



application EVALUATION

Applicant:

County:

Funds Requested:

Number of Properties:

Program No.:

MHC BOARD APPROVAL	
Date:	<input type="text"/>

THRESHOLD REQUIREMENTS

Demolition and Disposal Plan

A detailed plan that describes all of the following:

- (a) the demolition methods and procedures that will be utilized;
- (b) how the demolished materials will be disposed;
- (c) the expected end use of each property;
- (d) an estimated demolition timeline schedule

Key	
V	= Ok
---	= n/a
M	= Missing
P	= Problem

Blighted Properties

- (a) provided a list of properties that have been identified as blight
- (b) MHC verified all properties are located in a target area
- (c) MHC verified all properties meet BEP requirements (Field Compliance Services Inspection Report)

Letter of Condemnation

- Documentation reflecting official action by the local unit of government that condemns the property(ies)

Blight Partners

- Provided a list of all Blight Partners that will hold lien on properties

Staff Capacity

- Provided evidence of demolition experience from at least one staff member of the Applicant or Blight Partner

Comprehensive Plan

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

COMMENTS:

No Deficiency
 Clarification (explain below)
 Deficiency (explain below)

REQUIRED DOCUMENTS

Local Government

- Name of the applying government entity with address, email and phone number
- Name of any other government entity that is a co-applicant (if applicable)
- Name, address, email and phone number for the applicant's single point of contact
- Name, address, email and phone number for the applicant's highest elected official
- Name, address, email and phone number for any paid service providers that assisted in preparing the application
- Description of applicant's existing demolition program that includes a list of current and previous demo activities
- List of staff with blight elimination experience with a copy of each individual's resume
- Description of applicant's current contractor procurement process;
- Executed copy of the Statement of Application and Certification (HHF/BEP Form 0202)
- Applicant's Self-Score Worksheet (HHF/BEP Form 0211)

Blight Partner

- List the type of entity of each blight partner (e.g. for profit, nonprofit, land bank, etc)
- Legal name of each Blight Partner that will hold title to a lot during the BEP and the name, address, email, and phone number of the Blight Partner single point of contact
- For each Blight Partner provide an organization chart, staff and board roster, financial overview of the entity, narrative history, applicable work experience, and relationship with the applicant

- 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
- Copy of the Certificate of Organization from the Mississippi Secretary of State for each Blight Partner and proof that the organization is in good standing
- Copy of resume for key members of each blight partner entity

Project Information

- Project Narrative that includes the total amount of funds requested, number of properties to be demolished, type of structures (1-4 single family unit, slab), size of units and the location. Include whether or not if any of the properties are historic.
- Map or maps of the areas targeted for program participation
- Copy of the local government's community, economic development, or strategic plan that includes the subject property (if applicable), or if there is no applicable community development plan, provide a narrative description of the planned demolition/development of the target area lots post demolition
- Brief narrative detailing the history of each target area and the impact of the economic downturn and foreclosure on the neighborhood in question
- Brief narrative of how the planned demolition activity will stabilize neighborhood property values and decrease foreclosures in all target areas
- Documentation reflecting official action by the local unit of government, condemning the property submitted for demolition
- Brief narrative that describes any contribution of funds or services towards demolition costs or post demolition activities
- 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
- 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 maintenance fee

Property Information

- Common address of the property
- Abbreviated legal description of the property
- Current owner of the property
- Acquisition plan for the property (i.e. purchase, gift, foreclose, etc)
- Name of Blight Partner that will hold title prior to demolition
- Estimated demolition costs
- Estimated acquisition costs
- Estimated maintenance and administrative costs
- Expected end use of the property

COMMENTS:

- No Deficiency
 Clarification (explain below)
 Deficiency (explain below)

