

# **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

## **APPLICATION MANUAL**

**2020**



### **MISSISSIPPI DEVELOPMENT AUTHORITY COMMUNITY SERVICES DIVISION**

501 North West Street – Jackson, Mississippi 39201  
Post Office Box 849 – Jackson, Mississippi 39205-0849  
Telephone (601) 359-3179





# Table of Contents

<b>Introduction</b> .....	1
<b>Program Objectives</b> .....	2
<u>National Objectives</u> .....	2
<u>State Objectives</u> .....	3
<b>Program Contacts</b> .....	4
<b>Area Map</b> .....	5
<b>Pre-Application Requirements</b> .....	6
<u>Audit Requirements</u> .....	6
<b>Funding Certification Form</b> .....	8
<u>Professional Services Procurement</u> .....	9
<u>Water Viability</u> .....	11
<u>Engineering Guidelines</u> .....	21
<u>Citizen Participation/Public Hearing</u> .....	33
<b>CDBG Programs</b> .....	37
<u>Introduction</u> .....	37
<u>Deadlines</u> .....	38
<u>Program Allocations</u> .....	39
<u>Program Notables</u> .....	40
<b>General CDBG Information</b> .....	50
<u>Eligible Applicants</u> .....	50
<u>Eligible CDBG Activities</u> .....	50
<u>HUD Beneficiary Data</u> .....	44
<u>Use of CDBG Funds</u> .....	46
<u>Matching Funds</u> .....	48
<u>In-Kind Contributions</u> .....	50
<u>Project Maps</u> .....	52
<b>Public Facilities</b> .....	54
<u>Purpose</u> .....	54
<u>Available Funds/Grant Size</u> .....	54
<u>Submission Dates</u> .....	54
<u>Threshold Requirements</u> .....	55

<b><u>Service Area/Beneficiaries</u></b> .....	55
<b><u>Unserved Households</u></b> .....	64
<b><u>Ratings</u></b> .....	65
<b><u>Application</u></b> .....	73
<b><u>Maintenance Plan Information</u></b> .....	74
<b><u>Memorandum of Agreement between Applicant and Utility System Owner</u></b> .....	83
<b>Economic Development</b> .....	85
<b><u>Purpose</u></b> .....	85
<b><u>Eligible Activities</u></b> .....	85
<b><u>Available Funds/Grant Size</u></b> .....	85
<b><u>Submission Dates</u></b> .....	86
<b><u>Threshold Requirements</u></b> .....	86
<b><u>Application Process</u></b> .....	87
<b><u>Selection Process</u></b> .....	87
<b><u>Benefiting Business Financial Information Form</u></b> .....	88
<b><u>Memorandum of Agreement</u></b> .....	91
<b>Site Visit</b> .....	96
<b><u>Public Facilities</u></b> .....	96
<b><u>Economic Development</u></b> .....	112
<b><u>Site Visit Forms</u></b> .....	98
<b>Award Process (Public Facility)</b> .....	111
<b>Award Process (Economic Development)</b> .....	112

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## **Introduction**

The Mississippi Community Development Block Grant (CDBG) Program Application Manual is a collection of guidance and instructional materials, relevant information, forms, requirements and other data necessary for applying for a Community Development Block Grant project, as authorized by Title I of the Housing and Community Development Act of 1974, as amended and with other applicable federal and state laws and provisions.

The objective of the manual is to provide the following:

- General overview of the CDBG Program in Mississippi;
- The State's plan for allocating the program's funds for the year;
- Operational guidelines the program must follow;
- Grant Applications and Required documents

All program participants should be familiar with the information contained in this manual. Recipient staff should stay fully informed concerning program and application requirements and should have a full understanding of the Community Services Division (CSD) Policy and Procedures.

An electronic version of the Program Manual along with the applications and forms discussed in this manual can be found on our website – [www.mississippi.org/csd](http://www.mississippi.org/csd).

# Program Objectives

## National Objectives

CDBG sub-recipients are responsible for assuring that each project meets one of the national objectives eligible under the Mississippi State CDBG Program guidelines.

### Benefit to Low- and Moderate-Income Persons

Low- and Moderate-Income (LMI) is an income that is at or below eighty (80) percent of the county's median household income in which the person or family resides.

The LMI Benefit is the primary national objective and CDBG-assisted activities must benefit LMI persons under one of the following categories:

- **Area Benefit Activities:** An activity that benefits all residents of an area, in which at least fifty-one (51) percent of the service area residents are LMI persons.
- **Limited Clientele Activities:** An activity that provides benefits to a specific group of persons without regard to the area in which they reside, or it may be an activity that provides benefit on an area basis but only to a specific group of persons who reside in the area.
  - In order to qualify the activity must meet one of the following tests:
    - Exclusively benefit a clientele who are generally *presumed by HUD to be principally L/M income persons* – the eight (8) presumed groups are abused children, battered spouses, elderly persons (at least 62 years of age or older), severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm works
    - Require *information on family size and income* so that it is evident that *at least fifty-one (51) percent* of the clientele are persons whose family income does not exceed the L/M income limit
- **LMI Housing Activities:** An activity undertaken for the purpose of providing or improving permanent residential structures, which upon completion, will be occupied by LMI persons.
- **LMI Job Creation/Retention Activities:** An activity designed to create or retain permanent jobs, at least fifty-one (51) percent of which will be made available to or held by LMI persons.

## **State Objectives**

The State has designed the CDBG Program to be consistent with the National Objectives and to address the economic and community development needs of the citizens of Mississippi.

The State has established the following objectives to meet this purpose:

- Increase local capacity to deliver resources
- Assist non-entitlement units of government to increase business and economic opportunities
- Assist non-entitlement units of government to improve the availability and adequacy of basic community facilities

In the awarding and implementation of CDBG grants, the State has established additional objectives to help facilitate the program's objectives:

- Streamline procedures for implementing grants
- Encourage early completion of active grants
- Encourage MBE/WBE and Section 3 participation in the program
- Ensure adherence to all applicable Federal and State regulations by all parties involved in all funded projects
- Address issues identified in the Analysis of Impediments to Fair Housing Choice (AIFHC). This report can be found on our website at [www.mississippi.org/home-page/business-services/community-development/community-services/](http://www.mississippi.org/home-page/business-services/community-development/community-services/).

\*NOTE: Entitlement Communities are as follows: Gulfport, Moss Point, Pascagoula, Biloxi, Hattiesburg, and Jackson.

## Program Contacts

Steve Hardin ..... (601) 359-2366  
Community Services Division Director ..... shardin@mississippi.org

### Community Development Bureau

Kristen Chancellor ..... (601) 359-9490  
Community Development Bureau Manager..... kchancellor@mississippi.org

Katrina Smith, Program Manager ..... (601) 359-9316  
Small Municipalities and Limited Population Counties Applications.....ksmith@mississippi.org  
Southwest Mississippi PDD and Southern Mississippi PDD

Brittany McCoy, Program Manager ..... (601) 359-5756  
Economic Development Project Applications (CDBG-ED, DIP & RIF ...bmccoy@mississippi.org  
North Delta PDD and Northeast Mississippi PDD

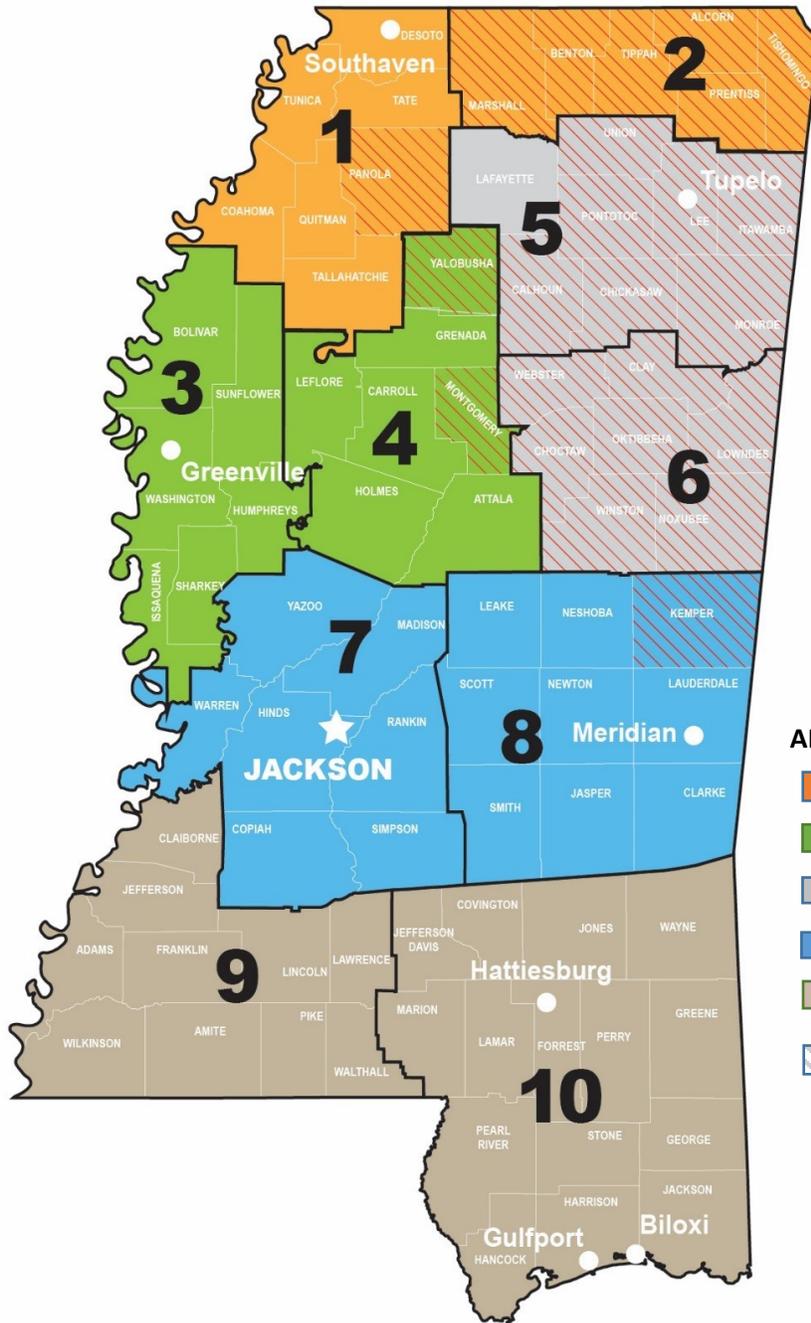
Vacant, Program Manager ..... (601) 359-####  
South Delta PDD and North Central Mississippi PDD

Erin Hovanec, Program Manager ..... (601) 359-9376  
Central Mississippi PDD and East Central Mississippi PDD.....ehovanec@mississippi.org

April Smith, Program Manager ..... (601) 359-2859  
CDBG Public Facilities.....acsmith@mississippi.org  
Appalachian Regional Commission Applications  
Golden Triangle PDD and Three Rivers PDD

Lisa Maxwell, Program Manager ..... (601) 359-2498  
CAP and RAIL Loan Program.....lmaxwell@mississippi.org

# Area Map



## Planning and Development Districts

- 1 North Delta
- 2 Northeast MS
- 3 South Delta
- 4 North Central MS
- 5 Three Rivers
- 6 Golden Triangle
- 7 Central MS
- 8 East Central MS
- 9 Southwest MS
- 10 Southern MS

### AREA REPRESENTATIVE:

- Brittany McCoy
- Vacant
- April Smith
- Erin Hovanec
- Katrina Smith
- Appalachian Regional Commission

# Pre-Application Requirements

## Audit Requirements

An audit is an official examination and verification of accounts and records. Only an independent CPA, with a current license to practice in Mississippi, or the State of Mississippi Auditor's Office can perform an audit.

Audit requirements for entities receiving federal funds are governed by the United States Office of Management and Budget (OMB). The specific audit requirements can be found in 2 CFR Part 200 Subpart F, Audits of States, Local Governments, and Non-Profit Organizations.

### Regulations

The type and level of audit required by 2 CFR Part 200 is based on the amount of federal funds expended by the organization in a given fiscal year. Federal awards include financial assistance provided in the form of grants, loans, property, contracts, loan guarantees, etc. Organizations that have expended \$750,000 or more a year in total cumulative federal funds must have a Single Audit done in accordance with the Single Audit Act. A Single Audit is an audit that includes both an entity's financial statements and its federal awards (from all applicable Federal programs).

If a Single Audit is required, and any of the funds expended were received through MDA Community Services Division, CSD requires that a copy of the Single Audit report be submitted to CSD **no later than nine months following the end of the grant recipient's fiscal year** in which the federal funds were expended.

The Single Audit Report should include the following:

- An opinion as to whether financial statements are presented fairly in all material respects in accordance with General Accepted Accounting Principles (GAAP) or some other acceptable basis of Accounting adopted by the entity.
- An opinion as to whether the schedule of expenditures is presented fairly in all material respects in relation to the financial statements taken as a whole.
- A report on internal controls related to financial statements and major programs.
- A report on compliance with laws, regulations and the provisions of contracts or grant agreements.
- An opinion as to whether the Auditee organization has complied with laws, regulations and the provisions of contracts or grant agreements which could have a direct and material effect on each major program.
- A schedule of findings and questioned costs, which include a summary of the auditor's results and all "audit findings."

If a Single Audit is **not** required, and any of the funds expended were received through MDA Community Services Division, CSD requires that an acceptable Funding Certification Form (for

that year only) be submitted to CSD. It must be received **no later than nine months following the end of the grant recipient's fiscal year** in which the federal funds were expended, but no sooner than the end of the same fiscal year. This form can be found on our website at [www.mississippi.org/csd/compliance](http://www.mississippi.org/csd/compliance).

While a qualified Funding Certification Form will exempt the grant recipient from submitting a Single Audit to CSD for the specified fiscal year, it does not exclude the grant recipient from any other requirements of audits or financial statements as requested by MDA or any other Agency of Authority.

#### Notification Process

CSD will notify all local units of government by mail of Audit submittal deadlines and if they must submit a Single Audit or Funding Certification Form. After the initial request from CSD, a reminder letter of audit submittal due dates will be sent if the initial requested information has not been received. Once the audit submittal deadline has past, the local units of government will be notified by letter of their past due status. If no response from the local unit of government, a sanctions letter will be issued. The sanctions letter may deem the local unit of government ineligible to participate in CSD federal programs until the required Audit documentation is received.

#### Audit Review Process

A Desk Review will be performed on all Audits and Funding Certification Forms received to determine if the all requirements have been met. In the event where an audit discloses findings, the local unit of government is responsible for follow-up and corrective actions.

Within six months after receipt of grant recipient's Single Audit or Funding Certification Form, CSD will send a written management decision regarding the review of the submitted reports. Should the review be deemed unacceptable, CSD will notify the local unit of government by mail with an explanation and the corrective measures that should be taken to correct the discrepancy. **Any unresolved audit findings may disqualify an applicant from applying for CDBG funds.**

CDBG funds cannot be utilized to pay for audit costs. In addition, audit costs will not be allowed as a source of matching funds for a project.

**\*Audit submissions for Fiscal Year 2019 are due to MDA on or before June 30, 2020. On July 1, 2020 audits will be considered delinquent.**

Please direct questions concerning audits or exemptions to Angela Reed at (601) 359-2351.

Audits and Funding Certification Forms should be mailed to:

Mississippi Development Authority Community Services Division Post Office Box 849 Jackson, Mississippi 39205-0849
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# Funding Certification Form

## MISSISSIPPI DEVELOPMENT AUTHORITY

### COMMUNITY SERVICES DIVISION FUNDING CERTIFICATION FORM

Organization: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

*Must be filled out if Single Audit or Program Audit is not required:*

Federal Funds				
<u>Federal Grantor</u>	<u>Pass-through Grantor</u>	<u>Program Name &amp; CFDA Number</u>	<u>Contract Number</u>	<u>Expenditures</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<i>Total Federal Expenditures for this Fiscal Year</i>				<u>\$</u> _____

Authorized Signature ( <i>Executive Director, Mayor, Board President</i> )			Printed Name	Title
Mailing Address:			City, State	Zip Code
Email Address:			Phone Number	Fax Number
Chief Financial Officer / Comptroller			Phone Number	Fax Number

Failure to submit this completed form or a completed Single Audit package as described in the audit requirements by the required due date will affect eligibility for future funding.

**Submit this form to:**

Mississippi Development Authority, Community Services Division

Angela Reed  
Compliance Bureau  
P. O. Box 849  
Jackson, Mississippi 39205-0849  
601-359-2351 office

Audit Certification Form Revised 2/8/2016

## **Professional Services Procurement**

The sub-recipient must ensure that all procurement and contracting for goods and services related to a federally funded projects follow all applicable federal and state procurement requirements throughout the project as set forth in 2 CFR Part 200 of the Uniform Administrative Requirements. State and local municipalities often have their own procurement and contracting requirements; however, the use of federal funds requires compliance with the federal procurement regulations at a minimum.

\*NOTE: The Compliance Bureau provides technical assistance and guidance to assist with procurement policies and procedures. Please visit our website for their contact information at [www.mississippi.org/csd](http://www.mississippi.org/csd).

All procurement transactions must be conducted in a manner providing full and open competition consistent with the Uniform Administrative Requirements. 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.

Therefore, to maintain open and fair competition, an Applicant must procure the professional services prior to the grant award under the following circumstances:

- Administrative Services – Where an Applicant will seek to utilize a private consultant for application preparation and serve as the consultant to manage the project if awarded, the Applicant must advertise for both services of application preparation and administrative services prior to submitting an application for funding.
  - Note: The “Bollinger Memo” ruling, as to the status of Planning and Development Districts in competitive proposals for procurement of services, is still in effect.
- Engineering Services – Where an Applicant will seek to utilize an engineer/architect to prepare cost estimates and serve as the project engineer/architect if awarded, the Applicant must advertise for an engineer/architect to provide cost estimates and project engineering services prior to submitting an application for funding.
- If Administrative and/or Engineering Services are not procured prior to the application for **BOTH** preliminary and post award services, the consultant selected to prepare pre-award services will be ineligible to submit a proposal for any post award services.

