Please enjoy some virtual coffee and doughnuts before we begin....
Community Incentives Division

CDBG Application Workshop 2022
Program Contacts

- **Economic Development Applications (DIP; CDBG-ED)**
  - John “Caleb” Prine
- **Public Facility Applications**
  - Erin Hovanec
- **ARC Applications**
  - April Smith
- **CAP & RAIL Loans**
  - Tange Bozeman
- **Grant Implementation**
  - Area Program Managers
Community Development Bureau Contacts

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Golden Triangle PDD and Three Rivers PDD

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CAP and RAIL Loan Programs………………………………………………………….. tbozeman@mississippi.org
# Application Deadlines

## Application Submission Dates

<table>
<thead>
<tr>
<th>Program Categories</th>
<th>Submission Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Facilities</td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>May 16-20, 2022 by 4:00 pm</td>
</tr>
<tr>
<td>Small Government</td>
<td>May 16-20, 2022 by 4:00 pm</td>
</tr>
<tr>
<td>Economic Development</td>
<td></td>
</tr>
<tr>
<td>Public Improvements</td>
<td>Open</td>
</tr>
</tbody>
</table>

## Other Deadlines

<table>
<thead>
<tr>
<th>Other Deadlines</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open PF Project Close-outs</td>
<td>April 15, 2022 by 4:00 pm*</td>
</tr>
<tr>
<td>Audits and/or Funding Certification Forms</td>
<td>June 30, 2022</td>
</tr>
<tr>
<td>Water System Viability Applications (Public Facilities)</td>
<td>March 18, 2022 by 4:00 pm</td>
</tr>
<tr>
<td>Matching Funds in place (Public Facilities)</td>
<td>May 20, 2022**</td>
</tr>
<tr>
<td>Section 3 Reporting (July 1, 2021 – June 30, 2022)</td>
<td>July 8, 2022</td>
</tr>
</tbody>
</table>
Water Viability Review

Mr. Ron Brewer
Public Utilities Staff
QUESTIONS?
Engineering Guidelines

Mr. Steven Toombs
MDA Engineer
Community Development Block Grant Program

Steven Toombs, P.E.
MDA Engineering Consultant

FOSTER & JONES ENGINEERING
My Role in the CDBG Review Process

• Review design of projects for feasibility, constructability, and compliance with CDBG guidelines

• Review cost estimates

• Verify engineering fees comply with CDBG guidelines

• Attend annual meetings with CSD, MSDH, and MDEQ to review all submitted PF CDBG applications

• Review Economic Development applications as they are submitted throughout the year

• Participate in site visits and meetings, as necessary
Design Engineer’s Key Responsibilities in the Application Process:

• Assist Applicant with planning and scope development in compliance with CDBG guidelines and good engineering practices (Work as a team with the applicant and application preparer to build a case for your project)

• Verify that the area benefiting from the project is the same area identified in the application

• Complete a preliminary design and prepare a Preliminary Engineering Report

• Develop an Opinion of Probable Cost (Cost Estimate) which includes a detailed breakdown of quantities and unit costs for key items of work
Engineer’s Report Should Include:

• Description of the public needs/problems which are being addressed

• Detailed description of the scope of work to be accomplished

• Timetable for implementation

• Opinion of Probable Cost (Cost Estimate)

  Note: The cost estimate should separate costs being paid by CDBG and costs being paid by other funding sources.

• Project maps and drawings which clearly define the proposed improvements, area of benefit, layout of existing system(s), and the connection between the proposed and existing systems, if applicable

• A description of the minimum engineering data required for various types of projects is included in the Appendices of the CDBG Application Manual. The appropriate Appendix or Appendices should be included in the Engineering Report
Appendices:

Appendix A: Potable Water Systems
Appendix B: Potable Water Systems – Water Distribution
Appendix C: Wastewater Projects – Wastewater Treatment Systems
Appendix D: Wastewater Projects – Transportation Systems
Appendix E: Storm Drainage Systems
Appendix F: Roads and Streets
Appendix G: Natural Gas Transmission and Distribution Systems
Appendix H: Rail Spurs
Appendix I: Public Building Improvement
Engineering Certification:

The Engineer shall certify that he/she has reviewed the CDBG Engineering Guidelines and that the design and cost estimate included in the Engineering Report complies with these Guidelines.

The Cost Estimate must be signed and sealed by a Professional Engineer licensed in the State of Mississippi.

The following statement must be included on the Cost Estimate:

“This cost information and associated preliminary design was developed in accordance with the engineering guidelines provided in the 2022 CDBG Program Manual.”
CDBG Guidelines for Computing Fees for Basic Engineering and Inspection Services:

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Maximum Fee Allowed by CDBG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads, Site Development, &amp; Rail Spurs</td>
<td>Up to 12% of Construction Cost</td>
</tr>
<tr>
<td>Buildings</td>
<td>Per MS Bureau of Building Guidelines</td>
</tr>
<tr>
<td>Drainage, Gas, Sewer, and Water Systems</td>
<td>Per CDBG Fee Table included in manual</td>
</tr>
</tbody>
</table>
For the purpose of computing Engineering Fees, the estimated construction cost shall be the cost for actual construction work excluding cost for right of way/easements, legal fees, administration fees and contingencies.
Additional Engineering Services

*Services which are considered above and beyond the Basic Engineering Services and which additional compensation *may* be justified:*

- Geotechnical investigations
- Material testing during construction
- Permitting, such as: Stormwater Permits, Highway or Railroad Crossing Permits, etc.
- Wetland Delineation and Mitigation
- Surveying and other services **necessary for obtaining easement or rights-of-way**

  **(Topographic and construction surveys are not considered additional engineering services.)**
MS Bureau of Buildings
Engineering Fee Guidelines

Includes 5 building classifications each with associated Engineering Fee Limits:

The following formulas are used to calculate the fee percentages:

Type A: \(\frac{35}{\log C}\)

Type B: \(\frac{40}{\log C}\)

Type C: \(\frac{42}{\log C}\)

Type D: \(\frac{44}{\log C}\)

Type E: \(\frac{46}{\log C}\)
MS BOB Construction Classifications

Type A:

Project of simple, utilitarian character without complication or detail and with a high degree of repetition, such as parking structure, garages, loft type structure, warehouses (exclusive of automated equipment), industrial buildings and farm structures.

Type B:

Project of simple character requiring normal attention to design, detail, and with moderate repetition, such as armories, apartments, bakeries, cold storage facilities, exhibition halls, freight facilities, hanger, manufacturing, industrial plants, motels, office buildings (without tenant improvements), packaging and processing plans, printing plants, public markets, roads, skating rinks, and service garages.
Type C:

Project of conventional character requiring normal attention to design and detail, complete with complete mechanical and electrical systems, such as bridges, cinema, college classroom facilities, convention facilities, dining halls (institutional), dormitories, fire stations, gymnasiums, hotels, laundries and cleaning facilities, marinas, nursing homes, office buildings (with tenant improvements), parks, playground and recreational facilities, police stations, post offices, publishing plants, restaurants, schools (elementary and secondary), specialty shops, stadiums, transportation terminals, welfare buildings, neighborhood centers and similar recreational facilities, banks, exchanges and other financial institutions, extended care facilities, libraries, medical schools, medical office facilities and clinics, mental institution, mortuaries, public health centers, religions facilities, research facilities, central utilities plants, water supply and distribution plants, sewage treatment and underground systems electrical sub-station and primary and secondary distribution systems.

**Type C is by far the most common for PF Projects.**
MS BOB Types of Construction (continued):

Type D:

Project of specialized character requiring a high degree of skill in design, containing large amounts of complex scientific mechanical and electrical equipment, such as aquariums, auditoriums, airport control towers, art galleries, breweries, college buildings with special facilities, communications buildings, correctional and detention facilities, exposition buildings, hospitals, laboratories, observatories, theaters and veterinary hospitals. All historical facilities requiring complete restoration, except historical facilities being repaired only are a C classification.

Type E:

Projects of detail character requiring elaborate planning and execution and devoid of repetition, such as mausoleums, memorials, monuments, residences, and specialized decorative buildings.
Additional MS BOB Engineering Fee Considerations:

• If the Project includes substantial renovation and/or repairs, then CDBG may approve up to a 15% increase in the basic fee calculated from the appropriate formula. (Example: Retrofitting an old courthouse to make it ADA compliant)

• Asbestos Abatement projects are calculated as Type C construction.

• Roofing projects are calculated as Type C construction.
Tips for Preparing Cost Estimates

• Avoid using lump sum items, especially on the key items of work

• Ask yourself - “If this were a product or service that I was considering spending my hard-earned money on, is there enough information provided to make me feel comfortable that I am making a wise investment? Can I verify what I am getting for my money?”

• Make sure Engineering Fees are calculated using the correct project type category

• Make sure percentages for Engineering Fees are calculated using the Estimated Construction Cost prior to adding in contingencies and administration and application preparation fees

• Make sure any requested “Additional Services” are eligible to be considered as such and should not be considered as “Basic Engineering Services”

• If other funding sources will be used, separate the portion(s) of the project for which CDBG funds will or will not apply, especially if some portions are not CDBG-eligible (Examples: SCADA systems and portable equipment such as mobile generators)
Documentation of Need (DON):

When reviewing the need and readiness for a project and assigning a final score, consideration is given to the following:

- Extent and seriousness of the identifiable needs
- Ability of the applicant to maintain the system
- Readiness of the project to begin CDBG eligible activities
- Impact of the proposed activities on the environment
- Local efforts taken to resolve the problem
- Results to be achieved by the project
- Number of persons to benefit, given the type of project

**CSD has annual meeting with the MS Department of Health and the MS Department of Environmental Quality to review and assign final DON score for each PF project application received.**
Examples of Good Documentation of Need:

- *Good* Photos
- Letters from impacted citizens
- Inspection reports
- Maintenance logs
- Discharge reports
- Operator’s logs
Scoring System for DON

Critical Need: 175 points
Substantial Need: 125 points
Moderate Need: 75 points
Minimum Need: 25 points
Common Public Facilities Projects:

- Repair/upgrade of sewer collection and treatment systems
- Repair/upgrade of water distribution and treatment systems
- Adding public utility service to unserved homes
- Installation of new water wells and water storage tanks
- Drainage improvements
- ADA compliance of public buildings
Some Limitations on the use of CDBG Funds

- CDBG funds cannot be used on PF projects for “anticipated” growth or “future” expansions.