0

SELECTION CRITERIA

Scoring Item	Points
<input type="checkbox"/> Existing Demolition Program <ul style="list-style-type: none"> <input type="checkbox"/> Active demolition program with activity within the last 90 days (15 pts) <input type="checkbox"/> Active demolition program with activity within the last 6 months (10 pts) <input type="checkbox"/> Active demolition program with activity within the last 12 months (5 pts) 	0
<input type="checkbox"/> Staff Capacity <ul style="list-style-type: none"> <input type="checkbox"/> At least one key staff member has at least 3+ years of demo experience (15 pts) <input type="checkbox"/> At least one key staff member has at least 1+ years of demo experience (10 pts) 	0
<input type="checkbox"/> Demonstrated Need <ul style="list-style-type: none"> <input type="checkbox"/> Demolition will occur within a "tipping point" census tract (15 pts) 	0
<input type="checkbox"/> Ability to Meet Timeline <ul style="list-style-type: none"> <input type="checkbox"/> A list of condemned properties has been approved by the local unit of government (15 pts) <input type="checkbox"/> A list of condemned properties has been identified by the local unit of government (10 pts) 	0
<input type="checkbox"/> Project Description <ul style="list-style-type: none"> <input type="checkbox"/> Demo is part of a comprehensive plan adopted by the local unit of government (15 pts) <input type="checkbox"/> Demo is adjacent to an area that has a comprehensive plan adopted by the local unit of gov't (15 pts) <input type="checkbox"/> Demo will encourage investment of public or private funds that encourage redevelopment (5 pts) 	0

<input type="checkbox"/> Post Demolition Activities and Maintenance ## Dedicated staff with property maintenance exp and existing plan adopted by local gov't (15 pts) ## Dedicated staff with property maintenance exp (10 pts) <input type="checkbox"/> A property maintenance plan will be adopted by the local unit of gov't (5 pts)	0
<input type="checkbox"/> End Use <input type="checkbox"/> The end use is part of an active comprehensive plan (15 pts) <input type="checkbox"/> The end use has been determined but is not part of an active comprehensive plan (10 pts) <input type="checkbox"/> The end use has not been determined and is not part of an active comprehensive plan (5 pts)	0
<input type="checkbox"/> Total Demolition Costs <input type="checkbox"/> Total estimated demo costs will average less than \$7,500 per unit (15 pts) <input type="checkbox"/> Total estimated demo costs will average less than \$10,000 per unit (10 pts) <input type="checkbox"/> Total estimated demo costs will average less than \$12,500 per unit (5 pts)	0
<input type="checkbox"/> Acquisition Costs <input type="checkbox"/> BEP funds will not be utilized for acquisition costs (15 pts) <input type="checkbox"/> Property will be acquired for less than 15% of the eligible permitted costs (10 pts) <input type="checkbox"/> Property will be acquired for less than 25% of the eligible permitted costs (5 pts)	0
<input type="checkbox"/> Contribution of Funds ## Applicant/BP will contribute funds/services toward the acq, demo, and the intended end use (15 pts) ## Applicant/BP will contribute funds/services toward the acq and/or demo (10 pts) <input type="checkbox"/> Applicant/BP will contribute funds/services toward the intended end use (5 pts)	0
<input type="checkbox"/> Licensed Contractors and Waste Disposal ## Local unit of gov't has at least 1 key staff w/ 3+ yrs exp using HUD/State procurement process (15 pts) ## Local unit of gov't has at least 1 key staff w/ 1+ yrs exp using HUD/State procurement process (10 pts)	0
<input type="checkbox"/> Blight Partnerships <input type="checkbox"/> BP is an experienced affordable housing provider that has 5+ yrs experience (15 pts) <input type="checkbox"/> BP is an experienced affordable housing provider that has 3+ yrs experience (10 pts) <input type="checkbox"/> BP is an experienced affordable housing provider that has 1+ yrs experience (5 pts)	0
TOTAL SCORE: <u>0</u>	

COMMENTS:

No Deficiency
 Clarification (explain below)
 Deficiency (explain below)

STAFF RECOMMENDATION

Applicant meets all requirements of the Blight Elimination Program. Recommended approval amount: \$

Applicant does not meet the requirements of the Blight Elimination Program. Recommend denial.

Reviewed by: _____ Date: _____

COMMITTEE DECISION

Approved Date: _____ Approved Amount: \$ _____

Denied Date: _____

Signature _____

Signature _____

Signature _____

Signature _____

BOARD OF DIRECTORS DECISION

Approved Denied Date: _____