All Applicants must adhere to the following actions for the procurement of professional services (Competitive Proposal process at 2 CFR 200.320(d)):

Solicitation – Requests for Proposals (RFP/RFQ) must be publicized. RFP/RFQ’s must identify all evaluation factors and scores according to the relative of importance and must be solicited from an adequate number of qualified sources. RFP/RFQ’s must explain all requirements that the bidder/offeror has to meet for their bid to be evaluated and be based on a clear and accurate

description of the material, product or service to be procured and cannot contain features that unduly restrict competition.

Mississippi Procurement Technical Assistance Program (MPTAP) – State law requires state agencies and local units of government to send MPTAP notice of procurement activities in excess of \$50,000.

Minority Business Enterprise/Women Business Enterprises (MBE/WBE) – Local Units of Government and program administrators are required to comply with CSD Policy regarding MBE/WBE participation and utilization. A minimum of two (2) minority/female owned businesses must be solicited for each activity.

Multi-Service Contracts – Multi-service contracts are prohibited. The same supplier/offeror cannot provide more than one service to a project. For example, a grant administrator may not serve as both the engineer and the grant administrator for the same project.

Required Documentation – Written technical requirements for services required, proof of publication of RFP/RFQ, proof of solicitations, written technical evaluations of proposals to include cost analysis, minutes showing observation of date/time opening requirements and proof of Mississippi Procurement Technical Assistance Program (MPTAP) notification must be documented in the CDBG project file and available for review.

Additional information on Procurement can be found in the Community Services Division Procurement Policy and Procedures Manual found at [www.mississippi.org/csd](http://www.mississippi.org/csd).

## Water Viability

The Mississippi Legislature has determined that the Mississippi State Department of Health Bureau of Public Water Supply and the Mississippi Public Utilities Staff must review the viability of any water system applying for CDBG funds, except projects related to a portable water supply necessary for the operation of a sewage treatment system. The Mississippi Development Authority considers the recommendations of these agencies in making a final determination based on the law.

The review process must be completed, and the system has to be deemed viable or viable with a grant before any CDBG funds may be considered for water improvements. Water improvement projects requiring a water viability will be deemed ineligible if they fail to submit their Water Viability by the deadline.

All CDBG grant applications for water projects will require a new water viability review regardless of a previous determination, unless notified to the contrary.

Conditions that indicate a non-viable determination include:

- Consistent losses reported on financials
- Management non-responsive to need for adjusting rates and/or addressing operating deficiencies
- Inability to provide the required information for the water system only
- Non-responsive to requirements on the viability application (incomplete and/or inaccurate)
- Lack of evaluation of the water system and non-existence of a written plan to address deficiencies
- Lack of capacity to provide reasonably adequate service to current and prospective customers
- Lack of ability to meet current and prospective applicable regulatory requirements
- Inability to continue as a going concern

Viability Review Forms should be submitted as follows:

- Economic Development water projects – in advance of the application.
- Public Facilities water projects – by March 27, 2020 no later than 4:00 pm, MDA time.

Within five (5) business days following the preliminary determination that a public water system is **not** viable, MDA shall provide written notice to the owner or president of the board of the system and the governing authority of the applicant. The notice will contain the reasons for the determination of non-viability. The owner or president of the board of the system may appeal the preliminary determination to MDA.

\*An original and two (2) copies of the required forms and relevant information should be submitted to the Community Services Division at the address below:

**UPS, Fed-Ex, etc.:**

Mississippi Development Authority  
Community Services Division  
Woolfolk State Office Building, Suite B-01  
501 North West Street  
Jackson, Mississippi 39201

**General Mail:**

Mississippi Development Authority  
Post Office Box 849  
Jackson, Mississippi 39205-0849

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**STATE OF MISSISSIPPI  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**2020**

**WATER VIABILITY APPLICATION**



Applicant:

**COMMUNITY SERVICES DIVISION  
MISSISSIPPI DEVELOPMENT AUTHORITY**

501 North West Street • Post Office Box 849 • Jackson, Mississippi 39205-0849  
Telephone (601) 359-3179

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**VIABILITY DETERMINATION  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
PROJECT OVERVIEW**

WATER SYSTEM INFORMATION					
Name of Water System	<input style="width: 90%;" type="text"/>				
Location	<input style="width: 90%;" type="text"/>				
Submittal Date	<input style="width: 90%;" type="text"/>				
APPLICANT INFORMATION					
Name of Local Government	<input style="width: 90%;" type="text"/>				
Name/ Title of Local Official	<input style="width: 90%;" type="text"/>				
Street/P.O. Box	<input style="width: 90%;" type="text"/>				
City	<input style="width: 20%;" type="text"/>	State: <u>MS</u>	Zip	<input style="width: 20%;" type="text"/>	
Telephone	<input style="width: 20%;" type="text"/>		Fax	<input style="width: 20%;" type="text"/>	
County	<input style="width: 90%;" type="text"/>				
CONTACT INFORMATION					
Name of Engineer	<input style="width: 90%;" type="text"/>				
Street/P.O. Box	<input style="width: 90%;" type="text"/>				
City	<input style="width: 20%;" type="text"/>	State: <u>MS</u>	Zip	<input style="width: 20%;" type="text"/>	
Telephone	<input style="width: 20%;" type="text"/>		Fax	<input style="width: 20%;" type="text"/>	
CONSULTANT INFORMATION					
Name of Consultant	<input style="width: 90%;" type="text"/>				
Street/P.O. Box	<input style="width: 90%;" type="text"/>				
City	<input style="width: 20%;" type="text"/>	State: <u>MS</u>	Zip	<input style="width: 20%;" type="text"/>	
Telephone	<input style="width: 20%;" type="text"/>		Fax	<input style="width: 20%;" type="text"/>	
PROJECT DESCRIPTION					
<input type="checkbox"/> Public Facilities <input type="checkbox"/> Regular <input type="checkbox"/> Small		<input type="checkbox"/> Economic Development Name of Business/Industry <input style="width: 50%;" type="text"/>			

**SECTION A  
GENERAL INFORMATION**

1. Describe the current system inadequacies.

█

2. Describe the proposed system improvements.

█

3. Document any Groundwater Rule significant deficiencies in the proposed improvements will resolve.

█

4. List the management team of Petitioner and describe the technical qualifications which may include any relevant work experience, education and training.

█

5. Certified operator name and certificate number.

█

6. State the number of employees projected to run the water system including operations, administration and management. Provide a budget estimate of the annual salary and benefits for each.

█

7. State the current and/or proposed water rates.

█

8. How many customers is the water system designed to serve?

█

9. Number of present customers and projected number of customers for **EACH** of the next five years.

█

10. Provide date, amount and purpose of the last grant Petitioner received.

█

11. If applicable, provide dates of rate adjustments within the last five years as well as any anticipated changes

█

**CERTIFICATIONS**

To the best of my knowledge and belief, the data contained in this application is true and correct. Its submission has been duly authorized by the governing body. I certify that all requirements set forth by the Mississippi Legislature in MS Code 43-35-504 have been followed and all required information has been presented with the application. I also certify that no work on the proposed 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.

**Water System Owner's Certification**

\_\_\_\_\_  
Signature, Water System  
Owner

\_\_\_\_\_  
Title (typed)

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Alternate Telephone Number

**Application Preparer's Certification**

\_\_\_\_\_  
Signature, Application  
Preparer

\_\_\_\_\_  
Title (typed)

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Alternate Telephone Number

## SECTION C ATTACHMENTS

This list is required to aid the Department of Health and the Public Utilities Staff reviewers in determining if the water system is deemed viable. **Failure to submit all required documentation may result in a non-viable determination.**

Provide the following as attachments to the application:

- Copy of the most recent MSDH-BPWS inspection report and master data sheet
- Provide hydraulic analysis IF project includes the following:
  - Elevated tank (fill hydraulics)
  - Booster station
  - Distribution projects to correct pressure problems
  - Distribution projects to un-served areas
- Preliminary engineering report with complete project description and cost estimate
- Audited financial statements not more than 9 months old (if required) and/or compiled financial statements for systems exempt from the audit requirement.
- Past year balance sheet and income statement for the **WATER SYSTEM ONLY**
  - ✓ This needs to reflect the actual costs of maintenance and additions to rate costs. Please separate any other maintenance that does not involve the water system.
- Five year projected balance sheets and income statements for the **WATER SYSTEM ONLY** – projected numbers should reflect anticipated changes (operating additions, capital outlays, rate changes, regulatory issues, etc.)
- All financial statements must report depreciation or principal and interest payments and grants must be depreciated

**\*NOTE:** All information is critical, please fill out all sections including phone numbers and fax numbers. If a question is not applicable, please put N/A – DO NOT leave anything blank.

**\*\*If you have any concerns regarding the Water Viability Application for 2020, please call the Community Services Division.\*\***



# Water System Financials

BALANCE SHEET		Insert Year	Last Tr.	Year 1	Year 2	Year 3	Year 4	Year 5
2	Current Assets							
3	Cash							
4	Deposits							
5	Investments							
6	Accounts Receivable							
7	Plant, Material & Supplies							
8	Miscellaneous Current & Accrued Assets							
9	Miscellaneous Deferred Debt							
10	Accumulated Deferred Income Taxes							
11	Other							
12	<b>TOTAL CURRENT ASSETS</b>		\$0	\$0	\$0	\$0	\$0	\$0
13	Fixed Assets							
14	Property, Plant, & Equipment at Cost							
15	Contributions in Aid of Construction							
16	Construction Work in Progress							
17	Property Held for Future Use							
18	Less Accumulated Depreciation							
19	Other							
20	<b>TOTAL FIXED ASSETS</b>		\$0	\$0	\$0	\$0	\$0	\$0
21	Other Long Term Assets							
22	Restricted Assets/Trust Funds							
23	Unrestricted Replacement Fund							
24	Unrestricted Emergency Fund							
25	<b>TOTAL LONG TERM ASSETS</b>		\$0	\$0	\$0	\$0	\$0	\$0
26	<b>TOTAL ASSETS</b> (Line 12,+ 20,+ 25)		\$0	\$0	\$0	\$0	\$0	\$0
<b>LIABILITIES</b>								
28	Current Liabilities							
29	Accounts Payable							
30	Accrued Payroll & Withholding							
31	Current Portion of Long Term Debt							
32	Notes on Short Term Debt							
33	Customer Deposits							
34	Accrued Taxes							
35	Accrued Interest							
36	Advances for Construction							
37	Other Deferred Credits							
38	<b>TOTAL (Lines 29 through 37)</b>		\$0	\$0	\$0	\$0	\$0	\$0
39	Long Term Liabilities (Over One Year)							
40	<b>TOTAL LIABILITIES (Line 38 plus 39)</b>		\$0	\$0	\$0	\$0	\$0	\$0
42	Reserved							
43	Unreserved							
44	<b>TOTAL (Line 42 plus 43)</b>		\$0	\$0	\$0	\$0	\$0	\$0
45	Capital							
46	Common Stock Issued							
47	Preferred Stock Issued							
48	Contributed Capital							
49	Proprietary Capital							
50	Other Paid in Capital							
51	<b>TOTAL (Lines 46 through 50)</b>		\$0	\$0	\$0	\$0	\$0	\$0
52	<b>TOTAL FUND EQUITY</b> (Line 44 plus 51)		\$0	\$0	\$0	\$0	\$0	\$0
53	<b>TOTAL LIABILITIES AND FUND</b>		\$0	\$0	\$0	\$0	\$0	\$0

**INCOME AND EXPENSE STATEMENT**

INCOME AND EXPENSE STATEMENT		Last Yr.	Year 1	Year 2	Year 3	Year 4	Year 5
<b>OPERATING REVENUES</b>							
2	Water Sales						
3	Connection Fees						
4	Reconnection Fees						
5	Late Fees						
6	Non-sufficient Funds						
7	Water Quality Analysis						
8	Other - (Interest						
9	<b>TOTAL (Lines 2</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Operation &amp; Maintenance</b>							
12	Salaries & Wages						
13	Benefits						
14	Purchased Power						
15	Chemicals						
16	Materials & Supplies						
17	Insurance Expense						
18	Transportation						
19	Depreciation Expense						
20	Outside Services						
21	Water Quality Analysis						
22	Other						
23	<b>TOTAL (Lines 13</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Administrative</b>							
25	Salaries & Wages						
26	Benefits						
27	Building Overhead						
28	Office Supplies &						
29	Insurance						
30	Customer Billing &						
31	Accounting						
32	Legal						
33	Regulatory						
34	Taxes Other than						
35	Amortization Expense -						
36	Income Taxes						
37	Rent						
38	Other						
39	<b>TOTAL (Lines 26</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
40	<b>Other-(Interest Expense)</b>						
41	<b>TOTAL (Line 24 plus 40</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
42	<b>OPERATING INCOME</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
43	<b>(Line9 less line 42)</b>						

2020 Water Viability Financials

SOURCES AND USES OF FUNDS

**Funds available:**

Equity	_____	
Grants	_____	
* Loan No. 1	_____	
a. Interest Rate	_____	
b. Term	_____	
c. Monthly Payments	_____	
* Loan No. 2	_____	
a. Interest Rate	_____	
b. Term	_____	
c. Monthly Payments	_____	
Total	_____	\$0

**Uses of funds:**

Supply facilities	_____	
Storage facilities	_____	
Distribution	_____	
Meters	_____	
Land	_____	
Easements	_____	
Equipment/Machinery	_____	
Other start-up expenses	_____	
 Total	 _____	 \$0

CASH BALANCE:		
(or working capital)	_____	\$0

\* PROVIDE A COPY OF ALL LOANS AND NOTES.

NOTE: These forms may be found on our website at [www.mississippi.org/csd](http://www.mississippi.org/csd)

# **Engineering Guidelines**

## **Purpose**

The purpose of this section is to provide a general description of the CDBG program, its guidelines and policies as they relate to the project design and other engineering issues. It shall be the responsibility of the Professional Engineer assisting in the application preparation to plan and develop a project scope that adheres to the program guidelines.

Considering the broad range of activities that may be carried out with CDBG funds and the need for interpretation of the applicability of requirements to many differing situations, this description should be considered a general guide. For specific issues concerning activity eligibility, the Engineer should work closely with the local government, project administrator, and the Mississippi Development Authority (MDA).

## **General Requirements**

CDBG funds may be used for the acquisition, construction, reconstruction and rehabilitation; or installation of public improvements or facilities provided such improvements or facilities meet a national objective of the CDBG Program and satisfy other program eligibility requirements.

## **Program Criteria**

**Economic Development Program** - The national objective being addressed in Economic Development projects is the creation of low- and moderate-income jobs. Therefore, in order for an activity to qualify, there must be a clear link between the activity and the permanent jobs that are being created by the identified business(es). Whenever there is substantial evidence to show that the startup or expansion of the identified business(es) and the creation of jobs were not the primary reasons for undertaking the public improvement, the use of CDBG funds for the activity would be subject to challenge. If the public facility or improvement also serves a residential area, then the improvements will be reviewed to determine if those improvements should be addressed under the Public Facilities Program.

When designing infrastructure improvements, the Engineer should limit such improvements to only those that are necessary for the creation of the identified jobs. The engineering data must provide clear documentation of the project scope, justification for the proposed design and a detailed opinion of probable costs.

**Public Facilities Program** – The national objective being addressed in Public Facilities projects is to benefit low- and moderate-income persons. The publicly owned facility or improvements proposed must be used to benefit all the residents in a particular area, and at least 51% of those residents are low- and moderate-income people. Therefore, when designing improvements for the Public Facilities Program, the Engineer must verify that the area benefiting from the improvements is the same area identified in the application.

The Engineer's data must clearly identify: (1) the area benefiting from the improvements, (2) the needs which are being addressed, (3) the nature and scope of the improvements, (4) justification for proposed design and (5) a detailed opinion of probable costs. Maps must be adequately related to the project.

#### Engineering Report (Documentation)

Engineering data provided in the application must be prepared by a Professional Engineer duly registered by the Mississippi State Board of Registration for Professional Engineers and Surveyors and properly signed and stamped by the same.

The report should specify project activities, a timeline for implementation, and a cost estimate for each. The cost estimate should, if possible, separate costs being paid by CDBG and costs that are being paid locally or by another agency.

Engineering data shall include detailed project map(s) that clearly define the scope and the layout of the proposed improvements, existing system layout and the connection thereto. The area benefiting from the proposed improvements must be clearly identified on the Engineer's drawings. For economic development projects, the location of the identified business must be clearly defined.

A description of the minimum engineering data required for various types of projects is included in the Appendixes to this section. These descriptions are general in nature and are intended to cover a broad range of projects.

#### Engineering Certification

The Engineer shall certify that they have reviewed these Engineering Guidelines and that the engineering data provided in the application was developed in accordance therewith. The Engineer's opinion of probable cost shall be signed and sealed by an engineer licensed to practice engineering in the State of Mississippi. The following statement MUST be affixed to the Engineer's opinion of probable cost:

“This cost information and associated preliminary design was developed in accordance with the engineering guidelines provided in the 2020 CDBG Program Manual.”

\*\*This information MUST be on the Engineering Company's letterhead and be signed, stamped, and submit the original.

## Engineering Fees

The purpose of this section is to establish the method for computing Engineering/Architects fees for projects being funded in whole or in part by the Mississippi Development Authority (MDA) through its Community Development Block Grant Program (CDBG). These fees shall represent the maximum allowed by MDA for Basic Engineering and Inspection which are included in the project budget for funding by the CDBG program.

The “Agreement between the Owner and Engineer for Professional Services” is an independent document between the Local Unit of Government and its properly selected Engineer. MDA makes no attempt to dictate the terms of this agreement. Since the details of each project can vary, the actual fees agreed to by the interested parties may vary. The purpose of these guidelines is to define the maximum fee amounts which can be reimbursed with CDBG funds.

### **Guidelines for computing Fees for Basic Engineering and Inspection Services**

- Roads, Streets, Parking Areas, Site Development or Rail spurs

For projects involving the construction of or improvements to roads, streets, parking areas, site development, rail spurs and attendant drainage structure, fees for basic Engineering and Inspection Services shall be limited to twelve percent (12%) of the estimated **construction amount**.