- Contingencies are limited to 8% of construction cost

- Administration Fees are limited to 10% of the CDBG program cost (including contingencies) plus the amount allowed for application preparation ($5,000 maximum); or a total cost of $40,000, whichever is less.
Some Important Take-aways

• Applicant, application preparer, and engineer should work together as a team

• Make sure all aspects of the application agree with respect to the public needs being address and the scope of work to be accomplished

• Make sure Engineering Fees are calculated using the proper category and the correct percentages

• Provide a detailed Cost Estimate with realistic unit costs

• Provide good Documentation of Need – Remember that your project is competing with others so take the time and effort needed to build a good case for your project
QUESTIONS ???
Steven W. Toombs, P.E.

stoombs@fjaeng.com

601-898-1404

www.fosterjonesengineering.com
Department of Environmental Quality

Mr. Bradley Crain
Municipal and Private Facilities Branch
QUESTIONS?
Bureau of Public Water Supply
570 East Woodrow Wilson
PO Box 1700
Jackson, MS  39215

(601) 573-8887
Amy.McLeod@msdh.ms.gov

healthyms.com/watersupply
healthyms.com/dwsrf
QUESTIONS?
BREAK FOR LUNCH
Welcome Back!
New Items To Make Note of During the Presentation

• New Category Maximum Grant Amounts
• New Administrative Fees
• New LMI Survey Data Worksheet (Optional)
• New Application Submission Requirements
• CID will contact admin/applicant to verify address and name of elected official
Public Facilities

Overview

- Eligibility
- L/M Benefit
- Use of CDBG Funds
- Matching Funds
- In-Kind
- Project Maps
- Threshold Requirements
- Surveys
- Application Ratings
- Site Visits
- Maintenance Plan
- Economic Development
- CAP Loan Applications
- New and Notables
- Questions
Public Facilities

- Regular Government Category
  - Population of greater than 3,500
    - Requires a minimum of a 10% local match requirement
      - Match amount of over the minimum requirement can earn additional application points (see page 73 of Application Manual)

- Small Government Category
  - Population of under 3,500
    - No local match requirement

- Minimum Grant Size of $100,000

- Maximum Grant Sizes – NEW for 2022
  - Regular Category $750,000
  - Small Category $600,000

- Administrative Funds – NEW for 2022
  - Max of $45,000 – cannot exceed 10% of program costs
  - Application Prep Fee $5,000 (included in the $45,000)

- Application Submission Due: Week of May 16th – 20th by 4:00PM MDA Clock
  - Must include 1 original application (original signatures); 1 copy of application (for state engineer review); and NEW for 2022, 1 electronic copy of the application
    - Electronic copy can be emailed, drop box, and or flash drive

*See page 62 of the Application Manual for more information on categories and submission requirements
Applications

You must submit **one original** copy of application **plus**:  

- **Water Projects** — one **hard copy** for MDA engineer, plus one **electronic** copy for Department of Health/MDA
- **Sewer/Wastewater Projects** — one **hard copy** for MDA engineer, plus one **electronic** copy for Department of Environmental Quality/MDA
- **All Other Projects** — one **hard copy** for MDA engineer, plus one **electronic** copy for MDA
- **Multiple Activities** - (ie water and wastewater/sewer) one **hard copy** for MDA engineer, plus one **electronic** copy for DEQ/Department of Health/MDA

This means all application submittals should include an original application, a hard copy of the application, and an electronic copy of the application
QUESTIONS?
About a Couple Documents to Submit with Application

- **DUNS numbers/CAGE code**
  - This is a requirement to do business with the government and to receive federal funds
  - Must submit documentation of both DUNS and CAGE with the application
  - [www.sam.gov/SAM/](http://www.sam.gov/SAM/) to print screen as proof of registration

- **E-Verify/MS Employment Protection Act of 2008**
  - Sub-recipients, utility associations, contractors and benefitting businesses must register and participate in the E-Verify Program
  - Participation documentation must be submitted with the application (i.e. print screen from e-verify website)
• Acceptable E-Verify documentation should include:
  – Company/Applicant Name
  – Address
  – E-Verify Company ID Number
• [https://www.uscis.gov/e-verify](https://www.uscis.gov/e-verify)

*See pages 41-44 of the Application Manual for additional information on DUNS, CAGE and E-Verify*
Eligibility

• Eligible Applicants
  – All cities/counties except the entitlement cities of Biloxi, Gulfport, Hattiesburg, Jackson, Moss Point and Pascagoula

• Eligible Activities
  – Water, sewer/wastewater, fire protection, streets and roads, flood and drainage improvements, ADA improvements, gas service extension, solid waste improvements, public building improvements

• Ineligible Activities
  – City parks, amphitheaters, police departments, fire improvements for fire chiefs, museums and similar.

• National Objective
  – Must Benefit Low- and Moderate-Income Persons (at least 51%)

• Area of Benefit – Activity available to benefit all residents of an area (primarily
  – Water/Sewer, Streets, Community Facilities, Health Clinics
  – Limited Clientele (specific group of persons rather than everyone in a specific area): Senior Citizen Center, ADA Improvements (Americans with Disabilities Act) - must still directly benefit at least 51% low- and moderate-income persons
    • HUD presumes the following groups as low- and moderate-income persons:
      – Elderly, severely disabled etc.

• Economic Development
  – Create Low-Mod Income Jobs: Full-time permanent jobs
Area Benefit Activities

• Must benefit a primarily residential area where at least 51% of residents are low- and moderate-income persons

• Available to all residents of the area regardless of income

• Examples: Water, Sewer, Drainage Improvements

• Multiple Activity Projects
  – Must be approved prior to application submission on case-by-case basis
Limited Clientele Activities

• Provide benefits to a specific group of persons rather than everyone in a general area
  • Groups presumed by HUD to be primarily comprised of low/mod persons:
    • Elderly Persons (62+)
    • Abused Children
    • Battered Spouses
    • Homeless Persons
    • Severely Disabled Adults
    • Persons living with AIDS
    • Illiterate Adults
    • Migrant Farm Workers
  • ADA Improvements
    – Eligible activities are limited to the removal/reconstruction of the architectural barrier and any area of the building that is directly impacted by the removal of the barrier
  • Senior Citizen Center
    – The facility improved with CDBG funds CANNOT be rented or utilized by any other groups

For limited clientele data go to https://www.hudexchange.info/programs/census/acs-cdbg-disability-data/all-tracts-summarized-by-grantee/
Government Buildings

• Buildings used for the general conduct of government are ineligible except for ADA improvements

• Buildings used to deliver services to the public generally eligible:
  – Department of Human Services
    • Beneficiary documentation from the State-level official (not the local director) about the local caseload
    • Caseload information requirements: household size, household income and eliminate duplication
  – Health Clinic
    • Services available to all persons in a community – Area Benefit Activity & area must be at least 51% LMI
    • Services to only those in one of HUD’s designated presumed L/M income groups or services administered in such a way that only available to LMI persons – Limited Clientele Activity
  – Police/Fire Stations
    • Proposed building may **not** house an office for the police and/or fire chief
    • Area of benefit must include the entire area that station provides services to

*See pages 48-55 of the Application Manual for more information on eligibility, activities and beneficiary information*
QUESTIONS?
Use of CDBG Funds

• Eligible Costs
  – Construction and renovation of public buildings, water/wastewater/sewer systems and road improvements
  – Engineering fees/permits
  – Administrative fees (10%)
  – Construction Contingency (8%)
• Ineligible Costs
  – Buildings/portions used for the general conduct of business
  – General operating expenses
  – Maintenance expenses
  – Political Activities
  – Purchase of personal property
  – Generators
  – Water Meters

• Ineligible activities
  – Fire Trucks
  – ADA improvements to recreational parks
  – Jails/Prisons
  – SCADA Systems
  – Community Planning Activities

*See pages
Matching Funds

• Matching funds are required for some applicants (Regular PF category and ED projects)

• Local matching commitments require:
  – A matching resolution authorizing the use of funds
  – Documentation of fund availability (bank statement, award notification)

• Matching funds eligibility requirements
  – Available at the time of grant agreement
  – Match cannot be spent before funds are awarded

• PF matching funds secured by May 20, 2022
  – Failure to submit proof of matching funds with Small Category applications will disqualify the application from the 25 application presentation points
  – If it is a Regular Category application and no matching documentation is provided, then it will be removed from funding.

*See pages 56-57 of the Application Manual for more information on matching funds.
In-Kind Contributions

• Can count towards Applicant’s match requirements
• **Must** be submitted at application
• Eligible work
  – Legal fees
  – Engineering fees
  – Supplies purchased and/or already in inventory
  – Construction costs – city/county employees
• Ineligible work
  – Employee work within their normal duties
  – Planning services
  – Supplemental engineering services

*See pages 58-59 of the Application Manual for additional information on In-Kind*
QUESTIONS?
Project Maps

• Minimum requirements (2 map min. requirement)
  – No larger than 11x17
  – North Arrow, graphic scale and legend
  – Legible and adequate scale to allow review
  – Utilize the same base map with background details
  – Label type of map
Types of Maps

Min. Required: (these should be the same base map)

• General Characteristic Map
  – Areas of concentrations of minorities
  – Areas of LMI persons
  – Areas of concentrations of substandard housing
  – Designated area(s) of benefit (this has been missing on maps of late)
  – General location of area(s) of proposed CDBG activities

• Detailed Project Map
  – Type and location of all project activities, including existing and proposed buildings to be served
  – Street names and highway numbers
  – Data/circumstances relative to the proposed activity
  – Area of Benefit (this has been missing on maps of late)
Example of General Characteristics Map
-easy to read
-roads and streets label
-area of benefit and city limits (this is one and the same for this particular map)
Example of Census Data Map
- Clearly shows roads
- LMI area
- Minority Area
- City Limits (in this case city limits is the benefit area as well)
If Applicable:

- **Survey Map(s) Must Be Included if Surveys Were Conducted**
  - All houses in the Area of Benefit must be numbered
  - House ID numbering should follow the street layout and houses should be numbered sequentially along each street
  - Selected/Surveyed home’s Map House ID Numbers must correspond with surveys/random listing selected houses
  - All roads/street names clearly legible
  - Benefit Area clearly defined
  - City boundaries

- **Unserved Households Map Must Be Included if Unserved Households are included in Project**
  - All unserved households must be shown on a map and indicate funding source for each connection (there must also be corresponding survey forms for each unserved)

*Note: If multiple survey maps are required, you must include a small-scale full map (you may also include a larger folded map but there must be at least one small-scale full map no larger than 11 x 17).

*See pages 60-61 of the Application Manual for more information on maps.
Example of Survey Map
Example of Survey Map
Example of Survey Map
QUESTIONS?
Threshold Requirements

• Failure to meet all of the following will exclude the application from funding:
  – No open PF grants, outstanding CDBG project monitoring findings or unresolved CID concerns (delinquent loan payments, failure to submit required reports - ED projects included, etc.)
  – Incomplete applications
  – Missing application attachments
  – Delinquent audits and/or outstanding audit concerns
  – Must be an existing/operational system for at least 1 year

*See page 63 of the Application Manual for more information on threshold requirements
QUESTIONS?
Service Area/Beneficiaries

• Service Area: entire area to be served by the proposed project activity
• A single activity – a contiguous group of beneficiaries
• Only direct beneficiaries can be counted
• Good documentation as to why you chose town-wide or project area data should be included
• If CID questions the applicant’s area of benefit/beneficiaries, the application will be removed from funding consideration as this information determines the proper LMI (the programs National Objective)

*See page 63 of the Application Manual for more information on services areas/beneficiaries*
Beneficiary Data

• Project Census Tract/Block Group Information
  – Submit documentation of ALL CT/BG in which beneficiaries reside
  – Required for all projects – including Survey and Town-wide Projects

• Low/Moderate Income Individuals Summary Data (LMISD)
  – It is strongly recommended that LMISD data be used rather than surveys whenever possible
  – Town-wide service area
  – Limited Clientele activities

• Surveys
  – Project area specific and town-wide surveys are acceptable – New surveys must be conducted for each application year/project (you cannot use previously conducted surveys even if you are reapplying for the same project)
  – Utilize State approved LMI Grant Survey Form
  – Must be signed by adult household member
  – Surveys must be complete – including the Data Reporting Information
  – 100% household surveying can be used in lieu of using the randomizer method.

