beneficiary, economic feasibility, etc.
- Provided data to substantiate the committed and pending sources of funding for total project/program leverage.
- Provided data to substantiate all funding sources and uses, including any required match.

Important Items to Consider:

- This Request for Proposal (RFP) briefly summarizes some of the main requirements for this grant. These requirements are not all-inclusive for carrying out a successful project. Potential applicants should consider their **capacity*** and project concept in relation to all requirements. It is an applicant's responsibility to thoroughly review all grant regulations and guidance before preparing a proposal for funding to ensure they have the ability to comply with the grant's rules.

CAPACITY: Demonstrates the ability to carry out the proposed program activities, including 1) meeting stated goals and objectives; 2) maintaining all required documentation; 3) submitting all required reports; 4) adhering to acceptable financial management and record keeping; 5) sufficient staff to administer the grant; and 6) staff training in federal grants.

- The Program Review Committee may request supplemental written information from an applicant concerning the applicant's ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, MHC may refuse to consider the applicant's proposal.
- MHC may request an in-person presentation from any applicant. If a proposal is unclear, the applicant may be given an opportunity to explain how the proposal complies with this RFP.
- If an applicant provides false or misleading information it will be grounds to dismiss the applicant's proposal.
- In cases of doubt or differences of opinion concerning the interpretation of this RFP, MHC reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this RFP.
- Applicants must be willing to comply with all applicable federal laws, state and city statutes, rules, regulations and record keeping requirements governing the use of HOPWA funds. The applicant selected by MHC will be required to enter into a written agreement requiring compliance with the proposal and any modifications and conditions imposed by MHC including HOPWA grant terms applicable to the project. If awarded a grant, it is the responsibility of the applicant to understand and comply with a written agreement and federal regulations.
- Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, HUD's approval of the state's consolidated plan and completion of a HUD Environmental Review. If awarded, HOPWA funds may be reimbursed from the effective date of a contract, but will not be disbursed to the awardee until the HOPWA written agreement is executed by both parties.
- If the current proposal requires any future HOPWA funds for completion, applicant must clearly identify what costs are anticipated.

Duns & Bradstreet D-U-N-S ® Number

This is a nine-digit number in a data universal numbering system that identifies business entities on a location-specific basis. A DUNS number is mandatory to receive a federal grant. If you do not have a DUNS number you can register with Dun and Bradstreet at <http://fedgov.dnb.com/webform>

(can take up to 30 days to complete) or by calling **866-705-5711** (takes 10-15 minutes to complete).

SAM

The System for Award Management (SAM) is an official website of the U.S. government. SAM consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. To register your Entity (business, individual, or government agency) to do business with the Federal Government or to ensure your entity is not on the Excluded Parties List, please visit: <https://www.sam.gov/>

Property Acquisition or Rehabilitation Projects

If an acquisition and/or rehabilitation project is proposed, the applicant can have no financial or legal commitment to purchase a property. Applicant may enter into an option to purchase, as described in Section III.

Relocation of Occupants and URA Requirements

An acquisition or rehabilitation project may trigger Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) requirements even when it may seem they are unrelated. It is important to have a clear understanding of these and other important terms as defined in the URA and the regulations. The phrase "program or project" is defined in 49 CFR Part 24 as, "any activity or series of activities undertaken by a federal agency or with federal financial assistance received **or anticipated** in any phase of an undertaking in accordance with the federal funding agency guidelines."

Generally, a displaced person under the URA is an individual, family, partnership, association, corporation, or organization, which moves from their home, business, or farm, or moves their personal property, as a direct result of acquisition, demolition or rehabilitation for a federally funded project. Displaced persons are eligible for relocation assistance under the URA.

The URA regulations require three notices to be issued to eligible persons. These notices provide important information about the project, the affected persons' resulting rights, their protections, and their eligibility for relocation assistance and payments under the URA. It is critical for agencies to issue appropriate notices to affected persons at the appropriate time and one of the first notices must be issued at the time a project application is presented to MHC. Agencies should refer to the HUD Handbook 1378 Uniform Relocation Assistance for more information on this topic.