- Buildings

For projects involving the construction of or improvements to buildings, fees for Basic Engineering/Architectural and Inspection Services shall be in accordance with the guidelines propagated by the Mississippi Bureau of Buildings.

- Drainage, Gas, Sewer and Water Systems

For projects involving construction of or improvements to drainage systems, gas systems, sewer systems and water systems, fees for Basic Engineering and Inspection Services shall be in accordance with the Fee Table included in this guideline. (See page 26)

### **Additional Details for Fee Calculations**

\*\*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 allowances for contingencies.

In the event contingency funds are needed to cover additional construction costs due to unforeseen conditions or expansions of the project scope beyond that originally designed which require additional design and inspection services, MDA may consider a modification to the engineering fee if adequate funds are available in the project budget.

Basic Design services include those services typically required to complete planning, design survey, preliminary and final design, development of construction plans and contract documents, and coordinating the advertisement, bidding, bid evaluation and recommendation of award of the project.

Basic Inspection services include those services required for inspection, as well as construction administration services including interpretation of plans, processing pay requests and final inspection and project close-out. Inspection shall include provision for a full time “Resident Project Representative” for all work involving underground or buried line work. Other work shall be inspected at intervals which the Engineer deems necessary to verify that the project is constructed in accordance with the design.

Additional services include those items which may be required but not considered basic engineering services. These are services which are project specific and will vary for each project. Examples of typical additional services are as follows:

- Geotechnical investigation and testing during construction
- Permitting, such as: Storm water Pollution Prevention Plan and Highway or Railroad Crossing Permit
- Wetland Delineation and Mitigation
- Surveying and other services necessary for obtaining easements or rights-of-way

Additional services, if required, should be listed separately. The Applicant should include an explanation of any unusual circumstances which may justify the need for additional services. Fees in excess of these guidelines which do not include reasonable justification will be reduced prior to grant approval.

## Basic Engineering and Inspection Fees

**BASIC ENGINEERING & INSPECTION FEES  
FOR  
MISSISSIPPI DEVELOPMENT AUTHORITY  
ON PROJECTS FOR  
THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Updated March-2013

ESTIMATED CONSTRUCTION COST	DRAINAGE, GAS, SEWER AND WATER PROJECTS (% of Construction)		ESTIMATED CONSTRUCTION COST	DRAINAGE, GAS, SEWER AND WATER PROJECTS (% of Construction)	
	DESIGN	INSPECTION		DESIGN	INSPECTION
LESS THAN \$100,000	12.4	7.8			
<b>\$100,000</b>	<b>11.4</b>	<b>6.8</b>	<b>\$800,000</b>	<b>8.8</b>	<b>4.5</b>
\$125,000	11.2	6.5	\$825,000	8.8	4.5
\$150,000	11.1	6.3	\$850,000	8.8	4.5
\$175,000	10.9	6.0	\$875,000	8.7	4.4
<b>\$200,000</b>	<b>10.7</b>	<b>5.7</b>	<b>\$900,000</b>	<b>8.7</b>	<b>4.4</b>
\$225,000	10.6	5.6	\$925,000	8.7	4.4
\$250,000	10.6	5.4	\$950,000	8.6	4.4
\$275,000	10.5	5.3	\$975,000	8.6	4.3
<b>\$300,000</b>	<b>10.4</b>	<b>5.1</b>	<b>\$1,000,000</b>	<b>8.5</b>	<b>4.3</b>
\$325,000	10.3	5.1	\$1,250,000	8.4	4.1
\$350,000	10.1	5.0	\$1,500,000	8.3	4.0
\$375,000	10.0	5.0	\$1,750,000	8.1	3.8
<b>\$400,000</b>	<b>9.8</b>	<b>4.9</b>	<b>\$2,000,000</b>	<b>8.0</b>	<b>3.6</b>
\$425,000	9.7	4.9	\$2,500,000	7.9	3.4
\$450,000	9.6	4.9	<b>\$3,000,000</b>	<b>7.7</b>	<b>3.2</b>
\$475,000	9.5	4.8	\$3,500,000	7.6	3.1
<b>\$500,000</b>	<b>9.4</b>	<b>4.8</b>	<b>\$4,000,000</b>	<b>7.4</b>	<b>2.9</b>
\$525,000	9.4	4.8	\$4,500,000	7.1	2.7
\$550,000	9.3	4.8	<b>\$5,000,000</b>	<b>7.1</b>	<b>2.7</b>
\$575,000	9.3	4.7	\$5,500,000	7.1	2.7
<b>\$600,000</b>	<b>9.2</b>	<b>4.7</b>	<b>\$6,000,000</b>	<b>7.1</b>	<b>2.6</b>
\$625,000	9.1	4.7	\$6,500,000	7.1	2.6
\$650,000	9.1	4.7	<b>\$7,000,000</b>	<b>7.0</b>	<b>2.5</b>
\$675,000	9.1	4.6	\$7,500,000	7.0	2.5
<b>\$700,000</b>	<b>9.0</b>	<b>4.6</b>	<b>\$8,000,000</b>	<b>6.9</b>	<b>2.4</b>
\$725,000	9.0	4.6	\$8,500,000	6.9	2.4
\$750,000	8.9	4.6	<b>\$9,000,000</b>	<b>6.8</b>	<b>2.3</b>
\$775,000	8.9	4.5	\$9,500,000	6.8	2.3
<b>\$800,000</b>	<b>8.8</b>	<b>4.5</b>	<b>\$10,000,000</b>	<b>6.7</b>	<b>2.2</b>

## **Required CDBG Engineering Appendices (A-I)**

In addition to the Engineering Cost Estimate and Engineering Certification, the appropriate Appendix(es) based on the project scope must be submitted with the application **on the forms provided**. \*NOTE: These forms **MUST be filled out (if applicable) and included with the engineer's report**.

<b>Appendix A</b>	
<b>POTABLE WATER SYSTEMS: Water Wells</b>	
1.	Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project. _____
2.	Provide justification for the size, type, and capacity of the proposed new water well or upgrade of existing well. _____
3.	Provide a chemical analysis (Mississippi State Department of Health) of the raw water produced by existing nearby wells founded in the same aquifer as the proposed well. _____
4.	Provide a description or sketch of the proposed water well construction indicating the size and length of the casing and screen; the anticipated size of pump bowls and driver horsepower; the discharge piping and fittings and other appurtenances as may be required. _____
5.	Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary. _____
6.	Provide a legible map at reasonable scale showing the location of the nearby well or wells, water line size between existing wells, proposed well, and water storage and/or treatment facilities, and relative elevations of end key system elements.  NOTE: Recommended Minimum Design Criteria for Community Public Water Supplies: Mississippi State Board of Health Division of Water Supply, Latest Edition, will be used as the basis for technical review. _____

## Appendix B

### POTABLE WATER SYSTEMS: Water Distribution

1. Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project.  
\_\_\_\_\_
2. Provide justification for the size, type, and capacity of the proposed water storage and distribution system.  
\_\_\_\_\_
3. Has a system analysis been made or proposed to be made showing the water pressure and flow at cardinal points of the existing system and one showing the system with the proposed improvements? If so, provide a copy of the report.  
\_\_\_\_\_
4. Provide a legible map at a reasonable scale showing the total system and the location of the proposed improvements including valves. (For Economic Development projects, provide plan showing the industry's site layout and its relation to the proposed improvements.)  
\_\_\_\_\_
5. Provide sketches showing proposed connection of proposed improvements to the existing system.  
\_\_\_\_\_
6. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.  
\_\_\_\_\_
7. **Municipal Fire Protection**  
  
Provide an estimate of the volume and pressure of the fire stream at the proposed fire hydrant located the furthest distance from the high service pump/elevated water tank. (For Economic Development projects, indicate the fire flow requirements of the industry's insurance underwriter.)  
  
**NOTE:** Recommended Minimum Design Criteria for Community Public Water Supplies: Mississippi State Board of Health Division of Water Supply, Latest Edition, will be used as the basis for technical review.  
\_\_\_\_\_

## Appendix C

### WASTEWATER PROJECTS: Wastewater Treatment Systems

1. Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project.  
\_\_\_\_\_
2. Indicate if the applicant or its representative has discussed this problem with the Office of Pollution Control. If the Office of Pollution Control has been contacted, indicate the person(s) contacted.  
\_\_\_\_\_
3. Provide a description of the unit processes and their function used for the design of the proposed project.  
\_\_\_\_\_
4. Provide a legible map at a reasonable scale of the layout of the proposed project showing the size, unit process relationships, and piping arrangements.  
\_\_\_\_\_
5. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.

NOTE: The minimum standards promulgated by the Mississippi State Department of Environmental Quality, Office of Pollution Control, Latest Edition, will be used as the basis for technical review.

\_\_\_\_\_

## Appendix D

### WASTEWATER PROJECTS: Transportation Systems

1. Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project.  
\_\_\_\_\_
2. Provide an estimate of the flows to be collected by the improvements and their probable impact on the existing collection and treatment system.  
\_\_\_\_\_
3. Provide a map at a reasonable scale showing the proposed project and its relation to the existing system, including critical elevations. (For Economic Development projects, provide plan showing the industry's site layout and its relation to the proposed improvements.)  
\_\_\_\_\_
4. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.

NOTE: The minimum standards promulgated by the Mississippi State Department of Environmental Quality, Office of Pollution Control, Latest Edition, will be used as the basis for technical review.

\_\_\_\_\_

## Appendix E

### STORM DRAINAGE SYSTEM

1. Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project.  
\_\_\_\_\_
2. Indicate rainfall intensity, duration, frequency factors, and the method of analysis proposed for design.  
\_\_\_\_\_
3. Provide a legible map at a reasonable scale showing the proposed location and general size of the proposed structures and waterways and their relation to existing local drainage network.  
\_\_\_\_\_
4. Provide verification that the proposed project is not creating drainage problems downstream of the project site.  
\_\_\_\_\_
5. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.

NOTE: Chapter VII, "Drainage" of the design manual of the Mississippi State Highway Department, 1988 or Latest Edition, will be used as the basis for technical review.  
\_\_\_\_\_

## Appendix F

### ROADS AND STREETS

1. Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project.  
\_\_\_\_\_
2. Provide a map at a reasonable scale showing the location of the proposed work and its connection to the local vehicular traffic system. (For Economic Development projects, provide plan showing the industry's site layout and its relation to the proposed improvements.)  
\_\_\_\_\_
3. Provide a typical cross section of the roadway showing the proposed roadway and pavement design.  
\_\_\_\_\_
4. Indicate rainfall intensity, duration, and frequency factor to be used for drainage design.  
\_\_\_\_\_
5. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.

NOTE: The minimum standards promulgated by the State Aid Division of the State of Mississippi, Latest Edition, will be used as the basis for technical review.  
\_\_\_\_\_

## Appendix G

### NATURAL GAS TRANSMISSION AND DISTRIBUTION SYSTEMS

1. Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project.  
\_\_\_\_\_

2. Provide an Economic Feasibility Report which substantiates the need and feasibility of the proposed natural gas system. The report should include the following:

Identification of the proposed service area and the number and basis for estimating anticipated users;

Operating and maintenance costs for the first five operating years and the next twenty years. Costs should include items such as the cost of gas, labor, debt service, transportation, maintenance, taxes, insurance, billing cost maintenance and materials;

Proposed rate schedule indicating rates necessary to cover operation and maintenance; and

A copy of the tariff by which the natural gas is to be purchased for resale.  
\_\_\_\_\_

3. Provide a legible map at a reasonable scale showing the proposed system including line sizes, valves and customer locations.  
\_\_\_\_\_

4. Provide an analysis of the proposed system showing the gas pressure and flow to the customers (users) expected to be connected to the system.  
\_\_\_\_\_

5. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.

**NOTE:** Recommended minimum design criteria for Natural Gas Transmission and Distribution systems: U.S. Department of Transportation "Pipeline Safety Regulations," American Gas Association and others included by reference.  
\_\_\_\_\_

## Appendix H

### RAIL SPURS

1. Provide a basic description of the problems being addressed by the project and define the scope of the proposed solution. The scope should provide specific type, size, and location of each element of the project.  
\_\_\_\_\_
2. Provide a map at a reasonable scale showing the location of the proposed work to the local railroad. Include proposed track curvature and grades and drainage structures.  
\_\_\_\_\_
3. Provide a typical cross section of the railroad showing the proposed embankment and track design.  
\_\_\_\_\_
4. State rainfall density, duration, frequency factors, and method of analysis to be used for drainage design.  
\_\_\_\_\_
5. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.  
\_\_\_\_\_
6. Minimum standards promulgated by the American Railroad Engineering Association and the Operating Railroad Company serving the proposed track work will be used as a basis for technical review.  
\_\_\_\_\_
7. Provide verification that the proposed layout meets approval of the railroad company serving the proposed track.  
\_\_\_\_\_

## Appendix I

### PUBLIC BUILDING IMPROVEMENTS

1. Provide a basic description of the existing facility and any deficiencies being addressed. Provide a detailed description of each major element of work and justification for the planned improvement.  
\_\_\_\_\_
2. Provide a legible map at a reasonable scale showing the project site, buildings, parking, access roads and other site improvements which may be impacted by the project.  
\_\_\_\_\_
3. Provide floor plans, roof plans, elevation drawing or other details which may be needed for the reviewer to verify the scope and quantities indicated in the project estimate.  
\_\_\_\_\_
4. Provide an Engineers Opinion of Probable Cost for the proposed work. Include estimated quantities and unit cost for items needed to construct the project. Engineering fees for basic engineering and construction inspection services which are to be paid with CDBG funds shall not exceed that indicated in these Engineering Guidelines. The project budget must identify and provide justification for any additional services which may be necessary.  
\_\_\_\_\_

## **Citizen Participation/Public Hearing**

Each local unit of government seeking federal funds from CSD must complete the State's Citizen Participation requirements set forth in 24 CFR 91.115(e) of the Housing and Community Development Act of 1974. Local units of government seeking funding from the CDBG program must meet all requirements prior to submitting their application.

It will be the local unit of government's responsibility to provide documentation to CSD demonstrating these requirements have been met and have a Citizen Participation Plan that:

- Encourages Citizen Participation with particular emphasis on participation by persons of low- and moderate-income, who are residents of areas in which the HUD funds are proposed to be used, and in the case of a grantee described in Section 106(a) of the Act, provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
- Provides citizens with reasonable and timely access to local meetings, information and records relating to the written complaints and grievances;
- Provides for technical assistance to groups representing persons of low- and moderate-income who request assistance in developing proposals with the level and type of assistance to be determined;
- Provides for reasonable opportunities to obtain citizens' views, comments and responses to proposals, and questions at all stages of the program, including at least the development of needs, the review of proposed activities and review of program performance. In order to comply with the Citizen Participation requirement, information must be posted on the applicant's/grantee's official website;
- If applicant does not have an official website, the information must be posted in public places in the jurisdiction with directions as to where the information may be inspected. In addition to the web posting or advertising, the public can also be made aware of grant information by public service announcements and bulletins posted at public places. All comments must be responded to in a timely manner and maintained;
- Provides for a timely written answer to written complaints and grievances within fifteen (15) business days; and
- Identifies how the needs of non-English speaking residents will be met where a significant number of non-English speaking residents can be reasonably expected to participate.

The provision and implementation of a Citizen Participation Plan may not be construed to restrict the responsibility or authority of the potential grantee for the development and execution of its

community development program(s). All applicants/grantees must adopt a Citizen Participation Plan and provide documentation of compliance throughout the term of the grant agreement. The components of the Citizen Participation Plan and the information necessary to meet the requirements are discussed in the following section.

**\*\*NOTE:** Additional information can be found on our website at [www.mississippi.org/csd/compliance](http://www.mississippi.org/csd/compliance).

### The Initial Public Hearing

An initial Public Hearing must be conducted in the proposed project area to inform the local citizens of the applicant's intention to apply for funds and to obtain local citizens' input. The Public Hearing will be held no less than **seven (7) days** prior to the 1<sup>st</sup> due date of an application submittal, at times and locations accessible and convenient to potential and actual beneficiaries.

The applicant must publish a notice of the initial Public Hearing not less than **fourteen (14) days and no more than twenty (20) days** prior to the date of the Public Hearing in the **legal or non-legal section** of a newspaper of general circulation. This notice must specify the **actual activities proposed**, should the project be funded. In addition to the newspaper publication, the applicants must make every effort and are encouraged to use additional methods of informing the public of the Public Hearing, especially those citizens residing in low- and moderate-income neighborhoods.

During the Public Hearing, the applicant must furnish information to the citizens concerning the amount of funding available statewide for proposed community development activities, the types of eligible activities that may be undertaken, amount of CDBG funds expected to benefit low- and moderate-income persons, the proposed CDBG activities likely to result in displacement, and the applicant's plans to minimize displacement of persons and to assist displaced persons.

The applicant must inform citizens that written comments will be accepted regarding the proposed use of funds and areas to be targeted for assistance and must provide a reasonable time period and location for submittal of written comments. Technical assistance must be provided to representatives of persons of low- and moderate-income as appropriate in developing program input.

The applicant must ensure that local files contain documentary evidence that the Public Hearing was held, including the actual notice, original proof of publication of the notice, the attendance roster and detailed minutes of the meeting. Copies of these documents must be submitted to the State with the application. The applicant must also retain the attendance roster and minutes of the meeting in the file for public review. The Chief Elected Official or appointed official of the applicant must sign the written minutes of the Public Hearing. All pertinent records, including written citizens' comments must be maintained and made available for review by the State at the primary office of the applicant. This information must be available for review during on-site visits.

In determining the proposed project location and needs to be addressed by the proposed project, the applicant must consider both citizen input that was received during the public meeting and the written comments that were received within the designated time frame after the public hearing.

The State encourages the establishment of a local task force composed of residents from the project area. In the event that local interest is not sufficient to establish a task force, the recipient must still conduct a Public Hearing during the project's implementation.