• Census Data other than LMISD released by HUD will not be accepted
  – This has been an issue in recent years so be sure you are using the correct data from HUD
  – There are a few exceptions
    • Data for racial and ethnic background
    • Number of female heads of household
    • Elderly
    • Handicapped
    • Children under the age of 18

*See pages 64-65, and 77-78 of the Application Manual for more information on beneficiary data
Surveys

• Step 1: Define the Service Area
  – Map out Service Area (this map must be included with the application)
  – Number the houses sequentially along each street (in this example there are 500 houses)

• Step 2: Calculate Your Sample Size
Surveys

- Step 3: Randomize your Sample Size

http://www.randomizer.org/
### RESULTS

1 Set of 500 Unique Numbers
Range: From 1 to 500

Set #1


*Please note: By using this service, you agree to abide by the SPN User Policy and to hold Research Randomizer and its staff harmless in the event that you experience a problem with the program or its results. Although every effort has been made to develop a useful means of generating random numbers, Research Randomizer and its staff do not guarantee the quality or randomness of numbers generated. Any use to which these numbers are put remains the sole responsibility of the user who generated them.*
• Step 4: Using your sample size results, count the appropriate number of houses until you reach your sample size (in example above count 61 houses)

• Step 5: Begin surveying
  – For each vacant home or refusal, you must add an additional survey by moving to the next house ID number on your randomized list. Remember you must complete the total number of surveys as determined by your sample size result.
Count 61 houses
SURVEY VIDEO

https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/

*See pages 65-69 of the Application Manual for more information on surveys*
LMI Data

• Once surveying is complete the LMI data can be determined from your collected surveys

• You may use MDA’s LMI Survey Data Calculations Worksheet (optional)
  – If you use the worksheet, please include this in your application
LMI Worksheet

Based on Information Contained in Your Survey Responses

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Project</th>
</tr>
</thead>
</table>

**Part A: Calculations**

1. Total number of occupied households in the service area
2. Total number of household surveys
3. Percentage Surveyed
4. Total number of low-and-moderate income households surveyed
5. Total number of persons living in low-and-moderate income households surveyed
6. Total number of over-income households surveyed
7. Total number of persons living in the over-income households surveyed
8. Total number persons living in the households surveyed

**Part B: Calculations**

9. Average size of the low-and-moderate income households
10. Average size of over-income households
11. Proportion of low-and-moderate households
12. Proportion of over-income households
13. Estimate of total number of LMI households in project area
14. Estimate of total number of over-income households in project area
15. Estimate of total number of LMI persons in project area
16. Estimate of total number of over-income persons in project area
17. Estimated percentage of LMI persons in project area

**Part C: Per Survey Data**

- Total Number of White
- Total Number of Black/African American
- Total Number of Asian
- Total Number of American Indian/Alaskan Native
- Total Number of Native Hawaiian/Pacific Islander
- Total Number of Native American/Alaskan Native and White
- Total Number of Asian and White
- Total Number of Black/African American and White
- Total Number of American Indian/Alaskan Native and Black/African American
- Total Number of Other Multi-Racial
- Total Number of Female Head of Household
- Total Number of Families
- Total Number of Elderly (65+)
- Total Number of Handicapped
- Total Number of Children 18 or Younger
- Total Number of Beneficiaries

Enter the obtained data – embedded formulas will help in calculations.
Unserved Households

• Required documentation
  – Unserved Household Survey for every household regardless of funding source
  – Unserved Household Summary (Section F)
  – Map
    • Must be included in application
    • Must show funding source for each household to be connected

• Connection Costs
  – LMI Households: eligible with CDBG funds
  – Non-LMI Households: local matching funds or homeowner
Unserved Households

• MDA will review the following:
  – All funding for unserved household connections is accounted for accurately in the budget
  – Total number of unserved connections stated in Cost Estimate match the budget and both required forms
• MDA reserves the right to request proof that the unserved households have been connected to the system prior to the closeout of the project
• NOTE: Only water and sewer projects are eligible for unserved household points

*See page 70 of the Application Manual for more information on Unserved Households*
QUESTIONS?
Application Ratings

• Points will be assigned to each rating factor based on the information provided in the application packet
  – Keep in mind that we only know what you provide to us in the application
  – You must provide back up documentation for information given in the application

• Funding decisions are based on the scores attained
  – Highest scoring applications will be funded in each category until available funds are exhausted
    • In the event of a tie the applications will be prioritized in the order of the highest percentage of LMI beneficiaries

<table>
<thead>
<tr>
<th>Rating Factors</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Low/Moderate Income Benefit</td>
<td>100</td>
</tr>
<tr>
<td>2. Demonstration of Need &amp; Project Readiness</td>
<td>175</td>
</tr>
<tr>
<td>3. Priority Category of Activity</td>
<td>50</td>
</tr>
<tr>
<td>4. Financial Participation*</td>
<td>100</td>
</tr>
<tr>
<td>5. Non-Funded Bonus Points**</td>
<td>36</td>
</tr>
<tr>
<td>6. Meeting Past MBE/WBE Objectives***</td>
<td>25</td>
</tr>
<tr>
<td>7. Cost Benefit</td>
<td>40</td>
</tr>
<tr>
<td>8. Timely Completion***</td>
<td>38</td>
</tr>
<tr>
<td>9. Gap Counties</td>
<td>10</td>
</tr>
<tr>
<td>10. Presentation of Application</td>
<td>25</td>
</tr>
<tr>
<td>11. Unserved Households</td>
<td>25</td>
</tr>
<tr>
<td>12. Aspire</td>
<td>5</td>
</tr>
</tbody>
</table>
Application Ratings

- **Low/Moderate Income Benefit**
  - Points equivalent to the % of LMI beneficiaries

- **Demonstration of Need and Project Readiness**
  - This is an area where a lot of points can be gained for excellent documentation
    - CID will consult with personnel from the Department of Health, Department of Environmental Quality and the MDA Engineer, in order to determine the need for the project and project readiness.
    - Extent/Seriousness of the identifiable needs
      - Color photos with captions describing what is being shown
        - Be sure these are labeled as to where they were taken and be sure the location is within the benefit area
    - Ability of the applicant to maintain the system
    - Readiness of the project - (back up documentation must be included)
      - Any studies completed (i.e., smoke testing; CTV inspections, etc.)
      - Is there already a previously approved environmental for the area
    - Impact of the proposed activities on the environment
    - Local efforts taken to resolve the problem
      - Include documentation to back up efforts taken
    - Results to be achieved by the project
    - Number of persons to benefit, given the type of project
      - Letter from citizens that will benefit
        - Be sure these letters are from persons in the benefit area
    - **Documentation is vital to understanding the critical need of the project.**

### Rating Factors

<table>
<thead>
<tr>
<th>Rating Factors</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00% low/moderate beneficiaries</td>
<td>100.00</td>
</tr>
<tr>
<td>78.97% low/moderate beneficiaries</td>
<td>78.97</td>
</tr>
<tr>
<td>67.05% low/moderate beneficiaries</td>
<td>67.05</td>
</tr>
<tr>
<td>51.01% low/moderate beneficiaries</td>
<td>51.01</td>
</tr>
</tbody>
</table>

### Documentation

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Need Documentation</td>
<td>175</td>
</tr>
<tr>
<td>Substantial Documentation</td>
<td>125</td>
</tr>
<tr>
<td>Moderate Documentation</td>
<td>75</td>
</tr>
<tr>
<td>Minimum Documentation</td>
<td>25</td>
</tr>
</tbody>
</table>
## Priority Category of Activities

<table>
<thead>
<tr>
<th>Category I</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Improvements</td>
<td></td>
</tr>
<tr>
<td>Wastewater Improvements</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category II</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Streets/Roads &amp; Bridges</td>
<td></td>
</tr>
<tr>
<td>Fire Protection</td>
<td></td>
</tr>
<tr>
<td>Flood &amp; Drainage Improvements</td>
<td>40</td>
</tr>
<tr>
<td>ADA Improvements</td>
<td></td>
</tr>
<tr>
<td>Other Similar Improvements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category III</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Buildings</td>
<td></td>
</tr>
<tr>
<td>Gas Service Extension or Improvements</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Improvements</td>
<td>25</td>
</tr>
<tr>
<td>Other Similar Improvements</td>
<td></td>
</tr>
</tbody>
</table>
**Financial Participation**

- **Projects with a 100% match or less**
  - Calculated by applying that percentage times the maximum 50 points

<table>
<thead>
<tr>
<th>Match Percent</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.01 – 110%</td>
<td>5 points</td>
</tr>
<tr>
<td>110.01 – 120%</td>
<td>10 points</td>
</tr>
<tr>
<td>120.01 – 130%</td>
<td>15 points</td>
</tr>
<tr>
<td>130.01 – 140%</td>
<td>20 points</td>
</tr>
<tr>
<td>140.01 – 150%</td>
<td>25 points</td>
</tr>
<tr>
<td>150.01 – 160%</td>
<td>30 points</td>
</tr>
<tr>
<td>160.01 – 170%</td>
<td>35 points</td>
</tr>
<tr>
<td>170.01 – 180%</td>
<td>40 points</td>
</tr>
<tr>
<td>180.01 – 190%</td>
<td>45 points</td>
</tr>
<tr>
<td>190.01% and greater</td>
<td>50 points</td>
</tr>
</tbody>
</table>

  \[ \frac{50,000}{100,000} = .50 \times 50 = 25 \text{ points} \]

  *Not applicable for Small Governments*

- **Projects with more than 100% match**
  - Will receive 50 points *plus* the additional points based on the additional match amount

<table>
<thead>
<tr>
<th>Match Percent</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.01 – 110%</td>
<td>5 points</td>
</tr>
<tr>
<td>110.01 – 120%</td>
<td>10 points</td>
</tr>
<tr>
<td>120.01 – 130%</td>
<td>15 points</td>
</tr>
<tr>
<td>130.01 – 140%</td>
<td>20 points</td>
</tr>
<tr>
<td>140.01 – 150%</td>
<td>25 points</td>
</tr>
<tr>
<td>150.01 – 160%</td>
<td>30 points</td>
</tr>
<tr>
<td>160.01 – 170%</td>
<td>35 points</td>
</tr>
<tr>
<td>170.01 – 180%</td>
<td>40 points</td>
</tr>
<tr>
<td>180.01 – 190%</td>
<td>45 points</td>
</tr>
<tr>
<td>190.01% and greater</td>
<td>50 points</td>
</tr>
</tbody>
</table>
• **Non-Funded Bonus Points**
  – Applicant has not been funded for a PF in the past 10 years (Last funded application was a 2012 or earlier Public Facilities awarded grant)

• **Meeting Past MBE/WBE Objectives**
  – Points for certified minority or women business enterprise participation on the last closed out CDBG Public Facilities project (excluding Demonstration, Self-Help and Emergency/Urgent Needs)
    • based on the CDBG award amount
  – Must provide proof of MBE/WBE certification
  – Must proved copy of previous grant contract
  – Must provide MBE/WBE contract from previous project in order to verify MBE/WBE business and contracted amount