Any application for HUD funds must contain an accurate determination of the number of households to be potentially displaced, their incomes, and an estimate of relocation costs associated with the project. Early in the process of project planning, relocation concerns must be explored so decisions about rents, construction timing (phasing), and project feasibility can be fully explored.

Lead-Based Paint

For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation to control lead-based paint hazards in housing receiving federal assistance, 24 CFR Part 35. This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what work was done in such housing. MHC staff will provide technical assistance in determining the regulations that apply and the required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures, and should accommodate these activities in the project.

Documentation for HOPWA Assistance

For all participants receiving HOPWA assistance, documentation must include adequate or up-to-date release of information forms, HIV status verification, income eligibility for all household members, and annual income updates. Additional documentation is required for specific HOPWA activities. For more detailed documentation requirements refer to the *HOPWA Oversight and Monitoring Guide* online at: <https://www.hudexchange.info/resource/1003/hopwa-grantee-oversight-resource-guide/>

Reporting Requirements for HOPWA

HOPWA project sponsors have extensive reporting requirements as required by HUD to measure program goals and objectives. HUD measures HOPWA performance based on achievement of both program housing outputs and program client outcomes. Outputs are units of service provided, such as the number of households receiving rental assistance or case management. Outcomes measure the changes that might result from a person or household having received HOPWA assistance, such as an increase in housing stability.

MHC requires the project sponsor to submit a monthly report and an annual report. The quarterly report reflects the project outcomes for each HOPWA eligible activity with specific details according to which activity is being carried out. In addition, a more extensive year-end report must be completed by the project sponsor (HUD form 40110-D)**.

****Applicants must review the report form in its entirety to ensure capability to track and report all of the information required. This form can be found on the HUD website at: <https://www.hudexchange.info/resource/1012/hopwa-annual-progress-report-apr-form-hud-40110-c/>**

Demographics

Reporting requirements for HUD grants will involve data collection of demographic information such as those that follow.

1. **Income categories** (MFI = Median Family Income):
 - Extremely Low (0% to 30% of MFI)
 - Low (31% to 50% of MFI)
 - Moderate (51% to 80% of MFI)
 - Non Low to Moderate (greater than 80% MFI)

2. **Gender:** Male or Female

3. **Race and ethnicity:**
 - Racial Categories:
 - American Indian/Alaska Native
 - Asian
 - Black/African American
 - Native Hawaiian/Other Pacific Islander
 - White
 - American Indian/Alaska Native AND White
 - Asian AND White
 - Black/African American AND White
 - American Indian/Alaska Native AND Black/African American
 - Other Multi-Racial
 - Ethnic Designations:
 - Hispanic/Latino
 - Not Hispanic/Latino

Note: *Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.*

Funding Factors:

Maximum Grant Amounts and Funding Factors

There are no minimum and maximum funding amounts established for this program. Applicants are advised to scale their requests based on housing need for eligible persons, organizational capacity, funding history, the types of activities proposed, and number of counties served. Applicants are encouraged to develop cost effective proposals.

To determine funding, MHC will rely upon factors such as previous compliance, including capacity of the organization to carry out the proposed programs, past budget and performance history, current budgets, level of service provided, cost per unit, and other considerations. Agencies applying for continued HOPWA funding must demonstrate the direct, positive impact their program has had on the availability of housing and support services.

For the current grant cycle, the grant amount must be expended in a timely manner. Continuation funding is not to be assumed or implied. Decisions about funding are based on needs assessment, quality assurance, program performance and available funding.

Leveraging

All applicants are encouraged to provide 30% of the value of each program with other cash, in-kind services or donations.

Leveraged Funds: The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees in dedicating assistance to HOPWA consumers.

In-Kind Leveraged Resources: Additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation.