#### Calculation of Time for Public Hearings

In calculating any period of publication required under a CDBG project, the first day of the advertisement **shall not** be counted in the calculation.

**Publication Example:** Public Notice Advertisement runs on 2/1/2016

(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 2/1/2016

(2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20) = 20 days

Public Hearing is held on 2/21/2016

\*\*The above example was taken from the Community Services Division Citizen Participation Policy and Procedures Manual; this manual can be found at [www.mississippi.org/csd/compliance](http://www.mississippi.org/csd/compliance).

#### Notables

A separate public hearing must be held for each CDBG application submitted.

Applicants/grantees **must not** schedule hearings or bid openings on Saturdays, Sundays or legal holidays. Whenever a public comment period ends on a Saturday, Sunday or legal holiday, applicants must accept comments until the end of the next business day that is not a Saturday, Sunday or legal holiday.

It is the responsibility of the local unit of government and the application preparer to ensure the public hearing information is correct.

\*If there is an error with the **Public Facilities Public Hearing** (this includes newspaper ad, public hearing notice, calculation of time, etc.), the application will not receive the application presentation points, and the applicant will be required to re-advertise and hold a new public hearing prior to funding.

\*If there is an error with the **Economic Development Public Hearing**, the local unit of government will be required to advertise and hold a new Public Hearing.

## COMMUNITY DEVELOPMENT BLOCK GRANT

### PUBLIC HEARING NOTICE INITIAL HEARING

The (***City/Town/County***) 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, town and counties on a competitive basis to undertake eligible community development activities. These funds must be used to benefit low- and moderate-income persons.

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 disabilities. If a translator is needed for non-English speaking persons, please contact (***Name***) at (***Telephone Number***) at least three (3) days prior to the meeting in an effort to accommodate this request. The (***City/Town/County***) does not discriminate on the basis of disability in the admissions or access to or treatment of employment in its programs or activities.

All comments are welcome and must be submitted in writing. For those unable to attend this meeting, written comments will be considered until the close of business on (***Date***). Written comments should be mailed to the (***City/Town/County***) to the c/o (***Designated Official***) at (***Mailing Address***).

*\*The applicant should include any additional information as necessary.*



# CDBG Programs

## Introduction

Sub-recipients are required to carry out their projects in accordance with Title I of the Housing and Community Development Act of 1974, as amended and with other applicable federal and state laws and provisions which can be found on the U.S. Department of Housing and Urban Development (HUD) website ([www.hud.gov](http://www.hud.gov)).

Since States are in the best position to know, and to respond to, the needs of local governments, Congress amended the Housing and Community Development Act of 1974 in 1981 to give each State the opportunity to administer CDBG funds for non-entitlement areas. Under the State CDBG Program, states award grants to smaller units of local government. Each State develops funding priorities and criteria for selecting projects.

The State of Mississippi CDBG Regulations published November 9, 1992, as amended, will govern the administration of the State's program. The State's CDBG overall program has been designed so that at least 70% of the allocated funds will be used for principal benefit to low- and moderate-income persons. Each CDBG project, except Urgent Need, must benefit a minimum of 51% of persons from low- and moderate-income households.

The 2020-2024 Mississippi Consolidated Plan, the 2020 Mississippi Annual Action Plan, application package and any subsequent changes, additions, clarifications, requirements and assurances issued by the State or HUD relating to the CDBG program shall govern the operation of the program. In any question, interpretation or application of any rule, requirement or regulation, MDA's decision shall be final.

## **Deadlines**

### Application Submission Dates

<b>Program Categories</b>	<b>Submission Dates</b>
Public Facilities	
Regular	May 18-22, 2020 by 4:00 pm
Small Government	May 18-22, 2020 by 4:00 pm
Economic Development	
Public Improvements	Open

### Other Deadlines

Open PF Project Close-outs	April 17, 2020 by 4:00 pm*
Audits and/or Funding Certification Forms	June 30, 2020
Water System Viability Applications (Public Facilities)	March 27, 2020 by 4:00 pm
Matching Funds in place (Public Facilities)	May 22, 2020**
Section 3 Reporting (October 1, 2018 – September 30, 2019)	October 30, 2020

**\*Acceptable close-out packages required for the CDBG Public Facilities category are due by 4:00 pm on April 17, 2020.** Submitted close-out packages must be complete; incomplete close-out packages will be returned to the sub-recipient for completion and they will no longer be eligible to apply for 2020 funds. Applicants submitting a close-out package after **April 17, 2020**, will not be eligible for 2020 CDBG Public Facilities funding. This does not apply to applicants that have never received CDBG Public Facilities funding.

**\*\*Matching funds for 2020 CDBG Regular and Small Government Public Facilities applications must be secured by May 22, 2020.** This means all bank statements, loan closing, etc. must happen on or before **May 22, 2020** and the documentation submitted to our office. If the matching funds will be in the form of a CAP loan, we must have the complete application in house for matching funds to be considered in place.

## **Program Allocations**

### CDBG Fiscal Year 2020 Proposed Allocation

<b>Program Categories</b>	<b>Allocations</b>
Public Facilities	
Regular Gov't Category	\$4,000,000
Small Gov't Category	\$8,500,000
Economic Development	\$10,7600,000
State Administration	\$740,000
<b>TOTAL ALLOCATION</b>	<b>\$24,000,000</b>

\*Totals based on approximation\*

The State reserves the right to make adjustments to the amount designated for any program category based on the demand created by the applications. The CDBG Program allows for two (2) percent of the State Administration allocation to be used for administration and one (1) percent of the State Administration allocation to be used by the State for technical assistance. However, MDA intends to use the full amount by HUD regulations as State Administration. These funds will be used in accordance with HUD CPD Notice 99-09.

The State reserves the right to transfer any unobligated 2020 funds into any category to help meet the timely distribution requirement. If HUD makes a special allocation to the State, the State reserves the right to fund any current application from the special allocation. Should the State's HUD allocation be adjusted, the State will adjust program allocations as needed.

The State reserves the right to adjust maximum grant size, local match requirements, job creation goals, cost per jobs and certain threshold requirements in order to assist local communities with projects on a case-by-case basis due to a State and/or Federal natural disaster declaration.

### Program Income Generated from Prior CDBG Awards

The State will receive income throughout the year from prior CDBG awards and NSP program income transfers. The State requires communities to return program income generated to the State; however, MDA may permit the sub-recipient to retain program income to continue the activity from which such income is derived on a case-by-case basis.

Program income returned to the State will be placed in the Program Income Revolving Fund and distributed for eligible CDBG activities as approved by MDA. Up to 2% of these funds may be used for State administrative purposes.

All rules, policies and other requirements of the State's CDBG Program are applicable to the program income funds received and distributed by the State.

Proceeds from the sale of real property purchased or improved with CDBG funds are not program income if the proceeds are received more than five (5) years after the expiration of the grant agreement between the State and the local unit of government [24 CFR Part 570.489(e)(2)(v)].

### **Recaptured Funds**

The State will recapture funds previously awarded to a CDBG recipient for reasons such as failure to satisfy a National Policy Objective; failure to comply with contractual conditions; or if awarded funds are not expended prior to the expiration of the grant contract.

The State may allocate any recaptured funds into any 2020 program category. The State reserves the right to substitute recaptured funds for previously committed funds from any year in order to hasten completion of a program year.

Any requests for supplemental funds will be considered on a case-by-case basis with funds granted only in those instances where the State can readily determine that additional funding is justified. Grant ceilings are not applicable when considering the awarding of these funds.

### **Program Notables**

#### **Budget**

The budget page designated in the 2020 Application will be the budget reviewed for the project, we will not review the engineering's cost estimates as the budget.

During the review of any application, the State reserves the right to adjust the amount of the request. This adjustment will be based on verification of reasonable costs, need and availability of CDBG funds.

If an applicant performs its own administration of the CDBG project, CDBG funds cannot be used to pay for this service. These funds may be used as a match and the amount will be evaluated on a case-by-case basis. Under no circumstances will more than the maximum allowed under CDBG regulations for Administration and Application Preparation be counted as matching funds.

#### **Debarment**

Any application that has been prepared by an application preparer who is involved in a pending debarment or suspension proceeding before a state or federal agent shall not be reviewed until such a time as the debarment proceeding has been resolved. Additionally, no person who is involved in a suspension or debarment proceeding shall be allowed to administer a CDBG project until such time as the suspension or debarment process or finding is resolved.

## **Displacement**

The State's CDBG Program encourages applicants to minimize displacement of persons as a result of activities funded through the program and to assist persons actually displaced.

## **DUNS/CAGE**

The System for Award Management (SAM) is the official U.S. Government system that combined the federal procurement systems and the Catalog of Federal Domestic Assistance into a single system. Registration with SAM is mandatory in order to do business with the government and receive federal funds.

Applicants will be required to register with the SAM system to obtain a CAGE (Commercial and Government Entity) code and DUNS (Data Universal Number System) number. You will need to provide a copy of the applicant's SAM page showing both numbers to demonstrate its eligibility to apply for federal funds in the application.

Sub-recipients can obtain documentation of their CAGE code and DUNS number or register with SAM through their website at [www.sam.gov/portal/public/SAM/](http://www.sam.gov/portal/public/SAM/).

## **E-Verify/Mississippi Employment Protection Act of 2008**

All grantees, recipients, contractors and companies entering into contracts with MDA will ensure compliance with the Mississippi Employment Protection Act, will register and participate in the status verification system (Illegal Immigration Reform and Immigration Responsibility Act of 1996, also known as the E-Verify Program) of all newly hired employees and will ensure that any person assigned to perform services meet the employment eligibility requirements of all immigration laws of the State of Mississippi. The term "employee" means any person that is hired to perform work within the State of Mississippi.

All parties understand and agree that any breach of these warranties may lead to the following:

- a) Termination of the grant agreement between the entity and MDA and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public;
- b) Loss of any license, permit, certification or other document granted by an agency, department or government entity for the right to do business in Mississippi for up to one (1) year; or
- c) Both of the above sanctions.

Participation in the E-Verify Program must be submitted with the CDBG application from the applicant, utility associations and benefitting business (if applicable). If funded, the grantee must ensure that all contracted parties (contractors/subcontractors) submit documentation of their participation in the E-Verify Program and of their verification for any new employees hired for the project.

Acceptable documentation must contain the following from the E-Verify website or the Department of Homeland Security E-Verify User Report:

- Company Name (applicant, contractor, etc.)
- Address
- E-Verify Company ID Number

Information on the E-Verify Program can be found at <https://www.uscis.gov/e-verify>.

**Example of the E-Verify Documentation**

E-Verify: Employer Wizard - Company Information Page 1 of 3

# E-Verify

Welcome ≡ MENU

## Company Information

**Company Name**  
Town of

**Company ID Number**

**Doing Business As (DBA) Name**  
---

**DUNS Number**

**Physical Location**

**Address 1**

**Address 2**  
---

**City**

**State**  
MS

**Zip Code**

**County**

**Mailing Address**

**Address 1**

**Address 2**  
---

**City**

<https://e-verify.uscis.gov/web/EmployerWizard.aspx> 2/14/2017

**User Report**

<b>COMPANY ID NUMBER</b>		<b>PILOT:</b> WEB-BP		
<b>CITY:</b>		<b>STATE:</b>		<b>USER ROLE:</b>
<b>COMPANY NAME:</b>				
<b>Company Name:</b>	County Board of Supervisors	<b>Company ID Number:</b>		<b>Pilot:</b> WEB-BP
<b>City:</b>		<b>State:</b>	MS	
<b>User Name</b>	<b>User Role</b>	<b>Phone w/ Ext</b>	<b>FAX</b>	<b>Last Date Used System</b>
	General User			02/13/2017
<b>Sub-Total Users:</b>	1			
<b>Total Users:</b>	1			

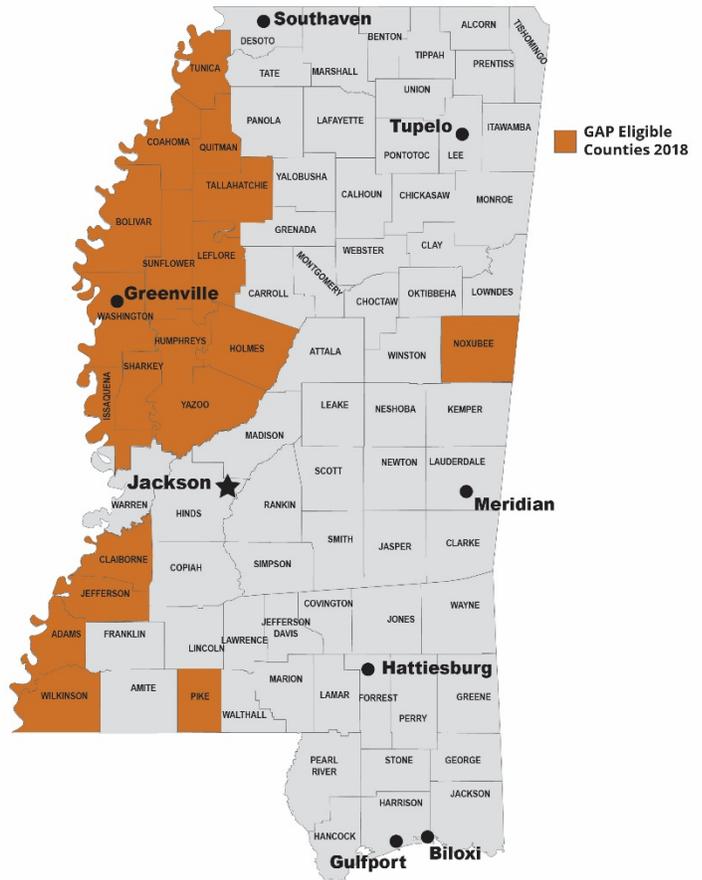
**GAP County**

The Growth and Prosperity (GAP) Program designates specific counties as GAP eligible counties; the program is designed to encourage development in economically challenged areas of the state. To be designated as a GAP county, a county must have an unemployment rate that is 200 percent of the state’s annual unemployment rate or must have 30 percent or more of its population living below the federal poverty rate. In addition to GAP counties, there are also counties with partial GAP areas and/or GAP cities and towns.

**\*NOTE:** The GAP County information is subject to change this year, we will send out a CSD Instruction as soon as the information is released to us.

The GAP eligible counties for 2020:

Adams County	Bolivar County
Claiborne County	Coahoma County
Holmes County	Humphrey County
Issaquena County	Jefferson County
Leflore County	Noxubee County
Pike County	Quitman County
Sharkey County	Sunflower County
Tallahatchie County	Tunica County
Washington County	Wilkinson County
Yazoo County	



**Aspire Counties**

Any County that participates in the Mississippi Development Authority’s Aspire Program and submits the original letter of completion with their CDBG application will receive between half (.5) and five (5) additional points towards their overall rating. The amount of points will be based on the Asset Development’s determination of participation within their program. These points may only be used for a one-time submission and cannot be used after five (5) years.

### **Information Accuracy**

During the review of applications, the State shall verify information for accuracy, feasibility, project readiness and financial commitment. The intentional falsification of any information associated with an application shall immediately result in the disqualification of the applicant's immediate eligibility and possible future eligibility as determined appropriate by MDA. Any person intentionally falsifying information within or in connection with an application shall be subject to the denial of participation in the CDBG Program and/or fined and/or imprisoned in accordance with department, state and federal statutes and regulations.

### **Non-Profit Status**

Any application involving a non-profit organization must include evidence of the organization's 501(c)(3) status or other non-profit certification.

An executed Memorandum of Agreement (MOA) between the local unit of government and non-profit organization must be included with the application. In the case of non-profit organizations, the MOA must also include a statement that the local unit of government will remain responsible for all compliance areas. A sample MOA is included in the manual; it can be found in the Economic Development Section.

### **Procurement of Professional Services**

Professional services (administration, engineering, etc.) must be procured according to CDBG/Federal and State procurement guidelines. All procurement transactions must be conducted in a manner providing full and open competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, companies or individuals providing detailed cost estimates or assisting with the development of procurement documents must be excluded from bidding on proposals. 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/or 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 procurement
- Any arbitrary action in the procurement process

As a result, MDA will require that administrative and engineering services being paid for in all or in part with CDBG funds be procured prior to the grant award. If the engineering firm that provided any preliminary work prior to the grant award, including but not limited to, the assistance with the water viability application or preliminary cost estimates was not procured according to CDBG/federal

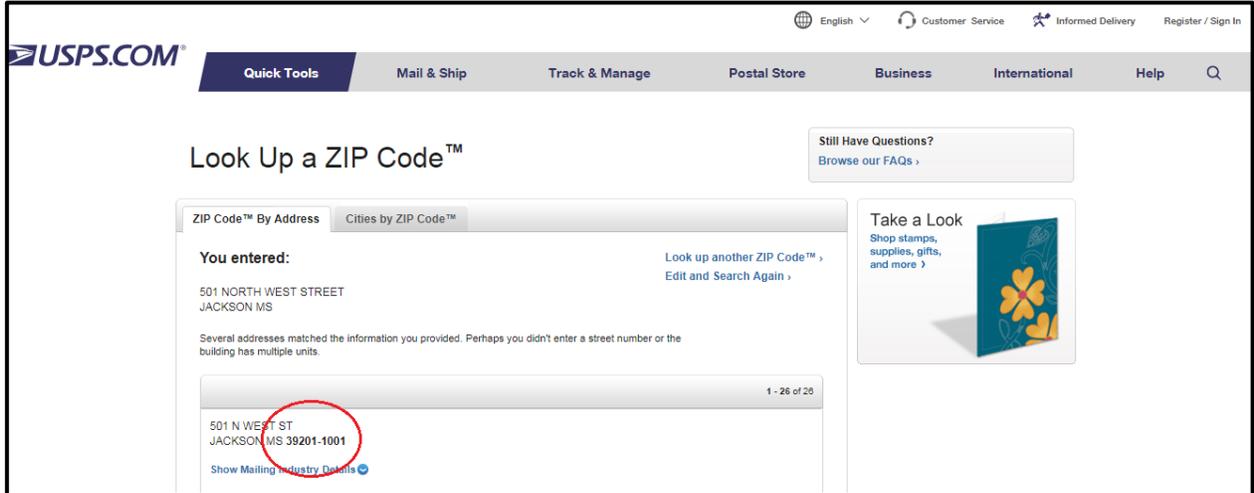
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guidelines prior to that work being completed will be ineligible to submit a proposal for the post-award professional services solicitation.