• **Cost Benefit**
  – Cost Benefit Ratio is the total CDBG request divided by the number of beneficiaries

### Points

<table>
<thead>
<tr>
<th>Applicant Never Funded</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicants 20% or more</td>
<td>25</td>
</tr>
<tr>
<td>Applicants 10% to 19.9%</td>
<td>15</td>
</tr>
<tr>
<td>Applicants 1% to 9.9%</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Benefit per Beneficiary</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 – $400</td>
<td>40</td>
</tr>
<tr>
<td>$401 – $800</td>
<td>30</td>
</tr>
<tr>
<td>$801 – $1,200</td>
<td>20</td>
</tr>
<tr>
<td>$1,201 – $1,600</td>
<td>10</td>
</tr>
<tr>
<td>$1,601 – $2,400</td>
<td>5</td>
</tr>
<tr>
<td>$2,401 or greater</td>
<td>0</td>
</tr>
</tbody>
</table>
• **Timely Completion**
  – Points are awarded based on the completion time of the last funded Public Facilities project
  – Points calculated by the duration of time from the Effective Date of the grant to the date of the Close-out Letter from MDA
  – Documentation *must* be submitted for both dates (Grant Agreement & MDA Closeout letter) or no points will be awarded

<table>
<thead>
<tr>
<th>Duration</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months</td>
<td>36</td>
</tr>
<tr>
<td>13 months</td>
<td>34</td>
</tr>
<tr>
<td>14 months</td>
<td>32</td>
</tr>
<tr>
<td>15 months</td>
<td>30</td>
</tr>
<tr>
<td>16 months</td>
<td>28</td>
</tr>
<tr>
<td>17 months</td>
<td>26</td>
</tr>
<tr>
<td>18 months</td>
<td>24</td>
</tr>
<tr>
<td>19 months</td>
<td>22</td>
</tr>
<tr>
<td>20 months</td>
<td>20</td>
</tr>
<tr>
<td>21 months</td>
<td>18</td>
</tr>
<tr>
<td>22 months</td>
<td>16</td>
</tr>
<tr>
<td>23 months</td>
<td>14</td>
</tr>
<tr>
<td>24 months</td>
<td>12</td>
</tr>
<tr>
<td>25 months</td>
<td>10</td>
</tr>
<tr>
<td>26 months</td>
<td>8</td>
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<tr>
<td>27 months</td>
<td>6</td>
</tr>
<tr>
<td>28 months</td>
<td>4</td>
</tr>
<tr>
<td>29 months</td>
<td>2</td>
</tr>
<tr>
<td>Over 29 months</td>
<td>0</td>
</tr>
</tbody>
</table>
• GAP Counties
  – Counties and/or any municipality within these counties will be awarded points

• Aspire Counties
  – Provide documentation for attending MDA’s Aspire Program or no points will be awarded

• Presentation of Application
  – Division tabs located at the bottom of the pages
    - Tab labels: Budget, MBE/WBE Certification, Demonstration of Need & Project Readiness, Engineering Report, Maps, Public Participation, etc.
  - All required documentation must be included in the application (by the application deadline) in order to receive presentation points. If CID staff must contact the admin/applicant for any additional information the presentation points will not be awarded

• Unserved Water and Sewer Households
  – Points awarded for every household that has unserved water/sewer needs
  – Must provide an Unserved Household Form for each unserved household and the Unserved Household Summary and Disclosure Form

*See pages 70-77 of the Application Manual for more information on application rating

<table>
<thead>
<tr>
<th>GAP Eligibility</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete GAP County</td>
<td>10</td>
</tr>
<tr>
<td>Partial GAP County</td>
<td>5</td>
</tr>
<tr>
<td>Non GAP County</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aspire County</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspire Program</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Layout</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Unserved Households</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Unserved – 4 Unserved Households</td>
<td>5</td>
</tr>
<tr>
<td>5 Unserved – 9 Unserved Households</td>
<td>10</td>
</tr>
<tr>
<td>10 Unserved – 14 Unserved Households</td>
<td>15</td>
</tr>
<tr>
<td>15 Unserved – 19 Unserved Households</td>
<td>20</td>
</tr>
<tr>
<td>20 or more Unserved Households</td>
<td>25</td>
</tr>
</tbody>
</table>
QUESTIONS?
Site Visit

- Applicants that appear to score high enough during the initial rating process will be contacted for a site visit
  - A site visit is not a guarantee of funding and the site visit acknowledgment form stating this will be signed at the time of the site visit
  - The site visit is a time to verify application information, beneficiary information and to collect any additional information which may be useful when calculating the applications’ final scores.
- CID staff will review application documentation, beneficiary information including all surveys/maps and view the project area
- CID staff will verify the physical mailing address and the name of the elected official to ensure that any award documents are correct
  - We realize this all seem redundant, but we must verify all application information before projects are awarded
- CID staff will also collect additional documents:
  - HUD-2880 Form
  - Site Inspection Acknowledgement
  - 504 Assessment/ADA Assessment
  - Environmental Checklist
  - Section 3 (Acknowledgement, Resolution, Action Plan)
  - Performance Measures
  - Maintenance Plan
Maintenance Plan

• Illustrates the Applicant’s ability to maintain proposed improvements

• Must submit the following:
  – Complete Maintenance Plan Information Packet
  – Explanations of any decreases
  – Maintenance Plan Resolution
  – Targeted Rating Plan and Resolution (Water Projects Only)
Final Scoring

- After the site visits are complete, the final scores will be awarded.
- Projects will be awarded based on final scores in each funding category until available funds are exhausted.
- Awarded projects will be notified after MDA completes the internal recommend process.
- A list of awarded projects will be made available only after the award contracts are signed by MDA – CID will not comment on specific awards until after the contracts are signed.
  - Do not contact CID prior to award announcements as we will be unable to comment on awards (your legislative representative may contact you prior to CID announcement of awards).
- If your project was not awarded, you can contact CID to schedule a post award review of your application.
  - Appointments will not be scheduled until all current awarded contracts have been mailed out as the awarded contracts will take priority over post award reviews.
  - CID staff will explain how your application scored and how you may be able to improve your applications for the next application year.
QUESTIONS?
Economic Development

Caleb Prine
ED Program Manager
Economic Development

• Purpose: funding for eligible public infrastructure improvements in the support of private sector jobs
  – Qualifying businesses include:
    • Manufacturers
    • Warehouses
    • Distribution Centers
    • Research and Development Facilities
    • Telecommunications
    • Data Processing
    • National Headquarters

• Minimum grant: $250,000

• Maximum grant:
  – $20,000 per job up to $2.5 million (whichever is less)

• Administrative funds
  – Max $45,000, cannot exceed 10% of grant award
  – Application Prep: $5,000 (included in the $45,000)

• Made available to local units of government on behalf of a benefitting business
  • The benefitting business will create the required jobs
  • Local unit of government is the responsible party for the grant
  • Local unit of government and benefitting business must have an MOA

• Submission Dates: Accepted throughout the year
  – These funds flow through MDA’s project management team before applications can be accepted by CID
Threshold Requirements

• The following is required – failure to meet these requirements will exclude the application from funding:
  – Audits must be current and/or no outstanding audit concerns
  – Creating and/or retaining full-time or full-time equivalent jobs on previous projects
  – Memorandum of Agreement must be executed with the benefiting business regarding jobs and private investment requirements
  – CDBG funding limited to 50% of total project costs
  – If applicant has an open ED grant over 3 years old – must receive special permission from MDA to apply
  – If applicant has an open ED grant over 9 months old that hasn’t entered construction phase – must return previous funds to be eligible
  – Minimum 10% local match and dollar-for-dollar private investment match
    • Other state or federal grants/loans and in-kind services may be used to meet local match requirements
Application Submission Process

• 1st contact must be an MDA project manager in the Global Business Division or Existing Industry and Business Division
• Project managers will then contact the Community Incentives Division to discuss the project and availability of funds
• Upon request, MDA will request a Pre-Application package and Benefitting Business Packet
• Once reviewed, MDA will issue a letter inviting an application
  - (90 days to submit)
Pre-Applications

- **Economic Development Pre-Application**
  - Any missing information delays the review process

- **Benefitting Business Information Packet**
  - ONLY the last 3, consecutive, years of *audited* financial statements will be accepted
  - Address in Packet must be the Benefitting Business’s project site address in MS, not another business location’s address

- **Benefitting Business Financial Information Form**
  - Used to determine how the company’s financial health compares to that of the industry average
    - Financial underwriting must be completed before an invitation for application will be sent
Application Selection Process

• Applications are Evaluated on the following:
  – Eligibility and project readiness
  – Local financial commitment
  – Business investment
  – New job creation commitment
  – Wages paid and benefits offered
  – Company’s financial condition
    • Must go through MDA financial underwriting
Memorandum of Agreement

• Required prior to award of grant
• Solidifies the agreements between the applicant & the benefiting business
  – This agreement is binding and must be signed by both the chief elected official of the local unit of government and the president/CEO of the respective benefiting business.
• Provided example MOA is the minimum required; additions to the MOA are allowable
  – MOA is a tool for the local unit of government to recover damages if the benefitting business does not meet their defined commitments
    • Local unit of government should ensure they are protecting themselves
    • Example provided in the application manual is the minimum requirement – the local unit of government and benefitting business may add additional language as needed so long as it does not conflict with the language required by MDA
• Must be signed by both the chief elected official and the president/CEO of the benefiting business
• We must get the original signatures
Site Visit

- Application received, all required documents are received and all application requirements appear to be met – only then will a site visit be scheduled
- The following should be prepared to attend the site visit meeting
  - Project Administrator
  - CID Staff
  - Mayor/BOS President
  - Benefitting Business CEO/President/Executive Officer
  - Engineer (optional)
  - Utility Operator (optional)
  - Other key local unit of government staff (optional)
- CID staff will review and verify all application documentation, administration procurement and view the project area and site of improvements
  - This is to ensure all final project information and requirements are correct and understood by all parties
  - Any additional documentation necessary to award the grant will be collected at this time
- CID staff will also collect additional documents
  - HUD-2880 Form
  - Site Inspection & Economic Development Acknowledgement
  - 504 Assessment/ADA Assessment
  - Environmental Checklist
  - Current employee roster from benefitting business
- Opportunity for benefitting business and local unit of government to ask any lingering questions
- A site visit is not a guarantee of funding – it is only a step in the process towards funding

* See pages 86-96 and 98-99 of the Application Manual for more information on Economic Development grants
QUESTIONS?
CAP Loan Applications

Tange Bozeman
CAP & RAIL Program Manager
Eligible Projects

- Water/Sewer facility construction/repair
- Fire Protection (trucks/stations)
- Purchase/renovation/construction of buildings for economic development
- Rail spurs for industrial development
- Recreational parks, swimming pools, athletic facilities
- Drainage for industrial development
- Access roads for industrial development
- County or municipality owned health care facilities (excludes county health departments)
- Auditorium or convention center
- Multipurpose facilities for tourism development
- Brownfield site remediation
Loan Requirements

• Community Development
  – $1,250,000 CAP limit per project/per calendar year
  – Recreational project loans and Brownfield sites are both limited to $250,000 per project
    • Any current brownfield or recreational project must be in repayment stage before another brownfield or recreational application can be submitted

• Economic Development
  – Must create full time private sector jobs
  – Loan max of $20,000/job created or $2.5M whichever is less

• Limit of 8% of total CAP loan amount can be used for engineering/architect design fees

• Limit of 8% of total CAP loan amount can be used for contingency.