HOPWA PROGRAM APPLICATION

HOPWA APPLICATION SUMMARY

Name of Organization:

Street Address:

City: State: Zip Code + 4 (required):

Phone: Email: Fax:

IRS Designation: Non-Profit Other (Please specify:)
 If a non-profit, is the organization a 501(c) 3? Yes No
 If other, has the organization applied to the IRS? Yes No
 Date applied for 501(c) 3: (mm/dd/yy)

Project Name:

Project Street Address:

City: State: Zip Code + 4 (required): -

Substantiate why project is needed:

Project will serve the following area(s)/neighborhood/census tracts:

Describe the beneficiaries of your project (target population):

Provide the unduplicated number the program/project will serve (persons, households, houses, etc.). Include specific numbers for each activity or service the program will provide. Note: This count cannot include repeated visits or use by the same individuals. Number: Type of unit(s):

Project Targeted Income Level: 0-30% 31-50% 51-80% Other (Please specify:)

Provide the following financial information:

A. Requested funds	\$
B. Pending funds from other sources (leverage)	\$
C. Committed funds from other sources (leverage)	\$
D. Total project cost	\$
E. Percentage of HOPWA funding (A divided by D)	%

Specify how HUD funds will be used:

Cost per unit assisted:

Section I: Organization Information (20 points)

Contact Information

A. Name of Organization:

Street Address:

City: State: Zip Code + 4 (required): -

B. Organization Head (person legally authorized to execute a written agreement for the organization)

Name: Title:

E-mail:

Primary Phone: () - Secondary Phone: () -

Fax: () -

C. Financial Officer (should not be the same as the Project/Program Director)

Name: Title:

E-mail:

Primary Phone: () - Secondary Phone: () -

Fax: () -

D. Project/Program Director (Primary Contact)

Name: Title:

E-mail:

Primary Phone: () - Secondary Phone: () -

Fax: () -

I. Type of Organization

A. Status

Non-Profit Other (please specify):

Source of exemption

Section 501 (c) 3 Other (please specify):

Date exemption received: Date incorporated:

B. Business Identification

Federal Employee Identification (FEI) Number (9 digits):

Data Universal Number System (DUNS) Number:

Central Contractor Registration (CCR) Number:

Provide any other names under which the organization has operated within the last 10 years:

The organization is authorized and/or licensed to do business in Mississippi:

Yes No

Has the organization ever been excluded by any federal government agency from receiving federal contracts or federally approved subcontracts? Yes No

Verify your standing by attaching a search of the organization in the System for Award Management (SAM) found at <https://www.sam.gov/portal/SAM/##11>.

Section I: Organization Information (20 points)

II. Organizational Background

- A. Total number of years in operation:
- B. Number of employees in organization. If the organization intends to hire staff with requested funding, indicate the number. (Do not include volunteers):
- C. Number of years the organization has been successful in performing the specific activities related to the RFP:
- D. List the types of services the organization provides:
- E. List the clients/population the organization serves:
- F. List the purpose/mission of the organization as stated in the by-laws:
- G. List the organization's board of directors, organizational affiliation, and relevant experience or expertise as appropriate. Include the number of directors on the board, how the board members are chosen, term length and if the organization provides any training or orientation for the board members:
- H. Frequency of board meetings (monthly, quarterly, annually, etc.):
- I. Identify the types of HUD funding with which the organization has operated:
 CDBG ESG HOME HOPWA
Total number of years experience the organization has with these types of HUD funds:
- J. Total number of years experience with other federal, state or private funding:
- K. Faith-based organizations: Describe the organization's ability to comply with the following regulations.
 - 1. Describe how the organization will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion. (Note: If approved for funding, the organization may be required to submit a copy of the employment policy):
 - 2. Describe how the organization will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion:
 - 3. Describe how the organization will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provisions of such public services:

III. Financial Information

- A. List organization's annual operating budget:
- B. Explain how the proposed project will affect the organization's budget (i.e. additional personnel, increased office space, increased maintenance, etc.):
- C. Identify the individual primarily responsible for the fiscal oversight of grant awards for the organization, and briefly describe their knowledge and experience with grant funds:
- D. Describe the organization's internal controls which adequately safeguard grant assets and ensure the grant funds are used solely for authorized purposes:

Section I: Organization Information (20 points)

- E. List the accounting software and/or system in use by the organization:

- F. Organizations *expending* more than \$750,000 in **total** Federal funds (including **all** Federal funding, not only HUD funds) during the last fiscal year are required to submit the most recent Single audit per 2 CFR 200. Organizations expending less than \$750,000 in **total** Federal funds are required to submit the most current comprehensive representation of the organization's financials documented by one of the options listed below. Indicate which document(s) the organization has attached:
 Single audit Financial statements audited or prepared by CPA

- G. Organizations are required to submit a copy of the most recently filed IRS Form 990. If the organization has not been required to file a Form 990 with the IRS, indicate the reason for exemption:

IV. Policies and Procedures

Organizations are required to have **written** policies and procedures. Indicate which of the following **written** policies the organization has and provide a brief summary. (Note: All organizations must submit their complete accounting policies and procedures in their entirety. If awarded funding, submission of additional written policies and procedures may be required.)

- A. Accounting:

- B. Conflict of Interest:

- C. Personnel:

- D. Procurement (Note: Organizations awarded federal funds will be required to have a policy/procedure that either meets or exceeds federal procurement guidelines appropriate for HOPWA funds.):

- E. Records Retention:

V. Staff Capacity

List the name, title, years of experience, project role, and percentage of time each staff member will be involved with this project, including those who will oversee it:

Name	Title	Years of experience with this project	Project Role	% of time dedicated to project

I. Project Information

- A. Is this a new project? Yes No
If no, how many years has it been in operation?
- B. Does your agency currently use HMIS to track program activities? Yes No
- C. Does your agency currently track health outcomes or partner with the Health Department to track health outcomes?
 Yes No
- D. Describe how the project/program will meet an identified priority need:
a. Provide geographical data of the need in your community.
- E. What problem or need does the project/program address? Substantiate why it is needed.
- F. HOPWA Project Sponsor may make services available to clients across the state of Mississippi. What counties will be served by the project?
- G. If project/program is pre-existing, what percentage of the project's beneficiaries was served in each county?
- H. If the program/project is a pre-existing venture, provide evidence of how the program has contributed to implementation of the Community Goals and Program Objectives. If appropriate, describe how the project is consistent with other accepted plans, such as the Continuum of Care Homeless Assistance Plan.

II. Performance Measures

- A. Describe how the program/project's services will be measured and reported. Discuss what procedures are used to create, compile, and maintain data to track performance for the program/project.

- B. Short-Term Goal: Provide the **unduplicated** number the program will serve (persons, households, etc.). Include specific numbers for each activity or service the program will provide. **Note:** This count cannot include repeated visits or use by the same individual).
- C. Long-Term Outcomes: Provide the outcomes as they relate to the program/project objective or purpose. (Example: program objective is to prevent homelessness for persons with HIV/AIDS. The projected outcome might be that 90% of those served maintain housing for 6 months after assistance.
1. Explain the method for measuring the outcomes including frequency of data collected, and how it is collected (tools, systems, and/or assessments).
 2. What follow-up procedures are performed to ensure outcomes are met?
 3. How will the project's impact on participants be evaluated in the contract year?
- D. At the close of the program year, how will the applicant meet reporting requirements outlined in the *Reporting Requirements* for the HOPWA grant?
- E. Describe the overall impact your program had on health outcomes in the last year. For example, medication retention, connection to supportive health programs like Ryan White, decreased HIV viral load.

Section III – HOPWA Project/Program Information (30 Points)

(This section should be completed by ALL applicants. If requesting funding for an acquisition, rehabilitation or construction project MHC will use this information to substantiate that the end result of the project will meet a grant objective.)