The Bollinger Memo ruling, as to the status of Planning and Development District in competitive proposals for procurement of services, is still in effect.

## Project Location

A verifiable address for project activities must be submitted with the application. An address must be submitted from one house within the project area that is verified through the U.S. Postal Service. Documentation of the verified address must be submitted from the USPS Look Up a Zip Code page found at [https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input).



\*A verified address will provide a nine-digit zip code – shown in the red circle above. **A project location without the nine-digit zip code found through the USPS website is insufficient and will not be accepted.**

As a last resort, if a location cannot be found within the project area or in a nearby vicinity, then the Applicant may utilize a city owned property to provide the verified location. Please reach out to CSD for assistance in determining an acceptable verified project location.

## Public Building Improvements

Any applicant making improvements for a public building must provide evidence of clear title to the land on which the building is located.

## SCADA (Supervisory Control and Data Acquisition) Systems

SCADA Systems are considered an operable cost and is not an eligible activity for CDBG. A SCADA System is any system of software and hardware elements that allows the system owner to control the system remotely, monitor the system and gather real time data. This will also include smart or remote water meters.

## **General CDBG Information**

All submitted proposals and applications become the property of MDA.

### **Eligible Applicants**

All cities and counties (Local Unit of Governments), except the entitled cities of Biloxi, Gulfport, Hattiesburg, Jackson, Moss Point and Pascagoula are eligible applicants for funding under the State's CDBG Program.

Ineligible applicants are nonprofits, public or private businesses, individuals, and other non-local units of government.

\*Rarely, Applicants will be contacted for clarification of information presented in the application after submission and additional information omitted from the application or for clarification purposes cannot be submitted.

### **Eligible CDBG Activities**

Eligible CDBG Activities would include water improvements, wastewater improvements, streets/roads, fire protection, flood and drainage improvements, ADA improvements, gas service extension, solid waste improvements, public building improvements, and other similar improvements. Examples of projects that may be deemed ineligible would be: city parks, amphitheaters, police departments, fire improvements for the Fire Chief, museums, and other similar projects. All eligible activities must meet the national objective which means directly benefiting low- and moderate - income people.

Activities benefiting low- and moderate-income persons have been divided into four subcategories: Area Benefit, Limited Clientele, Employment and Housing. Low- and moderate-income persons is defined as families and individuals whose incomes are no more than eighty (80) percent of the median income of the area involved. The eighty (80) percent of median income figure is determined by HUD based on a four-person family and is adjusted upward or downward for larger or smaller families.

#### **Area Benefit**

An Area Benefit activity is an activity that is available to benefit all the residents of an area that is primarily residential. In order to qualify, an activity must meet the identified needs of low- and moderate-income persons residing in an area where at least 51% of residents are low- and moderate-income persons. However, the benefits of the type of activity are available to all residents in the area regardless of income.

Typical Area Benefit activities include:

- Street Improvements
- Water and Sewer Improvements
- Community Facilities
- Health Clinics

## Limited Clientele

A Limited Clientele activity is an activity that provides benefits to a specific group of persons rather than everyone in a general area. It may benefit particular persons without regard to the area in which they reside, or it may be an activity that provides benefit only to a specific group of persons who reside in an area. In either case, at least 51% of the beneficiaries must be low- and moderate-income persons.

The following groups are currently presumed by HUD to be comprised principally of low- and moderate-income persons:

- Abused Children
- Elderly Persons
- Battered Spouses
- Homeless Persons
- Illiterate Adults
- Adults meeting the Bureau of Census' definition of severely disabled adults
- Persons living with AIDS
- Migrant Farm Workers

Typical Limited Clientele activities include:

- Construction of a Senior Citizen Center
- Removal of Architectural Barriers

## Low-Moderate Housing Activities (LMH)

The costs of connecting individual properties (such as private homes) to service collection or distribution lines cannot be undertaken as a low- and moderate-income area benefit activity, because water and sewer hookups are not eligible under the public facilities and improvements and privately-owned utilities eligibility category. Public facility eligible activities are the acquisition, construction, reconstruction or installation to public works, facilities and site or other improvements. CDBG broadly interprets public facilities to include all improvements and facilities that are either publicly owned or that are traditionally provided by the government, or owned by a nonprofit, and operated so as to be open to the general public. This includes the following:

- **Facilities:** firehouses, civil defense shelters, public schools, libraries and housing shelters
- **Public Improvements:** streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines and aesthetic amenities on public property.

Water and sewer hookups are eligible under the Low- and Moderate-Income Housing national objective under Rehabilitation as stated in the Clearance, Rehabilitation, Reconstruction and Construction of Buildings eligibility category, and must, therefore, meet the Low- and Moderate-Income Housing criteria.

In order for an activity involving the improvement of property for housing to qualify as benefiting low- and moderate-income persons, the household must qualify. Even though the connection of the unserved households provides a clear benefit to an area containing predominantly low- and moderate-income residents, it cannot qualify on that basis. Instead, the individual households must be occupied by low- and moderate-income persons upon completion.

A household is defined in the Entitlement program as all persons occupying the same housing unit, regardless of their relationship to each other. The occupants could consist of a single family, two or more families living together or any other group of related or unrelated persons who share living arrangements. The State CDBG program provides no regulation on the specific definition of the term “household” but can follow the CDBG Entitlement regulations for interpretive guidance. The Entitlement program’s definition will be utilized for those projects with unserved households.

Compliance with the low- and moderate-income housing benefit national objective is based on the initial occupancy of the housing unit following the completion of the CDBG-assisted work; the CDBG program regulations do not contain any requirements for how long units must be occupied by low- and moderate-income residents in order to meet the national objective. Therefore, in order to ensure compliance with the occupancy requirement, only households owned by low- and moderate-income homeowners will be eligible for CDBG funded connections. Housing units occupied by renters will need to qualify based on the eligibility of the homeowner in order to comply with the occupancy rule.

**\*Note: The costs of connecting existing residential structures to water distribution lines or local sewer collection lines must qualify under the low- and moderate-income housing criteria, while the costs of installing water and sewer collection lines are eligible under Area Benefit.**

### **Employment (L/M Income Jobs)**

Most (but not all) economic development activities are undertaken for the purpose of job creation or retention and are therefore eligible under the Employment (L/M Income Jobs) activity.

An Employment activity is an activity which creates or retains permanent jobs, at least 51% of which, on a full-time equivalent basis, are either held by low- and moderate-income persons or considered to be available to low- and moderate-income persons.

Jobs can be counted as long as they meet the following policies:

- Part-time jobs must be converted to full-time equivalents
- Only permanent jobs count- 3<sup>rd</sup> party temp agencies will be considered
- No seasonal employees

A job is considered held by a low- and moderate-income person if the person is, at the time that their employment commences, a member of a family whose income falls at or below the applicable Section 8

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program income limits. The family's entire income must be counted. The annual salary or hourly wage of the filled job is irrelevant.

Typical Employment activities include:

- Installation of water and sewer lines to a site
  - Upgrading an access road to serve a new distribution warehouse
  - Building improvements to a publicly owned building that will be leased to a for-profit business
-

## **L/M Benefit for specific CDBG Activities**

### ADA Improvements

An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of Census' Current Population Reports definition of "severely disabled," provided it is restricted, to the extent practicable, to the removal of such barriers by assisting the reconstruction of a public facility or improvement, or portion thereof, that does not qualify under the L/M income area benefit criteria. Eligible activities are limited to the removal and reconstruction of the architectural barrier and any area of the building that is directly impacted by the removal of the barrier.

Census definition of "severely disabled" adults is as follows:

- Use a wheelchair or special aid for six (6) months or longer;
- Are unable to perform one or more functional activities (seeing, hearing, speaking in an understandable manner, lifting/carrying, walking up a flight stairs and walking); activities of daily living (ADL) (getting around inside the home, arising out of a bed or chair, bathing, dressing, eating and toileting); or instrumental activities of daily living (IADL) (going outside the home, keeping track of money/bills, preparing meals, doing light housework and using the telephone);
- Are prevented from working or doing housework;
- Have a condition such as autism, cerebral palsy, Alzheimer's disease, senility, dementia or mental retardation;
- Are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI)

### Government Buildings

The Housing and Community Development Act (HCDA) of 1974 governs the eligible activities for the CDBG program and is the primary authority for determining eligibility of potential activities. Under the provisions of 570.207(a)(1), buildings or portions of buildings, used for the general conduct of government are ineligible. "Building for the general conduct of government" means "city halls, county administrative buildings, State capitols or office buildings or other facilities in which the legislative or general administrative affairs of government are conducted." The exception is that CDBG funds may be used to remove material and architectural barriers that restrict the mobility and accessibility of elderly and severely disabled persons from government buildings. Buildings used to deliver services to the public, such as police stations, fire stations or county service centers are generally eligible.

- Department of Human Services: A project to make improvements to a building housing the Department of Human Services must submit beneficiary documentation from the State Official not the local director on the required application beneficiary information about the local case load.
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The documentation must specify the household size, household income and ensure that duplication of services have been addressed. For example, a single household may receive assistance under more than one program (TANF, child support, energy assistance, childcare assistance, etc.); these households should only be counted as a beneficiary once.

- Health Clinics: A City/County Health Clinic providing health services which are available to all persons in a neighborhood/community must qualify as an Area Benefit activity. In order to qualify under Area Benefit activity, the entire community served by the clinic must qualify as at least 51 percent L/M income. If the entire community does not qualify, the facility would need to collect residency and income source documentation for every patient.

A Health Clinic serving only persons presumed by HUD to be comprised principally of L/M income persons or are administered in such a way that the services are not available to everyone but only to L/M income persons can qualify under a Limited Clientele activity.

- Police Stations and Fire Stations: In order to be eligible, the building does not house the office of the chief of police or fire chief. An eligible building would be a police precinct or neighborhood fire station where the chief does not maintain an office.

If the station serves an area that is larger than the municipality's jurisdiction (i.e. fire department serving rural areas), the entire area served by the station/facility must be considered in determining the project area and the low- and moderate-income benefit.

### Multiple Activity Projects

Multiple activity projects are any project wanting to make improvements to a combination of any of the following improvements – water, sewer, gas or drainage. These types of projects will be allowed on a case-by-case basis and must be approved prior to the submission of the application. The beneficiaries of the project must be the same for both activities and can only be counted once.

### Senior Citizen Center

Any facility built or remodeled with CDBG funds for the use of a Limited Clientele activity can only be utilized for that activity. The building cannot be rented or utilized by other groups. A CDBG-funded Senior Citizen Center can only be utilized for the benefit of the recipient's senior citizen community; the facility cannot be rented out to or utilized by other community groups and/or events.

### **HUD Beneficiary Data**

For CDBG funded projects, a person is considered to be of low income only if he/she is a member of a family whose income would qualify as "very low income" under the Section 8 Housing Assistance Payments program. Generally, the Section 8 limits are based on 50% of area median; similarly, CDBG moderate income relies on Section 8 "lower income" limits, which are generally tied to 80% of area median.

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The Office of Community Planning and Development provides estimates of the number of persons that can be considered Low, Low to Moderate and Low, Moderate and Medium income persons according to annually revised income limits – **Low and Moderate Income Individuals Summary Data (LMISD)**. The statistical information used in the calculation of estimates identified in the data set provided in this manual comes from the 2011-2015 American Community Survey (ACS). ACS data are used with Income Limits of Metropolitan Areas and for Non- Metropolitan Counties prepared by the Department’s Office of Policy Development and research to calculate the Low to Moderate Income Summary Data (LMISD). **The Bureau of Census matches the income limits to the ACS surveys in a special tabulation in order to produce the estimates.** The income limits used are not the same as the ones published several years ago for 1999 incomes and the income limits table used for the estimates has been recalculated, or “benchmarked,” using the income data in census 2010.

HUD anticipates receiving the special tabulations of ACS data (LMISD) every five (5) years. As always, the LMISD will be slightly revised each year for changes to grantee jurisdictions and Entitlement CDBG program participation. Once the changes are announced, our office will send out an instruction to all municipalities, counties, and administrators stating the change.

#### Income Limits of Metropolitan Areas and for Non-Metropolitan Counties (Section 8 Income Limits)

The updated Income Limits of Metropolitan Areas and for Non-Metropolitan Counties can be found at <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>. To locate the Income Limit table, click on the FY 2019 CDBG Income Limits button. This will download an excel document with the Nation’s FY 2019 Section 8 Income limits – filter the “statename” column to show only Mississippi. If the 2020 data has not been released by HUD, you must utilize the most recent year until the current year is released.

\*The 2020 income limits should be released by HUD in the spring/ summer of 2020. Until the release of the 2020 data, Applicants should continue to utilize the current 2019 Income Limits. When the updated 2020 Income Limits become available, it can be found on our website at [www.mississippi.org/csd](http://www.mississippi.org/csd).

#### 2020 CDBG Low and Moderate-Income Individuals Summary Data (LMISD)

The State-level data sets provide estimates of the number of low and moderate-income individuals (LMISD) based on the 2011-2015 American Community Survey (ACS) can be found at:

- By Block Group – <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/>
- By City – <https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-local-government/>
- CDBG Disability Data – <https://www.hudexchange.info/programs/census/acs-cdbg-disability-data/all-tracts-summarized-by-grantee/>

Click on the Mississippi link and the file will download to your computer. Please note that you will need Microsoft Excel on your computer in order to open the file.

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HUD will publish LMISD datasets at both the Summary level 150 (Block Groups) and at the Summary level 160 (Incorporated Cities and Census-designated Places). Grantees are advised against defining a single service area using a combination of both Summary level 150 and Summary level 106 data because the geographies may have overlapping areas, thus double counting residents. Furthermore, grantees are not to pro-rate the data when a given service area includes only a portion of a particular geography from either of the datasets. The LMA determination from LMISD must be made based on the entirety of the data of the census geography which the service area both completely encloses and partially overlaps. When using multiple census geographies in the determination of LMA compliance of a service area, grantees are reminded that percentages must not be averaged across multiple geographies. The proper calculation is as follows:

$$\text{LMI \%} = \frac{(\text{LMI Persons Geography A} + \text{LMI Persons Geography B} + \text{LMI Persons Geography C...})}{(\text{LMI Universe Geography A} + \text{LMI Universe Geography B} + \text{LMI Universe Geography C...})}$$

The effective date for the transition to the updated LMISD is April 24, 2019; as of April 24, 2019, grantees using LMISD to qualify area benefit activities must use the updated LMISD based upon the ACS. Additional clarification on LMISD data can be found on the HUD Notice CPD-14-10.

#### LMISD Table Legend

LOW	The count of Low-Income Persons
LOWMOD	The count of Low- and Moderate-Income Persons
LMMI	The count of Low-, Moderate-, & Medium-Income Persons
LOWMODUNIV	Persons with the potential for being deemed LMMI.
LOWMOD_PCT	The Percentage of Low- and Moderate-Income Persons

\*When using the census data to determine LMI beneficiaries, use the LOWMOD number for the number of LMI beneficiaries, LOWMODUNIV for total population and LOWMOD\_PCT as the percentage of LMI beneficiaries.

\*The updated LMISD Data Tables should also be released by HUD in early spring. **The links above will take you to the data set that is currently in effect.** When the updated LMISD becomes available, it can also be found on our website at [www.mississippi.org/csd](http://www.mississippi.org/csd).

#### Use of CDBG Funds

When CDBG funds are being utilized for a project, it must meet the national objective, benefiting low/moderate-income peoples.

Generally, CDBG funds may be used for the construction, rehabilitation and renovation of public buildings, water and wastewater systems and road improvements. CDBG funding can be utilized to pay

engineering fees, permits and administrative fees. However, there are limitations on the amount of CDBG funds that may be allocated to these activities.

CDBG funds may also be used as contingency for construction activities. CDBG funds allocated toward construction contingency **may not exceed** eight (8) percent of the total amount of CDBG budgeted construction costs. The applicant may allocate additional contingency funds from their local or company match.

The following activities are not eligible under any circumstance:

- Buildings or portion thereof used for the general conduct of government
- General government expenses required to carry out the local unit of government's regular responsibilities.

The general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible.

Examples of operating and maintenance expenses that are generally ineligible include: maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with disabilities, parking and other public facilities and improvements. Payments of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities and also ineligible.

Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of pot holes in streets, repairing of cracks in sidewalks, the mowing of grass in city/county parks and the replacement of street light bulbs.

- Political activities

CDBG funds may not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities (candidate forums, voter transportation or voter registration).

A facility originally assisted with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums or voter registration campaigns provided that all parties and organizations have access to the facility on an equal basis and are assessed equal rent/use charges.

- Purchase of personal property such as equipment, fixtures, motor vehicles, furnishings and other personal property are generally ineligible.

**Generators are not eligible under CDBG regulations.** If a generator is listed in the budget for CDBG funds, it will be removed. However, generators may be clearly shown as a match on the application.

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**\*The following activities are not eligible for CDBG funding:**

- Fire Trucks and Police Cars
- ADA improvements to recreational parks
- Jails and Prisons
- SCADA Systems
- Planning activities (comprehensive plans, community development plans, capacity building activities, etc.)

## **Matching Funds**

Matching funds are required for some applicants and specific guidelines can be found under each Program's guidelines. Matching funds can be from the local unit of government and/or private company investment.

All local match committed in the application requires the passage of a match resolution authorizing the use of funds. If the Applicant is utilizing local cash to satisfy the match requirements, bank statements must be submitted. The bank statement should clearly demonstrate that the Applicant has enough cash on hand to satisfy the matching funds allocated to the project.

\*NOTE: All funds must be drawn down proportionately, if the project was awarded and matching funds were committed, all matching funds must be spent at the close-out of the grant.