• CAP funds cannot be used for:
  – Administrative Costs
  – Legal Fees
  – Appraisal Fees
  – Project Signs
Loan Terms

• **Tax-Exempt**
  – 2% rate
    - Water
    - Wastewater/Sewer
    - Fire Protection
  – Must submit a full second copy of application packet with all attachments
  – Bond Attorney will determine eligibility
  – Fee is invoiced directly to applicant by the reviewing attorney
  – Adds approximately 3 weeks to loan approval process.

  *Note: Projects that have already been started will not qualify for tax-exempt funds*

• **Taxable**
  – 3%
    - Any CAP eligible project

• **Maximum of 20 years**

• **Maximum of 10 years on fire trucks**

  *Note: All CAP loans accrue interest on a daily basis beginning with the first request for cash. All accrued interest is due along with the first regular loan payment amount.*
General Project Requirements

• One project per application

• CAP funds used jointly with other funds (i.e. CDBG/ARC/DIP) will be subject to the other fund’s regulations.
  – Ex: do not start your project until environmental clearance is obtained etc.

• Must follow all state procurement and purchase laws and/or any federal laws/regs that may apply

• Must comply with all nondiscrimination and equal opportunity requirements
Application Requirements

- Resolution of Intent (forms library)
- Letter from CPA/fiscal officer stating ability to repay
  - How the payments will be made
  - Proof of above should accompany the letter (i.e., bank statement, millage amounts etc.)
- Proof of publication
  - 4 consecutive weeks
  - Public Hearing
- Certified board minutes to proceed with CAP application
- Written verification that Public Service Commission has been consulted (water/wastewater)
- Proof that National Fire Protection Association standards will be met (fire trucks)
- Certification that AREMA and FRA requirements and standards will be met (rail projects)
- Appraisal and two review appraisals (building purchases)
- Location Maps
- Project cost verification on engineering letterhead/signed (cost quote on company letterhead for fire trucks)
- Most current annual audit and latest financial summary since most current audit
- Inter-local agreement (if two separate local units of government jointly fund the project)
- Budget Sheet (forms library)
- Financial Analysis Worksheet (forms library)

NOTE: Bond attorney may require additional information on applications requesting tax exempt funds eligibility review
Common Deficiencies

• Other active CAP loans are not listed on the application as pledged to sales tax/homestead exemption rebates (Section H, Question 2 of application)
• CAP Budget Sheet does not match other fund’s budget sheet (i.e. CDBG/ARC/DIP budget sheet)
• Publication did not run for 4 consecutive weeks
• Public hearing is held before all 4 publications are completed
• Board decision to proceed with CAP application occurs before the public hearing
• Supporting documentation for the “ability to repay” CPA letter is not provided
• Second full application is not provided when requesting Tax-Exempt/2% loan funds
QUESTIONS?
New and Notables
CDBG

2022
Happy New Year
Program New Notables

• New Application Grant Limits
  – Regular max. - $750,000 (increase of $150,000)
  – Small max. - $600,000 (increase of $150,000)
  – Admin max. - $45,000 (increase of $5,000)

• New LMI Survey Data and Calculations Worksheet (optional)
  – Will calculate HUD data once survey results data is entered
  – If used please include spreadsheet with your application

• New Application Submission Requirements
  - 1 original application, 1 hardcopy of application and 1 electronic copy of application
    - Electronic copy must be labeled in tab sections just like the hardcopy application (it would be helpful if each section is separated, but if not possible please add a blank or labeled sheet between sections so they are easily discernable.
    - Maps should be *unfolded* so they are readable
    - All letters from citizens should be scanned and readable

  Electronic copy should be readable and discernable without the aid of the hardcopy file

• At site visit the applicant’s physical mailing address and name of the elected official will be verified to ensure that any award document is correct

• PLEASE notify Erin Hovanec if either of these change prior to awards
QUESTIONS?
If You’re New Review
Basic Review (Optional)

- Review of Application
- Review of Budget Sheet
- Review of Beneficiary Area
- LMI Survey Data Calculations Worksheet
- Review of Survey Methodology
### MISSISSIPPI COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
#### PUBLIC FACILITIES APPLICATION
##### PROJECT OVERVIEW

<table>
<thead>
<tr>
<th>APPLICANT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td>ZIP:</td>
</tr>
<tr>
<td>P.O. Box</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip (9 digit)</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
</tr>
<tr>
<td>Chief Elected Official Name</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Telefax</td>
<td></td>
</tr>
<tr>
<td>Population</td>
<td></td>
</tr>
<tr>
<td>Applicant’s FY end date</td>
<td></td>
</tr>
<tr>
<td>Applicant’s DUNS number</td>
<td></td>
</tr>
<tr>
<td>Applicant’s CAGE number</td>
<td></td>
</tr>
<tr>
<td>MS House District number</td>
<td></td>
</tr>
<tr>
<td>MS Senate District number</td>
<td></td>
</tr>
<tr>
<td>U.S Congressional District(s)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICANT TYPE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Government</td>
<td>Regular Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NATIONAL POLICY OBJECTIVE ADDRESSED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Low and Moderate Income</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT CATEGORY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1 (Water or Wastewater Improvements)</td>
<td></td>
</tr>
<tr>
<td>Category 2 (Streets/Roads &amp; Bridges, Fire Protection, Flood &amp; Drainage Improvements, ADA Improvements or other similar improvements)</td>
<td></td>
</tr>
<tr>
<td>Category 3 (Public Buildings, Gas Service Extension/Improvements, Solid Waste Improvements or other similar improvements)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COST INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of CDBG Funds Requested</td>
<td></td>
</tr>
<tr>
<td>Amount of Other Funds</td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td></td>
</tr>
</tbody>
</table>

**Regular:** Pop of greater than 3,500; Max grant of $750,000 (also requires a min. of 10% match/earns more Match = more Points

**Small:** Pop 3,500 or less; Max grant of $600,000 (no match required/no points earned)

Category 1 = 50 Pts
Category 2 = 40 Pts
Category 3 = 25 Pts
**SECTION A: COMMUNITY NEED INFORMATION**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Community problem(s) to be addressed:</td>
<td>Provide a basic description of the problems being addressed by the project. Include a justification of need for this project.</td>
</tr>
<tr>
<td><strong>2.</strong> The activity(ies) proposed to address the problem(s) identified above is/are:</td>
<td>Thoroughly describe the proposed activities and the impact of these activities toward the resolution/improvement of identified problem(s).</td>
</tr>
<tr>
<td><strong>3.</strong> Project readiness:</td>
<td>Thoroughly describe the actions taken to prepare the project to move forward if funded.</td>
</tr>
</tbody>
</table>

Remember that *need and readiness* earn points in the “Need” section of the scoring.
This section can equate to readiness in the scoring of the application.

<table>
<thead>
<tr>
<th>Section B: Project Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Project Location (Street Address of the Activity)</td>
</tr>
<tr>
<td>Please use the following website to verify the address: <a href="https://tools.usps.com/go/ZipLookup">https://tools.usps.com/go/ZipLookup</a> (MUST provide documentation).</td>
</tr>
</tbody>
</table>

| 2. Will the proposed project require the acquisition of real property or easements? | Yes | No |
| If yes, please provide the following information: |
| If acquiring real property, has the property been acquired as of the application date? | Yes | No |
| If yes, please provide proof of ownership for all property acquired prior to submission. |
| If acquiring any easement(s), are the easement(s) in place as of the application date? | Yes | No |
| If yes, please provide proof of ownership for all property acquired prior to submission. |
| If the property/easement has not been acquired, will the property/easement(s) be donated? | Yes | No |
| Please provide a detailed explanation of the acquisition of real property/easement(s) required for the project. |

| 3. Will the proposed project result in the displacement of any families or businesses? |
| If yes, describe the availability and type of relocation resources. |

| 4. Will any activity(s) take place on Sixteenth Section land? |
| If yes, provide a detailed explanation. (If the applicant is in the Chickasaw Cession area of the state, place N/A in the explanation) |

| 5. Is the local unit of government retaining program income? |
| If yes, please provide the terms of the agreement. |
### SECTION C: PROCUREMENT

1. **Administrative Services Procurement:**
   - Did the Applicant utilize the PDD for Administrative Services? [ ] Yes [ ] No
   - If the above answer is no, please provide the following information and the required procurement documentation.

   **Date of Publication (Provide Documentation):**
   
   **Date MPTAP – Agency Bid Bank was contacted (Provide Documentation):**
   
   **Were Minority and/or Female Vendors contacted via certified mail?** [ ] Yes [ ] No
   *(Provide Documentation)*

   **List of proposals received:**
   
   *Star the firm selected.*

2. **Engineering/Architecture Services Procurement:**
   - Date of Publication (Provide Documentation):
   
   **Date MPTAP – Agency Bid Bank was contacted (Provide Documentation):**
   
   **Were Minority and/or Female Vendors contacted via certified mail?** [ ] Yes [ ] No
   *(Provide Documentation)*

   **List of proposals received:**
   
   *Star the firm selected.*

---

Per Bollinger Memo no Procurement needed

If using a private administrator (not the PDD) you will need to procure and provide documentation

Must always procure for your engineer and provide documentation.
If project does not benefit the entire town, you must check specific project area and will likely need to survey.

Beneficiaries are determined by LMISD data or by survey (cannot combine sources) LMISD table must be included in the application; if area is surveyed then maps, survey monkey, randomizer must all be included, survey sheets must be made available at request (usually at site visit).
This is an either/or: either the community has not had a funded project since 2012, in which case they can earn 36 points or they have been funded (enter grant number)

Points earned based on chart pg 75 of application manual (2-38pts) for completion within 29 months

Counties can earn points for completing MDA’s Aspire program

Counties can earn 5 points for projects in their counties (can only use points once) must provide letter from MDA on completion of Aspire program

5-25 pts for MBE/WBE contracts on previous awarded PF grants. Must submit all required documentation (grant contract; MBE/WBE contract; MBE/WBE certification

Per pg 76-77 of the application manual, 5-25 pts earned based on number of unserved households being hooked up on project – only for water and sewer projects
SECTION G: MAP REQUIREMENTS

Each applicant must submit two (2) separate types of maps. Both maps should utilize the same base map. The requirements below are considered minimal and each applicant should provide any additional information that would clarify and justify the proposed activity(s). All maps submitted as part of a Community Development Block Grant application shall contain a north arrow, a graphic scale, legend (if necessary) and must be no larger than 11 x 17.

1. **General Characteristics Map** - This map should delineate the boundaries of the applicant city, town, or county. This map must show: (a) the location of areas of concentrations of minorities; (b) the location of areas of concentrations of low- and moderate-income persons; (c) the location of areas of concentrations of substandard housing; (d) the designated area(s) of benefit; and (e) the general location of the area(s) where CDBG activities are proposed. Items a, b, and c should be based on 2020 census data.