Project Narrative

- I. What HOPWA Activity will be performed in the program?
(Check all that apply. Details for each eligible activity are listed in General Information.)

- | | |
|--|---|
| <input type="checkbox"/> Housing Information Services | <input type="checkbox"/> Resource Identification |
| <input type="checkbox"/> Facility Acquisition | <input type="checkbox"/> Facility Rehabilitation |
| <input type="checkbox"/> Facility Conversion | <input type="checkbox"/> Facility Lease |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Tenant-Based Rental Assistance |
| <input type="checkbox"/> Supportive Services | <input type="checkbox"/> Operating Costs for Housing |
| <input type="checkbox"/> Technical Assistance | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Short-Term Rent/Mortgage/Utility Assistance | |

Note: All HOPWA-funded housing programs must be linked with appropriate supportive services either through direct funding or collaboration with another service provider. Applicants are responsible for devising a plan for the supportive services program in their project and for obtaining funding or service commitments.

- II. **Description of Project/Services:** Provide clear descriptions for the information listed below. If the organization is awarded a grant, this information will be used to issue the written agreement.
- A. Describe the overall objective of the project/program and how the project/program meets the grant and project objectives:
 - B. List the specific activities and/or services the program/project will provide utilizing HOPWA funds (example: describe the steps a client goes through in the program, the services that are offered to program participants, etc.). If any activities and/or services will be provided in conjunction with another agency, identify that here:
 - C. Describe the targeted population the program/project will serve (examples: ages of youth, abused children only, individuals in a certain census tract, etc.):
 - D. List when the project/program services will be offered (examples hours/days/months of service, summer only, after school only, year-round, etc):
 - E. Identify the location(s) where services will be provided.
 - F. Is there a waiting list for the program? If yes, provide more details.
 - G. If the project is a new venture, describe the experience the organization has with similar projects.

III. Project Status

If this is an existing project, describe the work that has been completed to-date. If HOPWA funds have been used in an earlier phase, this information should be provided with a brief description of what the funds were used for. If the activities were part of a larger project, please describe the larger project.

Section III – HOPWA Project/Program Information (30 Points)

IV. Collaboration

- A. Identify other agencies in Mississippi (including non-profit and government) that provide services similar to the proposed project/service. How do the programs differ? How do they overlap?
- B. Is there collaboration with the other agencies? If yes, describe any coordination the organization currently has or will have with other agencies to reduce or eliminate duplication of services in delivering the proposed service.

Note: Collaborating before applications are submitted is strongly encouraged. Attach any existing Memorandums of Understanding (MOUs) the organization has with other agencies. If there are no existing MOUs between the organization and the agencies it is collaborating with, such MOUs will need to be entered into and provided before disbursement of grant funds.

V. Project Specific Narrative

- A. Describe what the project/program staff qualifications are to effectively conduct the required client housing needs assessment including client intake, housing case management, and who serve to direct the type of housing assistance provided from HOPWA and other sources.
- B. Briefly describe the written policies and procedures in place to ensure confidentiality and physical security for participant records and the addresses/locations of any leased projects.
- C. Briefly describe how the project/program ensures compliance with the following requirements:
 - 1. Affirmatively Fair Housing:
 - 2. Americans with Disabilities Act:
 - 3. Participant termination:

Section III – HOPWA Project/Program Information (30 Points)

PHYSICAL PROJECTS ACQUISITIONS / ACQUISITION & REHABILITATION / REHABILITATION / NEW CONSTRUCTION

The agency/organization is applying for one of the types of physical projects listed above:

Yes No (*If the answer is no, skip to the next section*)

Physical Project Narrative

NOTICE FOR PUBLIC FACILITIES OR REAL PROPERTY IMPROVEMENT PROJECTS:

No project funds can be reimbursed until MHC has received an environmental review of the proposed project as required under 24 CFR Part 58. The environmental review may result in a decision to proceed with, modify, or cancel a project. Specifically, according to 24 CFR 58.22(a), neither a recipient nor ANY participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in Section 58.1(b) on an activity or project until HUD has approved the recipient's Request for Release of funds and related certification.