If matching funds are being sought through an outside agency grant or loan program (DEQ, RDA, EDA, etc.), applicants are required to submit evidence that the matching funds have been awarded/in place. All matching grant and loan funds must be eligible for reimbursement during the timeframe of the CDBG grant agreement. Any matching funds that have been spent prior to the application deadline and/or will be expiring prior to obtaining environmental clearance, will not be allowed and will be removed as matching funds.

If matching funds are being sought through another grant or loan program offered by MDA (CAP, ARC, ACE, etc.), applicants are required to submit evidence that the matching funds have been applied for/requested (grant application, loan application, etc.).

**\*Note:** Matching funds for 2020 Regular and Small Government Public Facilities applications must be secured and/or awarded by **May 22, 2020**. Failure to submit proof of matching funds and the resolution by the deadline will result in the application being removed from funding consideration, with the exclusion of other MDA administrated funds.

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## Community Development Block Grant Matching Funds Resolution

**NOW THEREFORE BE IT RESOLVED BY**, the governing authority of the Town/City/County of \_\_\_\_\_ does hereby commit to provide at least \$\_\_\_\_\_ in matching funds necessary to support the application made for and on behalf of \_\_\_\_\_ for federal assistance in obtaining Community Development Block Grant funds and other funds in support of proposed project(s) for which such federal assistance is applied for.

**BE IT FURTHER RESOLVED**, the President and the Board of Supervisors of \_\_\_\_\_ is authorized and directed to execute any further assurances necessary and required by the appropriate agency in support of such applicant(s) and in support of the commitment made hereby.

ADOPTED this the \_\_\_\_ day of, 20XX.

Town/City/County of \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Town/City/County Clerk

\_\_\_\_\_  
Mayor/President



## **In-Kind Contributions**

Construction expenses related to the eligible project activities (water, sewer, road, etc.) are eligible as in-kind contributions to meet the local unit of government's match requirements.

Any work performed by certain city or county employees in relation to the CDBG project may be counted. A few examples:

- Legal fees associated with the project that are handled by the city/county attorney
- Engineering fees incurred by the city/county engineer (rather than a private engineering firm)
- Supplies purchased by the city/county and/or supplies already in inventory (I.e. city/county owned asphalt)
- Construction costs if city/county employees are working on the construction of the project
- Grant administration services (If also receiving grant funds to administrative services, the Administrator must provide adequate documentation to ensure that grant funds did not pay for the same services documented as in-kind contributions)

In-Kind contributions that are not eligible include:

- City/County employees working in a support staff position in which the work is within their normal duties (i.e. Town Clerk, office personnel)
- Planning services (zoning and planning approvals)
- Supplemental engineering services
- Other supplemental services
- Any costs not directly related to the project activities being funded

Applicants **must** fill out and submit a proposed in-kind contribution schedule form with their application. \*NOTE: If the in-kind schedule form was not submitted at the time of application and the City or County's resolution states a form of cash match, you will not be allowed to consider in-kind after the award of your project. You must utilize your cash funds. If awarded, the sub-recipient will be required to track in-kind contributions and submit a completed in-kind contributions schedule at the time of monitoring and close-out. The in-kind schedule form must be able to be supported through payrolls or other official documentation.

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In-Kind Contribution Schedule Form

**Community Development Block Grant  
In-Kind Contributions Schedule**

A.) Labor Cost

	Title	Hours Worked	Wage Rate	Total Cost
1.	_____	_____	_____	\$ -
2.	_____	_____	_____	\$ -
3.	_____	_____	_____	\$ -
4.	_____	_____	_____	\$ -
5.	_____	_____	_____	\$ -
6.	_____	_____	_____	\$ -
7.	_____	_____	_____	\$ -
		Total Labor Cost		\$ -

B.) Equipment

	Type	Hours Used	Deprec/Rental Rate	Total Cost
1.	_____	_____	_____	\$ -
2.	_____	_____	_____	\$ -
3.	_____	_____	_____	\$ -
4.	_____	_____	_____	\$ -
5.	_____	_____	_____	\$ -
		Total Equipment Cost		\$ -

Grand Total In-Kind Contributions \$ -

## **Project Maps**

The project maps serve to substantiate project activity information and will be used during site visits, project monitoring and close-outs should the project be funded.

Each applicant must submit a minimum of two (2) separate types of maps. Both maps should utilize the same base map in order to provide the background details necessary to orient the location of the project and all required information. The maps must be submitted on separate pages and clearly label the type of map and the information provided in a legend. If the sub-recipient utilized a survey to determine the beneficiaries for the project and/or is connecting unserved households, a Survey Map and/or Unserved Household Map must also be submitted with the application, calculating a total of three to four (3 – 4) maps.

\* All maps must be legible and of a scale to permit adequate review.

\* All maps submitted in the application can be no larger than 11x17 in order to allow for them to be scanned and uploaded. If a larger map is all that is available, the larger map should be broken down into sections that can be copied, labeled and submitted with the application, along with documentation that a larger map is available for review with the sub-recipient.

### **1. General Characteristics Map**

The general characteristic map should delineate the boundaries of the local unit of government's city, town or county. This map must show:

- a. The location of areas of concentrations of minorities
- b. The location of areas of low- and moderate-income persons
- c. The location of areas of concentration of substandard housing
- d. The designated area(s) of benefit
- e. The general location of the area(s) where CDBG activities are proposed

\*Items a, b, and c should be based on 2010 census data.

### **2. Detailed Project Map**

The detailed project map should identify the specific project area(s) where CDBG activities are proposed. This map must 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 must be depicted on the map.

Any data or circumstances relative to the proposed activities must be included, such as general drainage patterns of the project and surrounding area for which storm drainage activities are proposed.

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### 3. Map for the Purpose of Surveys

If the project's beneficiaries are based on survey data, a map of the project area and homes must be completed. The house numbers on the map and survey must correspond. The submitted map must be legible, no larger than 11x17 and the random surveyed houses must be labeled. At a minimum, the survey map(s) must show:

- a. corresponding Map House ID Numbers from each survey collected
- b. road/street names
- c. city boundaries
- d. north arrow
- e. graphic scale
- f. legend

Multiple survey maps may be submitted in order to provide a scale map that can be adequately reviewed; these maps should include a small scale full map, all subsequent smaller snapshot maps and each map should be labeled in order to determine where they fall on the full map. The surveys and the corresponding maps are to be maintained by the sub-recipient in the event of a site inspection.

### 4. Unserved Households Map

If the project will connect unserved households, every unserved household accounted for in the application must be represented on a map. The submitted map must be legible, no larger than 11x17, the houses should be clearly marked and indicate the type of funding that will be utilized to connect them. For example, the map should illustrate which households will be connected with CDBG funds, Applicant funds and those paid for by the homeowner.

The stated map requirements are considered minimal and each applicant should provide any additional information that would clarify and justify the proposed activity(s). **Your map must meet the minimal requirements stated above to receive all points.**

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## **Public Facilities**

### **Purpose**

The purpose of the CDBG Public Facilities category is to assist Local Units of Government in the funding of eligible infrastructure improvements which demonstrate a need for assistance in support of eligible CDBG activities such as water, streets, wastewater, flood improvements, certain public buildings, etc. that must be for the principal benefit of at least 51% low- and moderate-income persons. Any considered bridge project must be for the principal benefit of at least 51% low- and moderate-income persons counted as a contiguous group of beneficiaries.

The Public Facilities category includes a Regular Competition and Small Government Competition. Small Government applicants are those with a population of 3,500 or less. Local Units of Governments that are both less than and greater than 3,500 may apply under the Regular Competition, though, there is a minimum of a 10% matching requirement. Communities may only submit one application in either the Small Government or Regular Public Facilities category.

### **Available Funds/Grant Size**

In 2020, the minimum grant size is \$100,000. The maximum grant size is \$600,000 for Regular competition and \$450,000 for Small Government competition.

The maximum amount of Administrative funds for Public Facilities category grants shall be \$40,000, including application preparation. General Administration fees cannot exceed ten (10) percent of the program costs, up to \$35,000. Application preparation fees will be limited to \$5,000 per project.

### **Submission Dates**

The signed original and two (2) copies of the application complete with narrative requirements, budget sheet and all required attachments must be submitted **May 18-22, 2020 by 4:00 p.m.**

**\*If the project has both water and sewer improvement activities, then you must submit the signed original and three (3) copies of the application complete with narrative requirements, budget sheets and all required attachments.**

Applications must be submitted to:

<p><b>Community Services Division 5<sup>th</sup> Floor Woolfolk Building 501 North West Street Jackson, MS 39201</b></p>
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No applications, copies and/or additional information will be accepted after 4:00 pm on May 22, 2020. MDA's time clock will be the clock used for meeting the application's submission deadline.

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## **Threshold Requirements**

Thresholds will be reviewed upon application submission. If an application does not meet all of the threshold requirements, the application will not be reviewed for funding.

- Applicants cannot have another open Public Facilities grant or any outstanding CDBG project monitoring findings. In addition, if a community has ANY concerns that have not been resolved, then CSD may not review the 2020 Public Facilities Application and the application may be removed from funding consideration. This includes, but is not limited to, delinquent loan payments, failing to submit required reports, etc.
- Applicants must be current on audit requirements and have no outstanding audit concerns. Failure to comply will disqualify an applicant at the time of the application due date.
- To be eligible to receive CDBG funds, the applicant must have an existing and operational water or sewer system for at least one (1) year. No new systems will be eligible to receive funds.

## **Service Area/Beneficiaries**

The service area for a CDBG funded project is the entire area to be served by the proposed project activity (sewer, water, roads, ADA, etc.). Service area boundaries of CDBG funded activities may or may not coincide with census or other geographic boundaries, especially in smaller communities and rural areas where block groups or census tracts with low population densities cover large geographic areas.

A single activity should have a contiguous group of beneficiaries. Multiple activities may be considered on a case-by-case basis prior to the submission of the application. Only direct beneficiaries may be counted.

Once the boundaries of the service area have been defined, the next step is to determine that at least 51% of the beneficiaries are low- and moderate-income persons. To determine the percentage of low- and moderate-income persons in the service area, grant recipients must utilize HUD Low/Moderate Income Summary Data (LMISD) or conduct income surveys (per MDA guidelines).

**If CSD questions the applicant's beneficiaries in any way, this could cause your application to be ranked with 0 points. The applicant must provide good documentation as to why you chose town-wide or project area data.**

### **Project Census Tract and Block Group Information**

Applicants will also be required to determine all census tracts/block groups in which project beneficiaries reside and provide supporting documentation on those chosen. The documentation should include a map of the project area with the corresponding census tract/block groups.

\*Note: Failure to provide documentation will result in the application being removed from funding consideration.

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## HUD Low/Moderate Income Individuals Summary Data

**Area Benefit Projects:** Generally, project activities that encompass a town-wide service area will utilize the HUD LMISD to determine the low- and moderate-income beneficiaries. Only the LMISD data released by HUD will be allowable to determine the number of beneficiaries for these activities/projects. No other census data will be allowed, including but not limited to American Factfinder, 2016 American Community Survey or the 2000 Census. CSD is aware that the LMISD does not provide the details about the beneficiaries that are required in the application. The applicant may utilize additional census information provided by the U.S. Census Bureau to determine the percentage for the following categories: the racial and ethnic background of the beneficiaries; number of female heads of household; elderly; handicapped and children under the age of 18. Those percentages will then allow you to determine the number of LMISD provided beneficiaries that fall under each category.

**ADA Projects:** ADA projects are an eligible activity under the Limited Clientele category and must utilize the CDBG Disability Data released by HUD. The CDBG Disability Data dataset provides information on the number of disabled individuals, their age and race/ethnicity based on census tract and block group.

**Other Limited Clientele Projects:** Projects that address Limited Clientele activities may utilize additional census information outside of the LMISD or provide residency and income documentation that is sufficient to determine the low- and moderate-income beneficiaries. If the submitted documentation is for a facility/agency that provides services to low- and moderate-income persons that information must come from the state-level agency not the local office. In addition, the information must address and eliminate any duplication of services in order for CSD to determine that an individual/family is only counted once.

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## Surveys

The LMISD must be used “to the fullest extent feasible” unless a grantee believes that the data is not current or does not provide enough information regarding income levels in the entire service area. Income surveys may be conducted under those circumstances in order to ascertain whether or not a proposed activity in an area qualifies as primarily benefiting low- and moderate-income persons. HUD’s regulatory requirements for conducting a survey to determine the percentage of low- and moderate-income persons in the service area of a CDBG-funded activity are located at 24 CFR 570.483(b)(1)(i) for the State program. Additional guidance can be found in the U.S. Department of Housing and Urban Development Office Community Planning and Development Notice CPD-19-02, issued on February 14, 2019. There is a helpful video that can be viewed at <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>.

Surveys may be used for activities that have either a town-wide or project specific service areas. Common scenarios that may lend themselves to surveying beneficiaries include when:

- The service area comprises only a small portion of the unit of local government or census tract. The census information would not be useful in this situation because not all households in the larger area would be considered direct beneficiaries of the proposed activity.
- The service area includes all or part of several units of local government and may contain both incorporated and unincorporated areas. This is a case where supplementary survey data may be required for the other portions of the service area that are outside the city’s or town’s limits.

If a grantee chooses to conduct a survey, the answers provided by respondents must be kept confidential. People are more likely to provide honest answers if they understand that their answers will remain confidential and anonymous. We suggest that the grantee make reasonable efforts to protect the privacy of the respondents and follow applicable State and local laws regarding privacy and obligations of confidentiality.

State CDBG regulations require that the survey be methodologically sound. A methodologically sound survey entails the following:

- Types of Surveys: CPD-19-02 provides additional information on the advantages and disadvantages of each type of survey.
  - Select the Sample: define the service area
  - Sample Size: determine the sample size needed in order to achieve an acceptable level of accuracy
  - Random Selection: randomly select the sample and make sure to add households to replace refusals and that the entire service area is covered – that is, be certain that you have not excluded certain areas or groups of people
  - Avoid Bias: ascertain that the selection of subjects are structured to avoid bias
-

## CSD Survey Requirements

- Project area and town-wide surveys will be accepted. You may find the Survey Form on our website [www.mississippi.org/csd](http://www.mississippi.org/csd).
- If using a survey to determine the low- and moderate-income benefit, it must have been **conducted after January 1, 2015**.
- There must be a 100% response rate for households benefiting from the project that the sample size calculates for you. Vacant houses do not need to be counted in the total number of households in a project area. Surveys that do not meet the response rate will not be accepted.
- Applicants using surveys to indicate population and income information must use the State approved Grant Survey Form provided by MDA. No other survey forms will be allowed unless the content is approved by MDA prior to the survey being taken.
- Surveys must contain an adult household member's signature in order to be counted. Surveys will not be allowed/counted if they are not signed by an adult household member.
- The Grant Survey Form must be completely filled out, including all the information in the Data Reporting Information table in order to be considered a complete survey that can be included in the total count of beneficiaries. This includes all survey forms collected in prior years.
- The Randomized numbers must be printed out and submitted with the application. You CANNOT re-randomize the numbers once the surveys have started.

If surveys were used to determine the low- and moderate-income beneficiaries, the application preparer is responsible for the surveys being accompanied by a legible map showing all households in the project area and in the proper order.

## How to Conduct your Survey

1. Define the Service Area – create a map of the area that will be benefiting from the improvements or work completed with CDBG funds.
    - a. On this map number the houses 1 to the population of service area. The map must show that the numbering is continuous, not jumping from street to street. For example, First Street and Second Street connect, there are three houses on First Street label those, 1, 2, 3. There are 6 houses on the next street, Second Street, label those houses 4, 5, 6, 7, 8, 9. An unacceptable map would show First Street, 4, 7, 9 and Second Street 1, 5, 2, 6, 8, 3.
  2. Sample Size – A sample is a representative of the population from which is selected if its characteristics closely approximate those same characteristics in the population. To get the correct sample size go to [www.surveymonkey.com/mp/sample-size-calculator/](http://www.surveymonkey.com/mp/sample-size-calculator/). Scroll down to see “Calculate your sample size”.
-

- a. Input the Project area population size. For example, if the town of Sally has 600 people, but the project area only has 500 people you would input the 500.
- b. The Confidence Level\* should always be left at 95%.
- c. Margin of Error\* will always be at 10%.

\*\*For example, if the town of Sally is applying for a CDBG grant for sewer improvements for a portion of their citizens. They map out the area and see that 500 people currently live in the area. They begin numbering the houses on the map for their surveys in a continuous pattern. The town then goes to Survey Monkey and input their project area population (500) put the confidence level at 95% with a margin of error at 10%. The town of Sally would then only have to survey sixty-one (61) households to determine the LMI status.

\*The Confidence Level is the estimated probability that a population parameter lies within a given confidence interval; it tells you how sure you can be of the accuracy of the results.

\*The Confidence Interval is sometimes referred to as the margin of error (+ or -); the lower the confidence interval the more accurate the sample represents the larger population.