2. **Detailed Project Map** - This map must identify the specific project area or areas where CDBG activities are proposed. **THE MAP SHOULD BE VERY SPECIFIC REGARDING THE TYPE AND LOCATION OF ALL PROJECT ACTIVITIES**, including existing and proposed buildings to be served by the proposed improvements. **ALL STREET NAMES AND HIGHWAY NUMBERS SHOULD BE DEPICTED ON THE MAP.** Any data or circumstances relative to the proposed activities should be included, such as the general drainage pattern of a project and surrounding areas for which storm drainage activities are proposed. This map must be legible and of a scale to permit adequate review.

If the sub-recipient utilized surveys to determine the beneficiaries/low- and moderate-income percentages for the project, a **Survey Map** must also be submitted with the application.

3. **Survey Map** - this map must be tied to the surveys collected and illustrate that the house numbers on the map and surveys correspond. The map must be legible, no larger than 11 x 17 and the house IDs must follow the street layout. At a minimum, the survey map(s) must show: (a) corresponding Map House ID Numbers from each survey collected; (b) road street names; and (c) city boundaries; and (d) the project area. Multiple survey maps may be submitted in order to provide a scale map that can be adequately reviewed; these maps should be a full- scale full map, all subsequent smaller snapshot maps and each should be labeled in order to determine where they fall on the larger map. The surveys and the corresponding map(s) are to be maintained by the sub-recipient in the event of a site inspection.

If the sub-recipient will be connecting unserved households, an **Unserved Households Map** must also be submitted with the application.

4. **Unserved Household Map** – This map must clearly show the location of the unserved households within the project area and indicate the type of funding utilized to connect the household. For example, the map should illustrate which households will be connected with CDBG funds, Applicant funds, and those paid by the homeowner.

**Application Preparer’s Map Certification**

I certify that I have adhered to all of the above-mentioned map requirements and affirm that all information provided on the submitted maps is true and correct to the best of my knowledge. I understand that failure to adhere to the above requirements will remove my application from funding and that no additional information can be submitted to MDA after the application deadline.

<table>
<thead>
<tr>
<th>Signature, Application Preparer</th>
<th>Title (typed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (typed)</td>
<td>Date</td>
</tr>
<tr>
<td>Office Telephone Number</td>
<td>Alternate Telephone Number</td>
</tr>
</tbody>
</table>
SECTION H: FINANCIAL INFORMATION

The budget is a key management tool to address general management functions such as planning, operational and control. It includes projections of activities and projects comprising the program, the expenditure requirements, and the available resources.

Please note: Contingency, Engineering and Administrations costs are based solely on CDBG costs.

Contingency Costs: In most cases the budget should include a contingency allowance to cover the unexpected project costs. An allocation of eight (8) percent of CDBG construction costs will be allowed when applicable.

Engineering Costs: Engineering fees for basic engineering services and construction inspection shall be compared to the guidelines provided in the 2022 CDBG Application Manual. Attach the Basic Engineering Report and associated Appendix (ices).

Administration Costs: Administrative fees are limited as follows: ten (10) percent of the budgeted CDBG programmatic costs (including contingencies) plus the amount allowed for application preparation (max of $5,000); or total administrative costs of $45,000, whichever is smaller.

Audit Costs: Audit costs are not allowed in the CDBG budget. Nor may they be counted as match.

Legal Costs: Legal costs are not allowed in the CDBG budget; however, they may be allowed as match.

If there are other sources provide proof of status (letter of approval); in-kind schedule; bank statement for cash etc

8% is the max – budget will be adjusted by CID staff at review if incorrect

See manual for correct percentages – this amount cannot go over the maximum allowed

0-40 pts earned per pg 74 of application manual
Both the elected official and the application preparer certify that the information in the application is true and correct.

<table>
<thead>
<tr>
<th>Signature, Chief Elected Official</th>
<th>Title (typed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (typed)</td>
<td>Date</td>
</tr>
<tr>
<td>Office Telephone Number</td>
<td>Alternate Telephone Number</td>
</tr>
</tbody>
</table>

Chief Executive Officer’s Certification

To the best of my knowledge and belief, the applicant has no outstanding serious audit or monitoring findings on previously funded CDBG projects, and all data contained in this application is true and correct. Its submission has been duly authorized by the governing body. I certify that all requirements of the state’s citizen participation plan are being followed and ensure to the greatest extent feasible, that training and employment opportunities generated by this project be given to low income residents of the Section 3 project area and that contracts for work in connection with this project be awarded to qualified Section 3 Business Concerns. I also certify that no work on this project has been accomplished and that no work will be undertaken until environmental clearance has been obtained and a contract with MDA has been executed.

Further, I certify that this local unit of government is eligible to receive Federal funds and that no real property purchased or improved with CDBG funds has been sold within the last five (5) years following the close-out of the grant per 24 CFR section 570.489(a)(2)(v).

Application Preparer’s Certification

I certify that I am not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the Community Development Block Grant Program, and I also affirm that all data contained in this application is true and correct.

<table>
<thead>
<tr>
<th>Signature, Application Preparer</th>
<th>Title (typed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (typed)</td>
<td>Date</td>
</tr>
<tr>
<td>Office Telephone Number</td>
<td>Alternate Telephone Number</td>
</tr>
<tr>
<td>Required for all applications</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>Required if wanting points for these areas</td>
<td></td>
</tr>
<tr>
<td>Required only if applicable to your application/project</td>
<td></td>
</tr>
</tbody>
</table>

**ATTACHMENTS TO APPLICATION**

This list is designed to aid the preparer in determining that all sections of this application have been included before signatures are attached to indicate that the application is complete.

- Budget Page
- Chief Executive Officer’s Certification & Application Preparer’s Certification
- MBE/WBE Participation Documentation
- Citizen Participation
  - Proof of Publication
  - Minutes of Public Hearing (Signed)
  - List of Persons Attending
- Maps
  - General Characteristics Map
  - Detailed Project Map
  - If applicable, Survey Map
  - If applicable, Unserved Household Map
- Procurement Documentation
  - Administrative Services
  - Engineering Services
- Resolution Passed by Local Unit(s) of Government Approving Application Submittal
- Census Tract and Block Group Documentation
- Timely Completion Documentation
- Aspire Program Completion Documentation
- Project Location - Street Address of the Activity Documentation.
- Demonstration of Need and Project Readiness
- SAM system – CAGE code and DUNS number Documentation.
- E-Verify Documentation
  - Applicant
  - Other Party(s) on MOA (i.e., water/gas system)
- Engineering Report (to be tied to project description) and appropriate Appendix Item A-I.
- Proof of Property/ Easement Ownership (if applicable)

Resolution passed by local unit(s) of government committing matching funds regardless of source of funds.

Evidence of Matching Funds:
- Bank Statement
- Award Letter
- Other

Community Development Block Grant In-Kind Contributions Schedule (if applicable)

Memorandum of Agreement between Applicant and System Owner (when Applicant is applying on behalf the utility system) (if applicable)

Grant Survey Summary and Disclosure Form (if applicable)

Unserved Households
- Completed Unserved Household Section of Survey Form
- Unserved Household Map
Budget Review

- Budget Sheet KEEP IT SIMPLE
  - This avoids potential budget changes later on in the project
LM Beneficiary Determination

- Use LMISD data for town-wide projects
- Use surveys when LMISD is not feasible
- **New Surveys must be conducted for each project/each application year.**
- Surveys/Unserved are valid for 12 months
- Sample Size page and Randomizer page must be printed and included in application
- Survey Map and house ID numbers must be completed **before** determining the sample size/randomizer and this map must also be included with the application
- Numbering of houses must be sequential and follow an easily identifiable pattern along labeled streets, or application will be disqualified
- Map should identify all homes; label: surveyed homes; vacant homes; refusals; non-residential buildings; all street/road names; low mod homes
This data will be extrapolated from the survey data. Example: If you have a total household number of 500 and you conducted 44 surveys, you would calculate your Total Beneficiaries; Total Low/Mod Beneficiaries; Data Reporting Information etc., from the totals/percentages from your survey data (this is where the new LMI Survey Data and Calculations Worksheet come in).

<table>
<thead>
<tr>
<th>DATA REPORTING INFORMATION:</th>
<th>Total</th>
<th>Hispanic</th>
<th>Other Multi-Racial</th>
<th>Total</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian/Pacific Islander</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native and White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian and White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African/American and White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native and Black/African American</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

I hereby certify that to the best of my knowledge, the above information, as well as information found in all Unaudited Household Forms pertaining therein, are correct and has been gathered in an appropriate and ethical manner. I also understand that the intentional falsification of any information associated with this grant application shall immediately result in the disqualification of the applicant’s immediate eligibility and possible future eligibility as determined appropriate by the Mississippi Development Authority.

Additionally, I understand that any person intentionally falsifying information in connection with this or any other grant application shall be subject to the denial of participation in the CDBG Program and/or fined and/or imprisoned in accordance with state and federal statutes and regulations.

Additionally, I understand that at the time of closeout, I will be required to document the service connection made so at least 90% of the number claimed above by providing a service locator or other similar documentation.

I hereby acknowledge that I have read and understand the above paragraphs.

Chief Elected Official Name: ________________________________  
(Please Print)

Signature: ___________________________  
Date ___________________________
SECTION E: OTHER PROJECT INFORMATION

1. Non-Funded Bonus (Indicate whether the local government has not received a Public Facilities grant since 2010.)
   Most recent grant number since 2010: ___   Applicant never funded: ___

2. Timely Completion:  Year ___   Duration ___   Grant Number: ___
   Indicate year and duration (number of months) of last funded Public Facilities project, excluding Emergency/ Urgent Need, Planning and Demonstration Projects. (Note: You must submit the contract page and closure letter.)

3. GAP County: Yes ___ No ___
   The project is located in the following county(ies): ___

4. Aspire County: Yes ___ No ___
   The project is located in the following county(ies): ___

5. MBE/WBE Objective
   (The applicant must attach one (1) copy of all documentation of MBE/WBE participation in the appropriate appendix section. Documentation should include proof of MBE/WBE certification and proof of contract award. No points will be awarded without appropriate documentation.)

   These amounts should reflect the total contracts/subcontracts awarded to MBE/WBE firms. If these columns are completed, proceed to the next table and complete for the below stated CDBG project.

   CDBG PROJECT ___   CDBG Award Amount ___

<table>
<thead>
<tr>
<th>Name of Company</th>
<th>Type of Company</th>
<th>Contract/Subcontract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MBE ___ WBE ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MBE ___ WBE ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MBE ___ WBE ___</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MBE ___ WBE ___</td>
<td></td>
</tr>
</tbody>
</table>

SECTION F: UNSERVED AREA PROJECTS ONLY

If the project involves bookings to a currently unserved area, please complete the following information for the unserved households only. The applicant must provide surveys forms with the unserved household section completed for each household being hooked up to the system or if the information in the unserved household section is not complete that household cannot be counted. (If the information below is blank or incomplete, the project will not be considered for funding.)