If the proposed project requires relocation or moving of occupants from an acquired structure or a structure that will be rehabilitated, the organization agrees to comply with all requirements as described in (1) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, enacted as Public Law 91-646 and (2) all requirements of 24 CFR Part 92.353 Displacement, Relocation and Acquisition, and (3) HUD Handbook 1378 Uniform Relocation Assistance, including proper notices AS OF THE DAY THIS APPLICATION IS SUBMITTED TO MISSISSIPPI HOME CORPORATION to tenants to ensure no tenant displacement and/or relocation occurs.

I. **Description of Project:** Provide clear descriptions for the information listed below. If the organization is awarded a grant, this information will be used to issue the written agreement.

A. Type of Project (Select one with an X)

- Acquisition
 Acquisition/Rehabilitation
 Rehabilitation
 New Construction (non residential)

Please label and include non-bound documents as attachments to detail the following:

B. Project Scope of Work – Provide a summary of the project from start to finish. Include an outline of each phase of the project. Provide a detailed work write-up to complete the **entire** project. Attach schematic drawings if applicable.

C. Has the organization identified the property location for the project? Yes No
If yes, list below and attach a copy of the street and legal address (if available) and a map with the possible location(s) identified:

Address 1:

Address 2:

Address 3:

D. Does project require temporary/permanent relocation or moving occupants? Yes No
If yes, give detailed explanation and attach 1) a copy of the appropriate URA Notice and 2) the Relocation Plan, including a budget for relocation activities.

Section III – HOPWA Project/Program Information (30 Points)

E. Zoning:

1. Project structure type is: Residential Commercial Other (Please specify):
2. What is current zoning classification of project site?
3. Is site zoned correctly for the proposed activity? Yes No
If no, provide an explanation of efforts and timetable to change zoning or obtain variance:
4. Is the proposed site located in an AO FEMA flood plain? Yes No
Attach a flood map with the location identified. No projects located in an AO FEMA flood plain will be eligible for grant funds.

- F. Does the project require land use approvals such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits? Yes No
If yes, please give detailed explanation and attach appropriate documentation:

II. **Acquisition ONLY:** Please describe the readiness to proceed concerning whether or not land use issues have been resolved. All projects will be subjected to a HUD Environmental Review and certain projects, such as new construction, must also undergo a Phase I Environmental Assessment before any part of the project can begin.

- A. **For Property Acquisition Projects:** Applicants can have no financial or legal commitment to purchase a property. Applicants may have an **option to purchase** a property pending grant approval, an approved HUD Environmental Review and an executed written agreement with MHC. Does the organization have an option to purchase agreement on the property?

Yes No

If yes, attach copy of option agreement.

- B. If organization has an option to purchase a property, has an appraisal or comparative market analysis from a knowledgeable real estate professional been completed? Yes No
If yes, attach copy of appraisal.

Date appraisal was completed:

(Note: For a property acquisition, a current (no older than 3 months) appraisal or a comparative market analysis from a knowledgeable real estate professional must be completed prior to receiving funds.)

- C. If appraised value is not known, what is the source of the acquisition cost estimate?

- D. Will any **occupiable***, affordable permanent housing units be converted or demolished?

Yes No

If yes, how many?

*Occupiable means a residential dwelling that is substandard, but suitable for rehabilitation. All rehabilitation projects must conform to Mississippi Home Corporation's Rehabilitation Standards and Specifications. Upon completion of rehabilitation, housing must meet local property maintenance codes (International Property Maintenance Codes) with no major structural defects in the structure.

- E. What is the current condition of any improvements on the property and what is the expected life of the property? Attach photographs (interior and exterior):

Note: If the acquired property will require rehabilitation at a later date, fill out the next section, even if the current grant application does not include rehabilitation.