3. Random Selection – To get a random selection you must go to [www.randomizer.org](http://www.randomizer.org). Scroll down to see “Generate Numbers”. Answer the questions that follow: How many sets of numbers do you want to generate? (This answer should always be one (1)). How many per set? (This should be the maximum population number, in the Town of Sally’s case it would be 500). Number Range? (This should be 1 to the project area maximum population) In the town of Sally’s case it would be 1 to 500. Do you wish each number in a set to remain unique? (This answer should always be yes). Do you wish to sort the numbers that are generated? (This answer should always be no)
    - a. Once you click “Randomize Now” it will generate a set of numbers in random order. **Print this page!** See example below:
-

**RESULTS** **PRINT** **DOWNLOAD** **CLOSE**

Range: From 1 to 500

**Set #1**

171, 263, 25, 393, 286, 165, 202, 30, 158, 477, 74, 78, 63, 422, 246, 374, 66, 44, 273, 9, 73, 283, 11, 33, 121, 363, 277, 499, 335, 100, 390, 191, 150, 276, 329, 268, 426, 315, 210, 146, 45, 482, 125, 311, 452, 468, 117, 155, 271, 490, 178, 239, 293, 77, 81, 21, 108, 80, 328, 364, 404, 111, 484, 59, 446, 340, 186, 172, 391, 403, 105, 264, 5, 345, 333, 250, 280, 301, 219, 15, 368, 120, 344, 338, 306, 282, 99, 93, 40, 492, 395, 156, 192, 42, 140, 466, 465, 317, 316, 459, 154, 2, 415, 500, 313, 489, 46, 23, 8, 215, 367, 428, 168, 405, 82, 296, 213, 320, 233, 284, 326, 94, 318, 379, 274, 278, 304, 208, 449, 193, 131, 397, 394, 119, 392, 347, 170, 491, 455, 13, 325, 407, 481, 350, 291, 470, 134, 216, 254, 475, 10, 439, 289, 336, 166, 220, 432, 270, 71, 39, 359, 49, 203, 261, 348, 355, 18, 431, 494, 387, 433, 469, 234, 152, 20, 302, 319, 212, 370, 463, 353, 118, 174, 133, 188, 253, 365, 56, 437, 480, 248, 129, 434, 457, 112, 479, 281, 411, 126, 381, 31, 123, 183, 448, 498, 418, 50, 231, 145, 137, 383, 122, 241, 199, 396, 160, 373, 409, 408, 27, 35, 148, 48, 400, 115, 478, 483, 128, 440, 332, 236, 438, 196, 435, 303, 237, 135, 380, 67, 198, 252, 200, 445, 109, 308, 102, 467, 177, 244, 436, 307, 249, 52, 412, 275, 26, 323, 32, 209, 496, 206, 184, 41, 124, 232, 217, 416, 262, 227, 55, 486, 385, 176, 70, 454, 343, 356, 444, 214, 110, 389, 240, 360, 163, 151, 230, 147, 190, 138, 460, 164, 34, 85, 238, 185, 182, 4, 149, 221, 287,

4. Once you have determined the survey area, creating your map with continuous numbers, gotten your sample size, and randomized your sample size you are prepared to go out and survey.
  - a. You will begin by looking at the Randomizer results. In our example, 171 is the first number listed, therefore, we will look to the map for the house labeled 171 and that will be our first survey. If this house is vacant or unresponsive, we would then move to the second number 263, as you see above.

## GRANT SURVEY FORM

(Read Instructions on the Reverse Side Before Completing)

Resident Providing Information: \_\_\_\_\_  
*(Please Print)*

Street Address: \_\_\_\_\_  
 → → → *(Address)* → → → *(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 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.

1	2	3	4	5	6	7	8
Person	Persons						
\$	\$	\$	\$	\$	\$	\$	\$
Above	Above	Above	Above	Above	Above	Above	Above
Below	Below	Below	Below	Below	Below	Below	Below

The income limited listed in the boxes above are from the county of: \_\_\_\_\_

### DATA REPORTING INFORMATION

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

IDIS Number	Total	Hispanic	IDIS Number	Total	Hispanic
11. → White			20. → Other Multi-Racial		
12. → Black/African American			21. → Female Heads of Household		
13. → Asian			22. → Number of Minorities		
14. → American Indian → Alaskan Native			23. → Number of Elderly (+62)		
15. → Native Hawaiian/Other → Pacific Islander			24. → Number of Handicapped		
16. → American Indian → Alaskan Native and White			25. → Number of Children 18 or Younger		
17. → Asian and White					
18. → Black/African American → and White					
19. → American Indian/Alaskan → Native and Black/African American					

Signature of Person Completing this Form: \_\_\_\_\_

Date this Form Completed: \_\_\_\_\_

### TO BE COMPLETED BY RESIDENT PROVIDING INFORMATION

Signature of Resident Providing Information: \_\_\_\_\_  
 \_\_\_\_\_ *(Date)*

Home Telephone Number: \_\_\_\_\_

- Hook-up Not Applicable to this project.
- I understand that I qualify for the free hookup and will allow the applicant to provide service to my home using grant funds.
- I understand that I do not qualify for the free hookup, but I will allow them to provide service to my home.
- I understand that I do not qualify for the free hookup but I want to have service and will pay for the hookup myself.

Check box if answer to Question 3 is "Below": → Map House ID Number \_\_\_\_\_

Page Break

## INSTRUCTIONS FOR COMPLETING SURVEY FORM¶

- ¶  
1. → RE: → “Number of Persons in the Household.”¶  
This number will include all residents, even those temporarily away from the surveyed household (e.g. college students, persons on extended vacation, etc.)¶
- ¶  
2. → RE: → “Household Income”¶  
This includes the total amount of income for every person living in the surveyed residency including persons temporarily away from the household. **Note: “Income is not limited to salaries, wages, and tips. All other forms of income as specified by the Internal Revenue Service should be included (e.g. payments received from social security, pensions, annuities, dividends, taxable interest income, tax exempt interest income, IRA distributions, etc.)**¶
- ¶  
3. → RE: → “Above or Below”¶  
This is the test for determining whether or not a residency may be considered a low- and moderate-income household. These income limits are set by the Department of Housing and Urban Development (HUD). Simply identify the box which appropriately determines the number of persons in the household. If the dollar amount in this box is above the total household income amount, check the “Above ( )” category. If the dollar amount in the box is below the total household income amount, check the “Below ( )” category. **Note: “To determine the appropriate dollar amounts to be identified in each block, reference the current “Section 8 Income Limits” section found in the current CDBG Application Manual. All information provided will be kept confidential.**¶
- ¶  
4. → RE: → “Data Reporting Information”¶  
Ethnic and Household Information is needed for data reporting purposes (e.g. If two American Indian persons live in the household, then place the number “2” in the blank next to American Indian.)¶
- ¶  
5. → RE: → “Signature of Person Completing the Form”¶  
→ This is the signature of the surveyor.¶
- ¶  
6. → RE: → “To Be Completed by Resident Providing Information”¶  
The surveyor should ask the resident to complete this section of the survey form. This information is needed to allow for the validation of the survey information. The resident must sign and date the form and provide a telephone number. They will also need to check the applicable understanding. If this is project does not hook any one up to a new service, you may check “Hook-up Not Applicable to this project”. If this project does hook-up new services, they must check one of the last three. **Note: “The telephone number provided will not be utilized unless a discrepancy in the survey is found, this will be confidential.**¶
- ¶  
7. → Check the box in the bottom left corner of the survey form if the answer to Question 3 is determined to be “Below.” If so, this residency is to be considered a “low- to moderate-income household.”¶
- ¶  
8. → RE: → “Map House ID Number”¶  
Indicate in this box the number of the house as identified on the corresponding survey map. This survey map should distinctly indicate low- and moderate-income households, non-residential structures, as well as, the area in which the improvements are proposed. This information is needed to validate the survey. **Note: “Survey information will not be accepted unless it is tied to a corresponding map.**¶

NOTE: The Grant Survey Form is available in Spanish at our Website:  
[www.mississippi.org/csd](http://www.mississippi.org/csd)

## **Unserved Households**

Applicants seeking funding for projects that will provide service to unserved households will be awarded points on a sliding scale for every household connected to the system. Completed Grant Survey Forms are required for every unserved house being connected in the project, regardless of funding source for the connections. CDBG funds may be used to connect low- and moderate-income households; however, households that are not low- and moderate-income must be paid for with either local matching funds or by the homeowner. The applicant must state how the non-LMI household hookups will be paid for on the Unserved Household Summary and Disclosure Form.

All projects serving unserved households must submit the following:

1. Completed and signed Grant Survey Form for every unserved household stated in the application and engineering cost estimate.
2. Section D of the application completed and signed by the Mayor/Board President
3. Map illustrating the unserved houses and type of connection (i.e. CDBG, homeowner or Applicant)

The Unserved Grant Survey Form submitted with the application must be signed within six (6) months of the application deadline. A new form must be submitted with each application. Any form missing the homeowner's signature and date will not be counted.

During the application review process, MDA will look for the following information:

- Complete Grant Survey Form for every proposed unserved household
- Complete Grant Survey Form documenting the accurate information from the submitted.
- Project budget accounts for all funding for unserved household connections
- Total number of unserved household connections accounted for in the Engineering Cost Estimate match the project budget and Unserved Household Summary and Disclosure Form

**\*Note: Any discrepancies found in regard to the unserved households and required documentation may result in the application being investigated.**

Keep in mind that MDA may request proof that the unserved households have been connected to the improved utility system prior to the closeout of the project.

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## Ratings

The Community Services Division (CSD) will review and rate all applications, but no awards will be made (if applicable) until CDBG funding has been received from HUD and all required pre-award documentation has been submitted.

CSD has designed specific selection criteria that will objectively rate Public Facilities applications. The State will rate all eligible applications and assign points to each rating criterion based on the information provided in the application. Funding decisions are based on the scores attained; applicants with the highest score will be funded until funds are exhausted. In the event of a tie, applications will be prioritized in the order of highest percent of low- and moderate-income beneficiaries.

\*Water projects that have fire protection as the primary purpose will be classified as a fire protection project unless there are major problems with the water system.

If CSD makes an error in the review and rating process that, if corrected, would have resulted in funding, the State may fund that applicant from recaptured funds if funds are available.

### Application Scoring

The rating factors and maximum points for the **FY 2020** Public Facilities applications are as follows:

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

\*Financial Participation is not a factor in the Small Government competition.

\*\*If receiving points in #5, then you cannot earn points in #6 or #8.

\*\*\*If receiving points in #6 and/or #8, then you cannot earn points in #5.

Explanation of Rating Factors

1. Low- and Moderate-Income Benefit

CSD will review each project’s low- and moderate-income percentage and the application will be awarded points equivalent to the percentage of low- and moderate-income beneficiaries reported. There is no rounding of these points.

<u>Rating Factors</u>	<u>Points</u>
100.00% low/moderate beneficiaries	100.00
78.97% low/moderate beneficiaries	78.97
67.05% low/moderate beneficiaries	67.05
51.01% low/moderate beneficiaries	51.01

2. Demonstration of Need and Project Readiness

CSD will review each applicant’s explanation as to the need for the project and readiness of the project to begin work (such as permits, easements and acquisition requirements) and shall measure the impact of the project on the identifiable needs in relation to the amount of funds requested. Consideration will be given to:

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

\*NOTE: Documentation is vital to understanding the critical need.

Points shall be awarded as follows:

<u>Priority Determination</u>	<u>Points</u>
Critical Need	175
Substantial Need	125
Moderate Need	75
Minimum Need	25

CSD 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.

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3. Priority Category of Activities

<b>Category I</b>	<b>Points</b>
Water Improvements	50
Wastewater Improvements	
<b>Category II</b>	<b>Points</b>
Streets/Roads & Bridges	40
Fire Protection	
Flood & Drainage Improvements	
ADA Improvements	
Other Similar Improvements	
<b>Category III</b>	<b>Points</b>
Public Buildings	25
Gas Service Extension or Improvements	
Solid Waste Improvements	
Other Similar Improvements	

4. Financial Participation

Applicants applying in the Regular category will be awarded points based on the ratio of all other funds committed to the project and CDBG funds. No points are earned for an application in the Small Government category. The applicant will receive points as follows:

Projects with a 100% match or less

\*Any ratio less than 100% will be calculated by applying that percentage times the maximum of 50 points.

**Example:**

\$100,000	CDBG Request
\$ 20,000	Other Funds
<hr/>	<hr/>
\$120,000	Total Project Funds

$20,000/100,000 = 0.20 \times 50 = 10$  points so the applicant would receive a total of 10 points under Financial Participation

Projects with more than 100% match

\*Any ratio over 100% will receive the normal 50 points plus the additional points listed below based on the additional match amount.

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

**Example:**

\$100,000	CDBG Request
\$135,000	Other Funds
<u>\$235,000</u>	<u>Total Project Funds</u>

$135,000/100,000 = 1.35$  or 135% → additional 20 points so the applicant would receive a total of 70 points under Financial Participation

5. Non-Funded Bonus Points

Applicants will receive points if their last funded application was a 2009 or earlier Public Facilities awarded contract (Regular, Small, Hardship, Planning, Self-Help or Demonstration). If the applicant receives the non-funded bonus points, then the applicant will not receive points for MBE/WBE or Timely Completion.

Applicants will receive the following:

<u>Applicant Never Funded</u>	<u>Points</u>
	36

6. Meeting Past MBE/WBE Objectives

Applicants will receive points as *certified* by the State or Federal Agencies for minority or women’s business participation on the last closed-out CDBG PF project, excluding Demonstration, Self-Help and Emergency/Urgent Needs grants. The MDA is available to assist with identifying eligible MBE/WBE companies. **Applicants must provide proof of MBE/WBE certification to receive points.**

Points will be given based on the CDBG award.

	Points
Applicants 20% or more	25
Applicants 10% to 19.9%	15
Applicants 1% to 9.9%	5

7. Cost Benefit

CSD will review each applicant’s cost benefit ratio. The cost benefit ratio is defined as the total CDBG request divided by the total number of beneficiaries.

Points shall be awarded on the following basis:

Cost Benefit per Beneficiary	Points
\$1 – \$400	40
\$401 – \$800	30
\$801 – \$1,200	20
\$1,201 – \$1,600	10
\$1,601 – \$2,400	5
\$2,401 or greater	0

8. Timely Completion

Points will be awarded based on the timely completion of the last funded Public Facilities (Regular, Small or Hardship) project, excluding Emergency/Urgent Needs, Planning, Self-Help and Demonstration projects. The number of points received will be determined by the duration of time from the Effective Date of the grant agreement to the date of the Transmittal Close-out Letter. **Applicants must provide proof of timely completion to receive points. The closeout letter of the previously closed grant must be submitted with the grant**

Points will be awarded on the following basis:

Duration	Points
11 months	38
12 months	36
13 months	34
14 months	32
15 months	30
16 months	28
17 months	26
18 months	24
19 months	22
20 months	20
21 months	18
22 months	16
23 months	14
24 months	12
25 months	10
26 months	8
27 months	6
28 months	4
29 months	2
Over 29 months	0

#### 9. Gap Counties

The eligible Growth and Prosperity Act (GAP) Counties and/or any municipality within these counties will be awarded points.

Points will be given as follows:

GAP Eligibility	Points
Complete GAP County	10
Partial GAP County	5
Non- GAP County	0

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## 10. Aspire Counties

The counties that participate and complete the Aspire program by MDA will be awarded points. Documentation must be submitted showing the completion and can only be submitted one time.

Points will be given as follows:

Aspire Counties	Points
Completed Aspire Program	5

## 11. Presentation of Application

Applicants will receive points for preparing the application according to the Community Services Division preferred layout.

Points will be awarded if the application is presented in the following format: application hole punched and secured at the top, division tabs located at the bottom of the pages and the tab labeled. Division tab labels must be: Budget, MBE/WBE Certification, Documentation of Need, Engineering Report, Maps, Public Participation, etc.

Format	Points
Preferred Layout	25

Additionally, applicants will receive points based on the completion of the application. If the application is complete, meaning there are no missing documents and all documents are correct and up to date, the applicant will receive 25 points. **If all documents are not correct or up to date 0 points will be awarded.**

## 12. Unserved Water and Sewer Households

Points will be awarded for every household in the project that has unserved water or sewer needs on a sliding scale. In order to be eligible, the applicant must provide an Unserved Household Form for each unserved household with the application along with the Unserved Household Summary and Disclosure Form signed by the chief elected official. **If all the complete forms are not provided, points will not be awarded for any household with an incomplete/missing form.**

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Points will be awarded as follows:

Number of Unserved Households	Points
1 Unserved – 4 Unserved Households	5
5 Unserved – 9 Unserved Households	10
10 Unserved – 14 Unserved Households	15
15 Unserved – 19 Unserved Households	20
20 or more Unserved Households	25

\*Additional information on Unserved Water and Sewer Households can be found on page 64.

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## Application

The Public Facilities application should provide a comprehensive description of the Applicant's needs, proposed solution and the steps taken to maintain their system and address the problems. No additional information or clarification will be accepted after the application deadline.

The following information will provide additional clarification on information requested in the application:

### Discrepancies between the application and documentation

Applications must be complete when submitted to MDA and information will not allowed to be submitted after 4:00pm on May 22<sup>nd</sup>. During the application review process, any application found to have omitted any required attachments will be deemed incomplete and therefore lose the twenty-five (25) application presentation points.

The submitted documentation should support the information stated in the application. If discrepancies are found between the application and the documentation, the application will not receive the twenty-five (25) application presentation points.

### Project Beneficiaries

The project beneficiaries are the key to the CDBG program and a great deal of emphasis is placed on how the project beneficiaries are determined and provided to HUD. If the information provided in the Data Reporting Information table does not match the application and beneficiary documentation or if CSD questions the Applicant's beneficiaries, the application will be removed from funding consideration.

### Town-wide or Specific Area Project

The project area is the entire area to be served by the proposed project activity and could be defined as town-wide or just a specific area of the Applicant's municipality. The project area will dictate how the beneficiaries can be counted.

- **Town-wide Projects** may utilize the LMISD local government data or surveys conducted of a minimum of 80% of the municipality's residents (per the Survey guidelines presented in this manual).
  - **Specific Area Projects** will most likely need to survey the residents within the project area. In order to use the LMISD census tract and block group information, the Applicant will need to demonstrate that the project beneficiaries constitute at least 90% of the individuals living in that block group. Due to the large size of the census tract and block groups in Mississippi and the low population density, the LMISD block group data is rarely an accurate representation of project beneficiaries.
-

## **Maintenance Plan Information**

In order to get a better understanding of the ability of the applicant to maintain the proposed improvements, MDA will be collecting information about the maintenance of the system. The information submitted in the maintenance plan, resolutions and attachments will be utilized to determine the ability of the applicant to maintain the improvements. **If MDA determines that the information provided is insufficient or if any information is incorrect this may lower your ranking.**

The applicant should provide the most accurate information available and thoroughly explain any discrepancies. MDA will not request additional information or allow for further explanation once the maintenance plan has been submitted.

The applicant must submit the following maintenance information at the Site Visit:

- Maintenance Plan Information Packet
- Explanations of any decreases in population, sales taxes and/or assessed valuations (as applicable)
- Maintenance Plan Resolution (including all the required information)
- Targeted Rating Plan and Resolution (Water Projects only)

**\*Note:** All water projects will be required to submit two (2) resolution – Maintenance Plan Resolution and Targeted Rating Plan and Resolution.

