



MISSISSIPPI HOME CORPORATION

APPLICATION GUIDE

Effective January 1, 2018, all applications for the Blight Elimination Program (BEP) must be submitted online. Applicants may access the online application through the following link: <https://www.mhcfundingapp.com/FundingAppCollector>. The Online Application User Guide may be found on MHC's website at <https://www.mshomecorp.com/federal-programs/bep/>.

MHC will accept BEP applications year round on a first-come, first-served basis until all program funds are exhausted OR until August 31, 2020, whichever comes first.

The following outlines the required information/documentation that must be included in the application submission.

I. APPLICATION THRESHOLDS

Applications must show evidence that it meets the threshold items listed below in order to be eligible for consideration of an award.

1. Demolition and Disposal Plan

Applicants must provide a detailed Demolition and Disposal Plan that describes at a minimum (a) the demolition methods and procedures that will be utilized; (b) description of waste disposal process and licensed landfills to be used; (c) asbestos and/or hazardous material abatement procedures; (d) the expected end use of each property; and (e) an estimated demolition timeline schedule.

2. Blighted Properties

Properties to be demolished must be in a BEP target area, be vacant and abandoned, and have been officially condemned by the local unit of government. Documentation reflecting official action taken by the local unit of government to condemn the property(ies) must be included in the application.

3. Blight Partners

All Blight Partners that will hold title to the property(ies) must be identified in the application.

4. Staff Capacity

At least one key staff member of the Applicant or the Blight Partner must demonstrate through a resume that they have experience with the demolition process.

5. Comprehensive Plan

Provide a copy of the local government's approved community, economic development, or strategic plan that includes the subject property(ies). If there is no approved plan, provide a narrative description of how the expected demolition will impact the economic development of the area/neighborhood.

II. PROJECT PROPOSAL NARRATIVE

Applicants must submit a narrative of the proposed project. The narrative must, at a minimum, include the following:

A. *Applicant Narrative*

1. **Existing Demolition Program.** Description of Applicant's current demolition program. Include a list of all demolition activities that have taken place in the last twelve months

(with demolition dates) and a summary of demolitions that are expected to take place in the next twelve months;

2. **Contractor Procurement Process.** Description of Applicant's current contractor procurement process. Describe any recent activity where the Applicant utilized the State or HUD procurement process and a list of staff members that are familiar with the process.
 3. **Local Government's Strategic Plan.** Describe how the planned demolition/development of the targeted property(ies) are a part of the local government's strategic plan.
 4. **Staff Experience.** Describe any blight elimination experience of the key staff members that will oversee the BEP.
- B. *Blight Partner Narrative (for each Blight Partner, provide the following)*
1. **Narrative.** Narrative that includes a history of the organization, applicable work experience and relationship with the Applicant;
 2. **Experience.** Describe the Blight Partner's experience in affordable housing and/or demolition, if any;
 3. **Role.** Describe the expected role of the Blight Partner in its partnership with the Applicant, if other than holding title to the property and maintaining the property throughout the Compliance Period.
- C. *Project Narrative*
1. **Property Information.** Provide a general narrative of the properties to be demolished that includes the total number of properties to be demolished, type of structures (*1-4 single family unit structure, slab*), average size of units, estimated value of each property, timeframe of how long the properties have been vacant and whether or not if any of the properties are historic or in a historic district;
 2. **Timeframe.** Describe timeframe for when funds will be used;
 3. **Acquisition Plan.** Brief narrative that explains how the property(ies) will be acquired once Applicant has been approved for the Blight Elimination Program;
 4. **Contribution of Funds.** Describe the applicant or blight partner's contribution of funds and/or services toward the demolition of the structure or towards post demolition activities;
 5. **Demolition.** Describe how licensed contractors will be selected, and how disposal of waste in a state licensed landfill and abatement of hazardous materials will be accomplished;
 6. **Post Demolition.** Describe how lots will be improved through greening or other activity and the maintenance plan for the lots for three years after demolition;
 7. **Target Area.** Brief narrative detailing the history of each target area and the impact of the economic downturn and foreclosure on the neighborhood in question;
 8. **Impact on Neighborhood.** Brief narrative of how the planned demolition activity will stabilize neighborhood property values and decrease foreclosures in all target areas.

III. **REQUIRED DOCUMENTS**

The following documents must be uploaded in the online application:

A. *Applicant Documents*

- Executed copy of the Statement of Application and Certification (HHF/BEP Form 0202);
- Applicant's Self-Score Worksheet (HHF/BEP Form 0211)
- Document that authorizes the City/County to apply for the Blight Elimination Program;
- List of key staff members that will oversee the administration of BEP with a copy of each individual resume
- List of key staff members with blight elimination experience with a copy of each resume
- Copy of Applicant's adopted Community, Economic Development, or Strategic Plan (if applicable)
- Written policy that addresses how the Applicant handles potential conflict of interest or

reports of conflict of interest between employees of the jurisdiction and Blight Partners, contractors, and other businesses that will be directly contracted by the jurisdiction, or its Blight Partner, to carry out the work.