III. **Construction/Rehabilitation Projects ONLY:**

Section III – HOPWA Project/Program Information (30 Points)

- A. Describe the familiarity and/or experience with oversight of construction projects. If there is no general knowledge of the construction process, describe how this will be remedied:
- B. Describe the familiarity and/or experience with Davis-Bacon prevailing wage requirements (Labor Standards Provisions) and Section 3 compliance:
- C. Provide information that demonstrates the proposed activity is economically feasible and that it can be implemented in a timely and cost-effective manner, including a comparison of rehabilitation costs versus new construction and a project time line showing it can be completed within the proposed program year.
- D. Provide the sources consulted and how costs were determined.
- E. Tell what considerations have been given to remaining economic life of the property and potential cost increases such as unanticipated repair, maintenance, and operating costs.
- F. How will the total project be funded? Discuss all sources and uses of funds for the entire project.
- G. Site Control: Date Acquired:
Provide documentation of site control. Attach a copy of the property deed, and the executed contract of sale.
- H. Year property was built:
If pre-1978, will it be occupied by children under the age of six? Yes No
- I. Current Mortgage? Yes No Remaining Principal Balance:
- J. Attach photographs of site to be improved (interior and exterior).
- K. Attach architectural drawings.
- L. Include project timeline with firm, fixed start and end dates for each task (See Construction/Rehabilitation Timeline for Grant Activity Form for an example below).

Section III – HOPWA Project/Program Information (30 Points)

CONSTRUCTION / REHABILITATION TIMELINE for Grant Activity Form

CONSTRUCTION / REHABILITATION PHASES	START DATE (m/d/yy)	END DATE (m/d/yy)
Pre-Construction		
Environmental Review		
Work Write-Up		
Architectural Drawings/Engineering Plans Approved		
Lead-Based Paint Testing		
Construction Permits		
Bid Specifications/Bid Packet Approved		
Advertisement for Bids		
Pre-Bid Conference		
Bid Opening		
Pre-Construction Conference		
Actual Construction		
Demolition		
Site Preparation		
Framing		
HVAC Work		
Electrical Work		
Plumbing Work		
Rough In Fire Suppression System		
Dry Wall		
Install Doors and Windows		
Paint		
Install Floor Finishes and Base Molding		
Complete HVAC, Electrical, Plumbing & Fire Suppression system, etc.		
Testing HVAC, Electrical, Plumbing & Fire Suppression system, etc.		
Final Cleaning		
Walk Through and Punch List		
Final Inspection		
Occupancy Permit		
Other (Describe)		

Section IV: HOPWA Project/Program Financial Information (25 Points)

NOTE: Mississippi Home Corporation encourages diversification of program funding sources. It is strongly recommended that applicants seek private sector and/or foundation funds to supplement HOPWA funds. Programs and initiatives that are wholly dependent on HOPWA funds will be considered high risk.

I. Funding Rationale

- A. If awarded a grant, state what project/program expenditures HOPWA funds will be used for and why:
- B. Explain how organization arrived at the total cost of the project/program. (The total cost of Construction/Rehabilitation projects must be verified by a third party cost certification.):
- C. Describe total cost to administer the project/program and what percent, if any, will be charged to the grant:
- D. Describe the economic feasibility of the project. Did your organization perform a price analysis detailing alternative service providers and vendors when planning the budget?
- E. Future requests for HOPWA funds for this project/program are anticipated: Yes No
If yes, provide more details:
- F. The number of **pending** sources of funding specifically for this project is:
The number of **committed** sources of funding specifically for this project is:
- G. List the source and amount of non-HOPWA funds that will be used as leverage to implement this project. Identify each source as either pending or committed and attach documentation to substantiate each.