   Total Number of Households ___   Total Number Low/Med Households ___
   Total Number of Persons ___   Total Number Low/Med Persons ___

   Approximate Cost per Household: ___   Unservred Households documented on map ___
<table>
<thead>
<tr>
<th>Part A Calculations</th>
<th>Part C</th>
<th>Actual Surveyed</th>
<th>Calculations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>Hispanic</td>
</tr>
<tr>
<td>1. Total number of occupied households in the service areas</td>
<td></td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>2. Total number of household surveys</td>
<td></td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>3. Percentage Surveyed</td>
<td>No Data</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>4. Total number of low- and moderate income households surveyed</td>
<td></td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>5. Total number of persons living in low- and moderate income households surveyed</td>
<td></td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>6. Total number of over-income households surveyed</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>7. Total number of persons living in the over-income households surveyed</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>8. Total number persons living in the households surveyed</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td><strong>Part B Calculations</strong></td>
<td></td>
<td><strong>Part C</strong></td>
<td><strong>Actual Surveyed</strong></td>
</tr>
<tr>
<td>9. Average size of the low- and moderate income households</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>10. Average size of over-income households</td>
<td>0.00</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>11. Proportion of low- and moderate households</td>
<td>0.0%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>12. Proportion of over-income households</td>
<td>0.0%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>13. Estimate of total number of LMI households in project area</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>14. Estimate of total number of over-income households in project area</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>15. Estimate of total number of LMI persons in project area</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>16. Estimate of total number of over-income persons in project area</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>17. Estimate of total number of persons in project area</td>
<td>0</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>18. Estimated percentage of LMI persons in project area</td>
<td>0.0%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>19. Total Number of White</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>20. Total Number of Black/African American</td>
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<td>%</td>
<td>%</td>
</tr>
<tr>
<td>21. Total Number of Asian</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>22. Total Number of American Indian/Alaskan Native</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>23. Total Number of Native Hawaiian/Pacific Islander</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>24. American Indian/Alaskan Native and White</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>25. Total Number of Asian and White</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>26. Total Number of Black/African American and White</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>27. Total Number of Other Multi-Racial</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>28. Total Number of Female Head of Household</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>29. Total Number of Teenagers</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>30. Total Number of Elderly (62+)</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>31. Total Number of Handicapped</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>32. Total Number of Children 18 or Younger</td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td><strong>Total Number of Beneficiaries</strong></td>
<td>0.00%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>
Review of Survey Methodology
Town of XYZ
Calculate your sample size

Population Size: 116
Confidence Level (%): 90
Margin of Error (%): 10

Sample size: 44

Send a 10-question survey for free in minutes and see the first 100 responses.

Sign up free
RESULTS

1 Set of 116 Unique Numbers
Range: From 1 to 116

Set #1
p1=60, p2=113, p3=37, p4=33, p5=54, p6=31, p7=97, p8=57, p9=78, p10=30,
p11=43, p12=27, p13=109, p14=88, p15=98, p16=41, p17=6, p18=64, p19=47,
p20=82, p21=74, p22=22, p23=17, p24=13, p25=91, p26=83, p27=104, p28=66,
p29=53, p30=63, p31=38, p32=21, p33=8, p34=84, p35=103, p36=108, p37=34,
p38=44, p39=92, p40=51, p41=59, p42=86, p43=49, p44=41, p45=5, p46=58,
p47=110, p48=115, p49=55, p50=20, p51=24, p52=75, p53=7, p54=85, p55=14,
p56=52, p57=72, p58=111, p59=39, p60=94, p61=45, p62=25, p63=2, p64=50,
p65=40, p66=26, p67=100, p68=68, p69=65, p70=9, p71=89, p72=71, p73=62,
p74=105, p75=96, p76=11, p77=29, p78=116, p79=18, p80=56, p81=1, p82=67,
p83=10, p84=73, p85=61, p86=107, p87=76, p88=81, p89=35, p90=16, p91=36,
p92=69, p93=114, p94=3, p95=19, p96=102, p97=15, p98=77, p99=28,
p100=90, p101=93, p102=95, p103=32, p104=48, p105=79, p106=12,
p107=101, p108=23, p109=80, p110=46, p111=112, p112=87, p113=42,
p114=99, p115=70, p116=106

Please note: By using this service, you agree to abide by the SPN User Policy and to hold
Research Randomizer and its staff harmless in the event that you experience a problem with
the program or its results. Although every effort has been made to develop a useful means of
generating random numbers, Research Randomizer and its staff do not guarantee the quality
or randomness of numbers generated. Any use to which these numbers are put remains the
sole responsibility of the user who generated them.
Income amounts come from HUD Section 8 Income Limit tables.

<table>
<thead>
<tr>
<th>Persons</th>
<th>1</th>
<th>2</th>
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<th>5</th>
<th>6</th>
<th>7</th>
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<tr>
<td>$10,000</td>
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<td>Above</td>
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<td>$30,000</td>
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<td>$40,000</td>
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<tr>
<td>$50,000</td>
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<td>$60,000</td>
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<td>Above</td>
<td>Above</td>
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</tbody>
</table>

The income limits listed in the boxes above are from the county of HUD.

**DATA REPORTING INFORMATION:**

Complete the following table regarding the number of persons who will directly benefit from this project:

<table>
<thead>
<tr>
<th>IDIS Numbers</th>
<th>Total</th>
<th>Hispanic</th>
<th>IDIS Numbers</th>
<th>Total</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. White</td>
<td></td>
<td></td>
<td>19. American Indian/Alaskan Native and Black/African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Black/African American</td>
<td></td>
<td></td>
<td>20. Other Multi-Racial</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>14. American Indian/Alaskan Native</td>
<td></td>
<td></td>
<td>22. Number of Minorities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Native Hawaiian/Other Pacific Islander</td>
<td></td>
<td></td>
<td>23. Number of Elderly (+62)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. American Indian/Alaskan Native and White</td>
<td></td>
<td></td>
<td>24. Number of Handicapped</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Asian and White</td>
<td></td>
<td></td>
<td>25. Number of Children 18 or Younger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Black/African American and White</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Check a Box Below Only if the Proposed Project Will Have Unserved Utility Hook-Ups:

- [ ] I understand that I qualify for the free utility hook-up and I will allow the applicant to provide hook-up to my home should the grant funds be approved.
- [ ] I understand that I do not qualify for the free utility hook-up, and I will pay for the hook-up myself.
- [ ] I do not want the utility hook-up provided to my home.

*subject to state eligibility determination

Signature of Person Completing this Form: John Doe
Signature of Resident Providing Information: See Surveyor
Home Telephone Number: 101-222-3333

DATE THIS FORM COMPLETED: 01/20/2021

X Check here if answer to Question 3 is “Below”  Map House ID Number 4
GRANT SURVEY FORM  
(Read Instructions on the Reverse Side Before Completing)

Resident Providing Information: VACANT  
(Please Print)

Street Address: 127 Amberwood Ct  
(Address)  
(City/State/ZIP)

Do You Own or Rent This House?  
OWN  KENT

The following information is needed to document beneficiaries for the purpose of a CDBG Grant:

1. Determine the correct number of person(s) in the household and circle that number in the appropriate box below.
2. Look at the amount of money listed in the block that is circled. Is the total household income above or below that amount of money?
3. Place a check after either "Above" or "Below" to match the appropriate answer in Question 2.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>Persons</td>
<td>Persons</td>
<td>Persons</td>
<td>Persons</td>
<td>Persons</td>
<td>Persons</td>
<td>Persons</td>
</tr>
<tr>
<td>$10,000</td>
<td>$20,000</td>
<td>$30,000</td>
<td>$40,000</td>
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<td>$70,000</td>
<td>$80,000</td>
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<td>Below</td>
<td>Below</td>
<td>Below</td>
</tr>
</tbody>
</table>

The income limits listed in the boxes above are from the county of: HUD

DATA REPORTING INFORMATION:
Complete the following table regarding the number of persons who will directly benefit from this project:

<table>
<thead>
<tr>
<th>IDB Numbers</th>
<th>Total</th>
<th>Hispanic</th>
<th>IDB Numbers</th>
<th>Total</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. White</td>
<td></td>
<td></td>
<td>19. American Indian/Alaskan Native and Black/African Americans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. American Indian/Alaskan Native</td>
<td></td>
<td></td>
<td>22. Number of Minorities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Native Hawaiian/Other Pacific Islander</td>
<td></td>
<td></td>
<td>23. Number of Elderly (&gt;62)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. American Indian/Alaskan Native and White</td>
<td></td>
<td></td>
<td>24. Number of Handicapped</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Asian and White</td>
<td></td>
<td></td>
<td>25. Number of Children 18 or Younger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Black/African American and White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check a Box Below Only if the Proposed Project Will Have Unserved Utility Hook-Ups

☐ I understand that I qualify for the free utility hook-up and I will allow the applicant to provide hook-up to my home should the grant funds be approved.*
☐ I understand that I do not qualify for the free utility hook-up, and I will pay for the hook-up myself.
☐ I do not want the utility hook-up provided to my home.

*subject to state eligibility determination

Signature of Person Completing this Form:  
Signature of Resident Providing Information:  

Home Telephone Number:  

DATE THIS FORM COMPLETED: 01/26/2021  

Check here if answer to Question 3 is "Below"  

Map House ID Number: 6
GRANT SURVEY FORM
(Read Instructions on the Reverse Side Before Completing)

Resident Providing Information: __________ REFUSAL
(Please Print)

Street Address: __________ 214 Main Creek Ct
(Adresse) (City/State/ZIP)

Do You Own or Rent This House? ___ OWN ___ RENT

The following information is needed to document beneficiaries for the purpose of a CDBG Grant:
1. Determine the correct number of person(s) in the household and circle number that is in the
   appropriate box below.
2. Look at the amount of money listed in the block that is circled. Is the total household income
   above or below that amount of money?
3. Place a check next to either “above” or “below” to match the appropriate answer in Question 2.

<table>
<thead>
<tr>
<th>Person</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>$20,000</td>
<td>$30,000</td>
<td>$40,000</td>
<td>$50,000</td>
<td>$60,000</td>
<td>$70,000</td>
<td>$80,000</td>
<td></td>
</tr>
</tbody>
</table>

The income limits listed in the boxes above are from the county of: HUD

DATA REPORTING INFORMATION:
Complete the following table regarding the number of persons who will directly benefit from this project:

<table>
<thead>
<tr>
<th>IDIS Numbers</th>
<th>IDIS Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. White</td>
<td>19. American Indian/Alaskan Native and Black/African American</td>
</tr>
<tr>
<td>14. American Indian/Alaskan Native</td>
<td>22. Number of Minorities</td>
</tr>
<tr>
<td>15. Native Hawaiian/Other Pacific Islander</td>
<td>23. Number of Elderly (+62)</td>
</tr>
<tr>
<td>16. American Indian/Alaskan Native and White</td>
<td>24. Number of Handicapped</td>
</tr>
<tr>
<td>17. Asian and White</td>
<td>25. Number of Children 18 or Younger</td>
</tr>
</tbody>
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Check a Box Below Only if the Proposed Project Will Have Unserved Utility Hook-Ups:

☐ I understand that I qualify for the free utility hook-up and I will allow the applicant to provide hook-up to my home should the grant funds be approved. *
☐ I understand that I do not qualify for the free utility hook-up, and I will pay for the hook-up myself.
☐ I do not want the utility hook-up provided to my home. *(subject to state eligibility determination)

Signature of Person Completing This Form: ________________________________
Signature of Resident Providing Information: ________________________________

Home Telephone Number: ________________________________

DATE THIS FORM COMPLETED: 01/26/2021

Check here if answer to Question 3 is “Below” Map House ID Number: 66
1 Set of 116 Unique Numbers
Range: From 1 to 116

Set #1


Please note: By using this service, you agree to abide by the SPN User Policy and to hold Research Randomizer and its staff harmless in the event that you experience a problem with the program or its results. Although every effort has been made to develop a useful means of generating random numbers, Research Randomizer and its staff do not guarantee the quality or randomness of numbers generated. Any use to which these numbers are put remains the sole responsibility of the user who generated them.
FINAL QUESTIONS?
CDBG Compliance
2022 Application Workshop
January 20, 2022
COMPLIANCE TEAM

Ray Robinson, Jr.  
Bureau Manager  
rrobinson@mississippi.org  
(601) 359-9273

Tammie Lawrence  
Compliance Program Manager  
tlawrence@mississippi.org  
(601) 359-9339

Frednia Perkins  
Compliance Program Manager  
fperkins@mississippi.org  
(601) 359-9324
AUDITS
The Mississippi Development Authority (MDA), Community Incentives Division (CID) has the responsibility to assure recipients of federal funds adhere to audit requirements set forth under 2 CFR Part 200.