B. *Blight Partner Documents (for each Blight Partner, provide the following)*

- Financial Overview of the organization
- Organizational Chart
- Staff and Board Roster
- Copy of resume for key member;
- Certificate of Organization from the Mississippi Secretary of State
- Certificate of Good Standing from the Mississippi Secretary of State
- Copy of IRS determination letter for each Blight Partner that is a nonprofit corporation organized under section 501(c)3 or 501(c)4 of the Internal Revenue Code;

C. *Project Document*

- Map or maps of the areas targeted for program participation;
- Documentation reflecting official action by the local unit of government, condemning the property submitted for demolition;
- Copy of the public notice that was used for dissemination to the public of properties to be demolished;
- Copy of the Demolition and Disposal Plan (see Section I.1: Application Threshold);
- Copy of the Property Maintenance Plan that details how the property will be maintained, how often it will be maintained, the name of the entity that will provide the maintenance services, and the expected maintenance fee.

IV. SELECTION CRITERIA

MHC will score applications based on the table below. Points are awarded at MHC’s sole and absolute discretion. MHC will notify all applicants once an application is received for review. The proposed demolition project must be designed to stabilize neighborhood property values and prevent foreclosures. An applicant must address the items set out below when completing the project narrative that describes the demolition project. Provide supporting documentation where available and explain how the activity covered by the rating factor will be carried out. The minimum score for an award is 120 points.

SCORING CRITERIA				
		15 Points	10 Points	5 Points
1	Existing Demolition Program: Describe current and previous demolition activities completed by the local jurisdiction.	Active demolition program with most recent demolition on-going or within the last 90 days.	Active demolition program with most recent demolition within the last six (6) months.	Active demolition program with most recent demolition within the last twelve (12) months.
2	Staff Capacity: Provide a detailed list of the staff members’ experience involved in Blight Elimination	Dedicated staff, at least one, with three (3) plus years of demolition experience.	Dedicated staff, at least one, with one (1) plus years of demolition experience.	
3	Demonstrated Need: Describe if project is located in one of the state’s “tipping point” areas. Provide details of the project including size, number of units to be demolished, location, etc.	Demolition will occur within a “tipping point” census tract.		
4	Ability to Meet Timelines: Describe timeframe for when funds will be used.	A list of condemned properties has been	A list of condemned properties has been	

		approved by the local unit of government.	identified by the local unit of government.	
5	Project Description: Describe if project is part of a comprehensive approach (i.e. demolishing residential structures in a concentrated area or block by block as part of a community revitalization or economic development plan).	Demolition is part of a strategic, economic, or neighborhood plan adopted by the local unit of government.	Demolition is adjacent to an area that has a strategic, economic, or neighborhood plan adopted by the local unit of government.	Demolition will encourage investment of public or private funds that encourage redevelopment.
6	Post Demolition Activities and Maintenance: Describe how lots will be improved through greening or other activity and the maintenance plan for the lots for three years after demolition.	Dedicated staff with property maintenance experience and an existing property maintenance plan adopted by the local unit of government.	Dedicated staff with property maintenance experience.	A property maintenance plan is going to be adopted by the local unit of government for the Blight Elimination Program.
7	End Use: An end use of the vacant lot has been determined.	The end use is part of an active community revitalization, economic development or neighborhood plan.	The end use has been determined but is not part of an active community revitalization, economic development or neighborhood plan.	The end use not been determined but is not part of an active community revitalization, economic development or neighborhood plan.
8	Total Demolition Costs: Describe the total estimated demolition costs including acquisition and property maintenance administration.	Total estimated demolition costs will average less than \$7,500 per unit.	Total estimated demolition costs will average less than \$10,000 per unit.	Total estimated demolition costs will average less than \$12,500 per unit.
9	Acquisition Costs: Describe the total estimated acquisition costs per property.	There are no costs to the grant for acquisition.	Property will be acquired for less than 15% of the eligible permitted costs of \$15,000 per unit.	Property will be acquired for less than 25% of the eligible permitted costs of \$15,000 per unit.
10	Contribution of Funds: Describe the applicant or blight partner's contribution of funds and/ or services toward the demolition of the structure.	Applicant or partner will be contributing funds and / or services toward the acquisition, demolition and the intended end use of the lot.	Applicant or partner will be contributing funds and / or services toward the acquisition and /or acquisition and demolition of the structure.	Applicant or partner will be contributing funds and / or services toward the intended end use of the lot.
11	Licensed Contractors and Waste Disposal: Describe how they will be selected, and how disposal of waste in a state licensed landfill and abatement of hazardous materials will be accomplished.	Local unit of government has dedicated staff, at least one, with three (3) plus years of experience using HUD's or the State of Mississippi's procurement process to select contractors and knowledge of local waste disposal facilities.	Local unit of government has dedicated staff, at least one, with at least one (1) year of experience using HUD's or the State of Mississippi's procurement process to select contractors and knowledge of local waste disposal facilities.	
12	Blight Partnerships: Describe Blight Partner's role and experience in blight elimination.	Blight Partner is an experienced affordable housing provider that has been in existence for five (5) plus years and has five (5) plus years demolition experience.	Blight Partner is an experienced affordable housing provider that has been in existence for three (3) plus years and has three (3) plus years demolition experience.	Blight Partner is an experienced affordable housing provider that has been in existence for one (1) plus years and has one (1) plus years demolition experience.