SOURCE	AMOUNT	COMMITTED OR PENDING
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Section IV: HOPWA Project/Program Financial Information (25 Points)

II. Total Cost of Project/Program:

- | | |
|--|----|
| A. Requested funds | \$ |
| B. Pending funds from other sources (leverage) | \$ |
| C. Committed funds from other sources (leverage) | \$ |
| D. Total project cost | \$ |
| E. Percentage of HOPWA funding (A divided by D) | % |

- A. HOPWA funds were received last year for this project: Yes No
 If yes, list amount received: \$ and percentage of the project's total budget constituted by HOPWA funds: %
- B. HOPWA funds have been received for 3 or more consecutive years: Yes No
 If yes, list years and amount received:
- C. How will the program be sustained if HUD funds are not awarded in the future?
- D. If the organization conducts more than one project/program, explain how the funding for this project/program will be allocated among the various projects or programs for shared expenses.
- E. If salaries and fringe benefits are included as a budget item, for each position to be funded by the grant, provide the employee's name, job title and a brief summary of job duties each person will perform for the project/program.

Name	Job Title	Duties
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Section V – Attachments

ATTACHMENTS

Please provide the following attachments. To clearly identify the remaining attachments, please provide a cover page for each attachment listed below. If the item is not applicable for your project/program, add “N/A” to the cover page.

1. **Certificate of Incorporation:** Attach a copy of the organization’s Certificate of Incorporation pursuant to the laws of the State of Mississippi.
2. **IRS Tax Exempt Status:** Attach a copy of the IRS letter authorizing tax-exempt status for the agency.
3. **Agency Budget:** Attach the current year – must include all programs and funding sources.
4. **Organization Chart:** An organization chart depicting the organization’s internal structure, including any boards, trustees, or affiliates to whom the organization must report.
5. **Board of Directors:** A list of board officers and members including address, telephone number and length of board tenure for each member. Indicate upcoming rotations.
6. **Bylaws:** Attach a copy of the organization’s bylaws.
7. **IRS Form 990:** Non-profit applicants: include a copy of IRS form 990 (Informational Tax Return of Organizations Exempt from Income Tax), or an explanation of why your organization has not been required to complete such a form.
8. **Certificate of Commercial General Liability Insurance**
9. **Accounting policies and procedures** (current or planned policies/procedures)
10. **Certified Organization Audit/Financial Statements** of most recent year (one of the following)
 - a. Copy of OMB 2 CFR 200 Audit (Required if \$750,000 in aggregate Federal funds expended), OR
 - b. Financial statements prepared or audited by a CPA
11. **Memorandums of Understanding (MOUs)** (optional, but encouraged)
12. **Documentation of Funding Commitments**
13. **Allocation Plan** (for shared costs among more than one project/program)
14. **Supportive Documentation for Pending and Committed Non-HOPWA Funding**

Section V – Attachments

ACQUISITION PROJECTS – ATTACHMENTS

If the item is not applicable for your project/program add “N/A” to the cover page.

- 15. Option agreement for applicable property acquisition projects**
- 16. Flood plain map with the location identified**
- 17. Current Appraisal**
- 18. Documentation of required land use approvals** such as Site Review, Annexation, Zone Change, Minor Land Partition, Demolition, or Conditional Use permits
- 19. Photographs of the property**
- 20. Relocation Plan and budget** (if applicable)
- 21. URA Notice** (If applicable)

CONSTRUCTION/REHABILITATION PROJECTS – ATTACHMENTS

If the item is not applicable for your project/program add “N/A” to the cover page.

- 22. Site Control** – property deed, executed contract of sale
- 23. Flood plain map** with location identified
- 24. Work write-up detail**
- 25. Photographs of site to be improved**, if rehabilitation project
- 26. Architectural or schematic drawings**
- 27. Project timeline**
- 28. Pro Forma** (5 year Pro Forma for rehabilitation projects)
- 29. Phase 1 Environmental Assessment** (for new construction – submit one copy only)
- 30. Relocation Plan and budget** (if applicable)
- 31. URA Notice** (If applicable)