Audit requirements for entities receiving federal funds are governed by the United States Office of Management and Budget (OMB) and thus requirements established for states and local governments be must followed.
An audit is an official examination and verification of accounts and records. Audits are an important part of effective financial systems, as they produce useful financial reports and verify the reliability of a Sub-recipient’s financial management systems. Only an independent CPA, with a current license to practice in Mississippi or the State of Mississippi Auditors Office can perform an audit.
Federal Requirements - This requirement 2 CFR part 200 Subpart F is based on the amount of Federal funds expended by an organization in a given fiscal year.

Awards include assistance provided by the Federal government to the entire organization in the form of grants, loans, property, contracts, loans guarantees, etc.
Organizations which have expended more than $750,000.00 (cumulative) funds within a fiscal year are required to have a single audit conducted.

Organizations that have expended less than $750,000.00, are exempt from the Federal Audit requirements; however, financial records must be made available if requested.
CID Requirements: If a Sub-recipient expended less than $750,000.00 in total cumulative federal funds within their fiscal year, a MDA Funding Certification Form shall be submitted to the Compliance Bureau.

The Funding Certification Form is located on MDA’s website at www.mississippi.org/CID
CID will notify all Sub-recipients by mail of audit submittal deadlines. Audits with expenditures below the $750,000.00 threshold will be requested by mail to complete a Funding Certification Form.
It is the responsibility of the Sub-Recipient to submit Funding Certification Forms to CID.

Please do not send FCF if there is a delay in audit completion. This will not be acceptable for clearance, or threshold review.
IMPORTANT INFORMATION REGARDING FCF FORMS
(Continued)

► Federal Grantor: HUD
► Pass Through Grantor: MDA
► Program Name: CDBG
► CFDA Number: 14.228
► Contract Number: Your grant number
► Expenditures: Funds received during your fiscal year
AUDIT SUBMISSION REQUIREMENTS

2 CFR part 200.512 says that Audits must be completed within nine months from the end of the Sub-recipient's fiscal year.

All 2 CFR part 200 Audits must be submitted online to:
Federal Audit Clearinghouse
1201 E 10th Street
Jeffersonville, IN 47132
https://harvester.census.gov/fac/collect/ddeindex.html

1/20/2022
Completed Audits must be received by CID 30 days after the entity receives the auditor’s report or nine months after the end of the audit fiscal year.

The CID Audit Manual lists what should be included in a Single Audit.
Audits should be submitted to the Federal Clearinghouse, as well as to the Community Service Division.
If an Audit or Funding Certification Form is not received by the appropriate date, the Compliance Bureau will consider such sanctions as:

- **Suspending payments until the Audit is submitted, or cleared from any discrepancies identified. Sub-recipients can also be ineligible to receive future funding at threshold review.**
Keep good records
Be mindful of deadlines
Submit audits to both the Federal Clearinghouse and CID
If expenditures are $750,000 and over a single audit must be conducted.

We are here to help, so when in doubt, ASK
CITIZEN PARTICIPATION
All applicants who seek funding from CID must follow the Citizen Participation procedures in accordance with the requirements listed in Title 24 CFR 91.115 of the Housing and Community Development Act of 1974, as amended.

The Act provides for and encourages Citizen Participation and emphasizes participation by persons of low and moderate income, particularly residents of predominantly low and moderate income neighborhoods, slum or blighted areas, and areas in which the State of Mississippi proposes to use federal funds.
All applicants must advertise the required public hearing no less than 14 days and no more than 20 days in a newspaper of general circulation in an effort to offer citizens timely notice of the proposed hearing.

*Document your Process*

- Copy of Newspaper Affidavit
- Roster of attendance
- Record of Board Minutes
COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC HEARING NOTICE
INITIAL HEARING

SAMPLE CDBG INITIAL HEARING NOTICE

COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC HEARING NOTICE
INITIAL HEARING

The (City/Town/Census) of _________, Mississippi, is considering applying to the Mississippi Development Authority for a Small Cities Community Development Block Grant of up to $_______ for _________.

The State of Mississippi has been allocated approximately $_______ that will be made available to cities, towns, and counties on a competitive basis to undertake eligible community development activities. These funds must be used for one of the following purposes:

1. to benefit low-income and moderate-income persons;
2. to aid in the prevention or elimination of slum or blight; or
3. to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, where other financial resources are not available to meet such needs.

The activities for which these funds may be used are in the areas of public facilities and economic development. More specific details regarding eligible activities, program requirements, and the rating system will be provided at a public hearing which will be held at [Place/Address] on [Date] at [Time]. The purpose of this hearing will be to obtain citizen input into the development of the application.

The location for this hearing is accessible to persons with disability. All comments are welcome and must be submitted in writing. If a translator is needed for non-English speaking persons, please contact [Name] at [Telephone Number] at least 3 days prior to the meeting in an effort to accommodate this request.

The (City/Town/Census) does not discriminate on the basis of disability in the admissions or access to or treatment or employment in its programs or activities.

The applicant should include any additional information as necessary.
CALCULATION OF TIME FOR PUBLIC HEARING

In calculating any period of publication required under a CDBG project, the first day of the advertisement shall not be counted in the calculation. Remember, no less than fourteen (14) and no more than twenty (20) day timeframe from the date of the notice.

**Publication Example:** Public Notice Advertisement runs on 2/1/16
(2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15) = 14 Days
Public Hearing is held on 2/16/2016.

**Publication Example:** Public Notice Advertisement runs on 2/1/16
(2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20) = 20 Days
Public Hearing on 2/21/16 = 20 days

**FEBRUARY**

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
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Applicants/Sub-recipients shall not schedule hearings or bid openings on Sundays or legal holidays. Whenever a public comment period ends on a Saturday, Sunday, or legal holiday, grantees shall accept comments until the end of the next day that is not a Saturday, Sunday, or legal holiday.
CITIZEN PARTICIPATION

- Follow the guidelines provided in the Citizen Participation Manual
- Ensure dates and timelines are followed
- Document the process and maintain all records related to the CP process
  (Newspaper Advertisement/ Proof of Publication, roster of attendance, meeting minutes)

RESOURCES

- HUD.gov
- Mississippi.org
PROCUREMENT

Pre-Application Requirements
Procurement

- All procurement and contracting for goods and services related to a federally funded project must ensure that all applicable federal and state procurement requirements are followed throughout the process as set forth at 2 CFR Part 200.

- All procurements transactions, regardless of dollar amount, must be conducted in a manner to provide free and open competition.
Free and Open Competition is defined as:

Procurement procedures that provide all suppliers of goods and services the ability to be made aware of the proposed procurement action with no restriction placed on their ability to compete.
CODE OF CONDUCT AND CONFLICTS OF INTEREST
2 CFR 200.318 (c) (1)

- No employee, officer or agent of the Applicant shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

- Such a conflict would arise when the employee, officer or agent, any member of his/her immediate family, his or her partner, or an organization which employs or is about to employ any of the referencing parties, has a financial or other interest in the firm selected for the award.
In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

In general, Companies or individuals providing detailed cost estimates or assisting with the development of procurement documents must be excluded from bidding on proposals as they may have gained an unfair competitive advantage.
Some of the situations considered to be restrictive of competition include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process
The applicant should make every effort to use local business firms and contract with small, minority-owned, and women-owned businesses in the procurement process.

Specifically, the applicant must take affirmative steps to use small firms, minority-owned firms, women-owned firms, or labor surplus area firms (2 CFR 200.321(a)).
Per Section 31-7-13 (C) Mississippi Code - the Applicant must submit all bid notifications electronically to the Mississippi Procurement Technical Assistance Program (MPTAP). Which is now the Agency Bid Bank.

All Bid Notifications for Professional, Engineering/Architectural, Construction and any other services where federal funds will be utilized, must be submitted electronically to the MPTAP via the Agency Bid Bank Website. *This applies to State funded and local funded purchasing processes as well.

Register to utilize the bid bank at the following website website is located at www.agencybidbank.mississippi.org.
METHODS OF PROCUREMENT - 2 CFR Part 200.320

There are five (5) methods of procurement set forth at 2 CFR Part 200.320 are:

- Micro Purchases
- Small Purchase
- Competitive Sealed Bids
- Competitive Proposals
- Non-Competitive Proposal.

*For the purpose of the Application process, the Applicant will utilize the Competitive Proposal method of procurement.
METHODS OF PROCUREMENT - 2 CFR Part 200.320

Competitive Proposal [2 CFR 200.320(d)] - The competitive proposals process is normally conducted with more than one source, (individual, business or firm) submitting a bid or offer, and either a fixed price or cost-reimbursement type contract is awarded.

The Applicant will utilize the competitive proposal method for the procurement of all professional services contracts related to a CID federally funded project. This method has two parts—the Request for Proposal (RFP) and the Request for Qualifications (RFQ).
METHODS OF PROCUREMENT - 2 CFR Part 200.320

- Request for Proposals (RFP’s) will be the method used to procure all professional services except for Architectural and Engineering services.

- Request for Qualifications (RFQs) will be the method used to procure engineering firm and/or architectural services. Qualification statements cannot be used to procure any other services.

- Cost is not a factor in RFQs. A selection is made based on the offers qualifications, subject to negotiations of fair and reasonable compensation. The qualification statement must be evaluated by the selection criteria identified in the RFQ. The Applicant should negotiate costs with the top-ranked firm.
METHODS OF PROCUREMENT - 2 CFR Part 200.320

Steps in advertising the (RFP’s) and (RFQ’s)

- The applicant must publish the RFP and/or RFQ once each week for 2 consecutive weeks in the Newspaper of General Circulation.

- Submit the RFQ and RFP to the Mississippi Procurement Center (Agency Bid Bank) on the same day as the newspaper.

- Solicit 2 or more MBE/WBE individual and/or firms via Certified Mail.
METHODS OF PROCUREMENT - 2 CFR Part 200.320

- Must have Written technical evaluations and scoring process for all RFPs/RFQs

- Board Minutes, log sheet, date/time of bid opening must be documented

- Award RFQ/RFP to highest scored individual/firm

- Please refer to the sample notices on page 32 and 33 of the Procurement Policy and Procedures Manual. It has the language required for compliance
QUESTIONS?
THANKS FOR ATTENDING