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**STATE OF MISSISSIPPI**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**2020**

**MAINTENANCE PLAN INFORMATION**



Applicant: \_\_\_\_\_

**COMMUNITY SERVICES DIVISION**  
**MISSISSIPPI DEVELOPMENT AUTHORITY**

501 North West Street • Post Office Box 849 • Jackson, Mississippi 39205-0849

Telephone (601) 359-3179

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## APPLICANT SYSTEM INFORMATION

Applicant: \_\_\_\_\_

Chief Elected Official: \_\_\_\_\_

## POPULATION TRENDS

List the Applicant's population for the years listed below. **If there is a decrease, an explanation must be attached.**

Year	Population	Percentage Change
1990	_____	_____
2000	_____	_____
2010	_____	_____

## SALES TAX (MUNICIPAL APPLICANTS)

List the Applicant's sales tax rebates for the fiscal years listed below. **If there is a decrease, an explanation must be attached.**

Fiscal Year	Sales Taxes	Percentage Change
2013	_____	_____
2014	_____	_____
2015	_____	_____
2016	_____	_____
2017	_____	_____

## ASSESSED VALUATION (COUNTY APPLICANTS)

List the Applicant's assessed valuation for the fiscal years listed below. **If there is a decrease, an explanation must be attached.**

Fiscal Year	Assessed Value	Percentage Change
2013	_____	_____
2014	_____	_____
2015	_____	_____
2016	_____	_____
2017	_____	_____

## MAINTENANCE INFORMATION FOR ALL PROJECTS

1. Do you currently have a maintenance fund for the proposed improvements?    Yes     No

If yes, how much money do you annually place in the fund?    \_\_\_\_\_

What is the source of the maintenance funds?

Water/Sewer Fees    \_\_\_\_\_

Ad Valorem Taxes    \_\_\_\_\_

Sales Taxes    \_\_\_\_\_

Other (specify) \_\_\_\_\_

2. If this CDBG project is funded, how much money will be dedicated to the operation and maintenance of the proposed improvements?

Amount of funds    \_\_\_\_\_

Source of Funds    \_\_\_\_\_

3. Will the proposed project make maintenance-related improvements?    Yes     No

Explain the Applicant's attempts to maintain the proposed improvements and how the improvements will be maintained in the future?

\_\_\_\_\_

4. Attach a copy of the resolution, passed by the local governing board, committing resources to maintain the proposed improvements. The resolution should include the following:

- a) Identify what will be maintained and for how long;
- b) What personnel will be responsible for maintaining the proposed improvements;
- c) State the financial ability of the local government to maintain the proposed improvements;
- d) Identify the amount and source of funds that will be used to maintain the proposed improvements and that those funds will be set aside annually in the local government's budget;
- e) Acknowledge that failure to maintain the funded improvements will affect future CDBG funding;



**ADDITIONAL INFORMATION FOR WATER PROJECTS ONLY**

If the local government is requesting CDBG funds for a water-related project, they must provide the following:

1. What is your local government’s Capacity Assessment Rating issued by the Mississippi State Department of Health for each of the following three years?

	Technical Capacity	Managerial Capacity	Financial Capacity	Average
2015	_____	_____	_____	_____
2016	_____	_____	_____	_____
2017	_____	_____	_____	_____

2. Listed below is the Capacity Assessment Rating Improvement Scale:

<u>Existing Rating</u>	<u>Targeted Rating</u>
0 – 1.3	Increase to a 3.0
1.4 – 1.7	Increase to a 3.3
1.8 – 2.7	Increase to a 3.7
2.8 – 3.7	Increase to a 4.0
3.8 – 5.0	Maintain CAP Rating

If the proposed water improvements are funded, the local government will be required to develop a plan to reach the targeted ratings shown.

Example: If the Existing Rating for 2017 is 2.0, the Targeted Rating will be 3.7.

\*Targeted Rating for your Community: \_\_\_\_\_

\*No component in the Capacity Assessment Rating Improvement Scale shall be less than 1.0.

3. The local government must submit a plan detailing the improvements to be made to reach the Targeted Rating and adopt a resolution stating how the local government will achieve the Targeted Rating.

Maintenance Plan Resolution

**RESOLUTION**

**WHEREAS**, the \_\_\_\_\_ has requested assistance from the Community Services Division of the Mississippi Development Authority under the Community Development Block Grant Program to assist in making improvements to the city's/county's existing \_\_\_\_\_ system; and

**WHEREAS**, the Mississippi Development Authority requires that the \_\_\_\_\_ submit a maintenance plan concerning the proposed \_\_\_\_\_ improvements and adopt a resolution detailing the (City/County's) responsibility in maintaining the proposed system; and

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Board of Aldermen of the \_\_\_\_\_ commits to:

1. Maintain the proposed \_\_\_\_\_ improvements for the life of the system.
2. Assign the Public Works Department as the City personnel to be responsible for the maintenance of the \_\_\_\_\_ system.
3. Use a portion of the \_\_\_\_\_ fees to establish a maintenance fund for the proposed improvements.
4. Set aside approximately \$XX,XXX annually from the fees for the purpose of maintaining the City's/County's \_\_\_\_\_ system.
5. Acknowledge that failure to maintain the funded improvements will affect future Community Development Block Grant funding.

**ADOPTED** this \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor/President  
(Entity)



Targeted Rating Plan and Resolution

**RESOLUTION CONCERNING TARGETED RATING FOR WATER SYSTEM IMPROVEMENTS**

WHEREAS, (city/county), Mississippi, plans to submit a grant application to the Mississippi Development Authority's Community Services Division for a CDBG Public Facilities Grant for the purpose of water system improvements for the (water association/city system); and

WHEREAS, the Mississippi Development Authority requires the (water association/city system) to pass a resolution concerning the Targeted Rating Plan for the proposed improvements; and

WHEREAS, the (water association/city system) desires to comply with the requirements of the Safe Drinking Water Act (SDWA) and to meet all requirements necessary to receive said grant; and

WHEREAS, the (water association/city system) has a Capacity Assessment Rating of \_\_\_\_ for Fiscal Year 2019; and

THEREFORE, BE IT RESOLVED, that the (water association/city system) will (explanation of plan to increase targeted rating) or (continue to achieve the technical, managerial, and financial capacity needed to comply with the SDWA); and

BE IT FURTHER RESOLVED, that the (water association/city system) will strive to maintain or exceed the Capacity Assessment Rating within acceptable range to meet the requirements of the SDWA.

**ADOPTED** this \_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor/President  
(Entity)



## Memorandum of Agreement between Applicant and Utility System Owner

### MEMORANDUM OF AGREEMENT

This agreement made and entered into by and between the Board of Supervisors of \_\_\_\_\_ County, Mississippi, hereinafter referred to as “County” and the \_\_\_\_\_ Water Association, Inc., hereinafter referred to as “Association” is as follows:

WHEREAS, the County is applying for a Community Development Block Grant (CDBG) for and on behalf of the Association for water system infrastructure; and

WHEREAS, the County and Association are required to enter into a written agreement specifying the terms and conditions of the relationship of the County and Association;

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the County and Association agrees as follows:

1. The County’s responsibilities shall be the following:
  - The County agrees to abide by all rules, regulations, terms, and conditions of the CDBG Program.
  - The County agrees to prepare and submit an application for CDBG funds on behalf of the Association.
  - The County will maintain files and adequate bookkeeping records related to the project.
  - The County will maintain ownership of the CDBG funded infrastructure improvements for a period of not less than five (5) years from project closeout.
  - The County will assure that the Association is maintaining the CDBG funded water system infrastructure associated with the project.
2. The Association’s responsibilities shall be the following:
  - The Association agrees to abide by all rules, regulations, terms, and conditions of the CDBG Program.
  - The Association will maintain files and adequate bookkeeping records related to the project.
  - Following the completion of the project activities, the Association agrees to operate and maintain the water system infrastructure associated with the project.
3. If for any reason whatsoever, the Association does not adhere to the commitments as contemplated in this agreement, the County’s sole remedy, and the limit of the County’s liability under this agreement, will be for the Association to reimburse the County the amount contemplated by this agreement.
4. Terms of this agreement shall be effective and binding upon approval and award of a grant to the County by the Mississippi Development Authority of the State of Mississippi.

IN WITNESS THEREOF, the Recipient and the Water Association have executed this Agreement this the \_\_\_\_ day of \_\_\_\_\_, 2017.

(X) \_\_\_\_\_

(Name of Recipient's Chief Elected Officer)

(X) \_\_\_\_\_

(Name of System Owner's President/CEO)

# **Economic Development**

## **Purpose**

The purpose of the CDBG Economic Development Public Improvement category is to assist local units of government in the funding of eligible infrastructure improvements in the support of better paying private sector jobs. The use of these funds is directly associated with the creation or retention of jobs of which at least 51% must be low-and moderate-income. Each project will be reviewed for eligibility on a case-by-case basis. Each project must meet the national objective which is job creation of low/moderate income jobs. If the national objective is not met, the project become ineligible.

It is the local unit of government's responsibility to ensure the company is in compliance with all guidelines, that jobs (created or retained) are documented and that the company investment is met. **If CDBG funds are released and the project does not materialize or the company's requirements are not met, the local unit government will be required to pay the CDBG funds back to MDA.** The local unit of government therefore, should hold the company responsible for meeting the investment and jobs requirements. This should be accomplished through an Memorandum of Agreement (MOA) between the local unit of government and the company. A sample MOA can be found in this manual.

## **Eligible Activities**

CDBG Economic Development projects provide funding for eligible public infrastructure improvements on behalf of a new or expanding business/industry in the State of Mississippi. These types of industries include manufacturers, warehouses, distribution centers, research and development facilities, telecommunications, data processing enterprises, and national headquarters.

Eligible activities under the CDBG Economic Development category are as follows: drainage systems, water and sewer systems, roads, rail spurs, public building rehabilitation and expansion. All improvements must be made to public infrastructure, owned by the applicant. Ineligible industries include retail businesses, sports complexes, hotels/tourism, and nonprofit organizations.

## **Available Funds/Grant Size**

A maximum grant size of **\$20,000** per job or up to **\$2,500,000** (whichever is less) and a minimum of **\$250,000** will apply to all applicants.

**Upon receipt of written justification, MDA reserves the right to adjust the maximum grant size, local match requirement, job creation goals and cost per job with economic development projects on a case-by-case basis.**

The maximum amount of Administrative funds for the Economic Development Grant Category shall be \$40,000 including application preparation. General Administration fees cannot exceed ten (10) percent of the program costs, up to \$35,000. Application preparation fee will be limited to \$5,000 per project.

### **Submission Dates**

CSD will accept proposals throughout the year.

### **Threshold Requirements**

- Applications must be current on audit requirements and have no outstanding audit concerns or unresolved monitoring findings. In addition, if a community has ANY CSD concerns that have not been resolved, then CSD may not review the application and the application may be removed from funding consideration. This includes, but is not limited to, delinquent loan payments, failing to submit required reports, etc.
- The proposed activity must be associated with creating and/or retaining twenty (20) or more jobs. Projects having retained jobs and those creating public sector jobs shall be reviewed on a case-by-case basis and if funds are limited, these types of projects will have a lower priority for funding. MDA may consider proposals that are based on full-time job equivalents. One full-time job is equivalent of a minimum of 1,820 annual work hours. **The business will have four (4) years from the effective grant date to complete the job and investment requirements.**
- The applicant must have a Memorandum of Agreement (MOA) executed with the business to create and/or retain the jobs and make the investment as described in the application. The highest official within both the local unit of government and the benefiting business/industry must sign this agreement. The MOA is designed to protect the public's interest.
- CDBG participation is limited to a maximum of 50% of the total project cost.
- Any eligible applicant for 2019 Economic Development funds that has an Economic Development Grant over three (3) years old must receive special permission from MDA to apply.

- Any eligible applicant requesting Economic Development funds having an Economic Development grant over nine (9) months old that has not entered the construction phase must return the previously awarded funds to MDA in order to be eligible to apply for additional Economic Development funds.
- Applicants must meet a minimum ten (10) percent local match and dollar-for-dollar company match in order to be eligible to receive CDBG funds. Federal or State loans and in-kind services may be used to meet the local match requirement.

## **Application Process**

Any local unit of government seeking funding through the CDBG Economic Development Program should contact a MDA project manager in the Business Development Division to discuss the project. After the initial evaluation, should the project manager determine that the project meets MDA standards, they will contact the Community Services Division to discuss the project and check on the availability of funds.

Then upon request, the local unit of government should submit a Pre-Application package to the Community Services Division. The Pre- Application consists of a proposal, engineer's cost estimates, a budget page, and the company's benefiting business information packet. This is submitted with three years' worth of financials. Along with the three years of financials, a benefiting business financial information form must be submitted. Once the Pre-Application is submitted and reviewed MDA will perform a financial analysis on the company.

MDA may then issue a letter inviting the local unit of government to submit a full application. The local unit of government will be given 90 days to submit the application.

## **Selection Process**

Applications will be evaluated based on the following:

1. Eligibility and project readiness
2. Local financial commitment
3. Business investment
4. Wages paid and benefits offered
5. Company's financial condition

\*NOTE: The company must go through MDA's financial underwriting prior to being awarded.

# Benefiting Business Financial Information Form

## Benefiting Business Financial Information

	Year 1	Year 2	Year 3	Industry Avg.	Comments
<b>Sales Growth: How much has the company's sales grown in the past two years?</b>					
Plus This Year's Sales					
Minus Last Year's Sales					
Equal Sales Difference	\$ -	\$ -	\$ -		
Divide By Last Year's Sales	\$ -	\$ -	\$ -		
Equal Percentage Sales Growth					
<b>COGS/Sales: Has the company been able to control its variable costs?</b>					
Cost of Goods Sold					
Divide by Sales	\$ -	\$ -	\$ -		
Equal COGS as Percent of Sales					
<b>SGA/Sales: Has the company been able to control its fixed and discretionary costs?</b>					
Sales & Gen. Admin. Exp.					
Divide by Sales	\$ -	\$ -	\$ -		
Equal SGA as Percent of Sales					
<b>Profit after Tax/Sales: How much of each sales dollar remains as profit?</b>					
Profit after Tax					
Divide by Sales	\$ -	\$ -	\$ -		
Equal PAT as Percent of Sales					
<b>Current Ratio: Can the company generate sufficient cash from current (operating) assets to pay its current liabilities?</b>					
Current Assets					
Divide by Current Liabilities					
Equal Current Ratio					
<b>Quick Ratio: Can the company generate sufficient cash from only cash and collection of receivables to pay its bills due in the next 12 months?</b>					
Cash					
Plus Receivable					
Divide by Current Liabilities	\$ -	\$ -	\$ -		
Equal Quick Ratio					
<b>Working Capital: How much cash is remaining after the company pays its bills in the next 12 months?</b>					
Currents Assets					
Minus Current Liabilities	\$ -	\$ -	\$ -		
Equal Working Capital					
<b>Debt/Equity Ratio: How has the company financed operations between debt?</b>					
Total Liabilities					
Divide by Net Worth					
Equal Debt/Equity Ratio					

### Benefitting Business Financial Information

**Operating Cycle Ratios: How well does the company manage its cash investment in its operating cycle?**

	Year 1	Year 2	Year 3	Industry Avg.	Comments
<b>Days Receivable: How long does the company take, on the average, to collect from its customers?</b>					
Receivables	\$ -	\$ -	\$ -		
Divide by Sales	\$ -	\$ -	\$ -		
Times 360 (Days in Period)	360	360	360		
Equal Days Receivable					

<b>Days Inventory: How long does the business have cash invested in its inventory/manufacturing process?</b>					
Inventory					
Divide by Cost of Goods Sold	\$ -	\$ -	\$ -		
Times 360 (Days in Period)	360	360	360		
Equal Days Inventory					

<b>Days Payable: How long does the business, on average, take to pay its suppliers?</b>					
Payables					
Divide By Cost of Goods Sold	\$ -	\$ -	\$ -		
Times 360 (Days in Period)	360	360	360		
Equal Days Payable					

<b>Days Accrual: How frequently does the business pay its production employees?</b>					
Accrual Expenses					
Divide by Cost of Goods Sold	\$ -	\$ -	\$ -		
Times 360 (Days in Period)	360	360	360		
Equal Days Accrual					

<b>Operating Cycle: How long does the business have cash tied up in the operations to the business?</b>					
Days Receivable					
Plus Days Inventory					
Minus Days Payable					
Minus Days Accrual					
Equal Operating Cycle					

1. Have the sales trended up or down? If down, please explain?

2. Have the earnings trended up or down/ If down, please explain?

3. Are COGS divide by Sales stable or declining over time? If sales are declining, please explain.

4. Is working capital positive? If negative, why?

5. Are days receivable constant with industry terms?

**Benefitting Business Financial Information**

6. Are days payable constant with industry terms?

7. What is the company's debt to worth? If negative, why?

I certify that all statements made herein are true and correct to the best of my knowledge. I authorize the verification of this information by the Mississippi Development Authority, Community Services Division. I know that any misrepresentations may lead to the rejection of the application being made on my behalf by the participating local unit of government.

\_\_\_\_\_  
Signature - Chief Elected Officer or Chief Financial Officer

\_\_\_\_\_  
Date

## **Memorandum of Agreement**

The Memorandum of Agreement (MOA) is utilized to solidify agreements between the local unit of government and the benefitting business that they will be applying for CDBG Economic Development funds.

The content of the MOA is the minimum acceptable under the Mississippi Development Authority's CDBG guidelines. It should be noted that the local unit of government and/or the respective business participant may add language to this document as mutually agreed upon as long as such language does not conflict with the language required by MDA.

**\*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 benefitting business.**

## MEMORANDUM OF AGREEMENT

This Agreement is made and entered into by \_\_\_\_\_ County, Mississippi and \_\_\_\_\_, Inc. to apply for a CDBG Economic Development Grant. Hereinafter, the County shall be referred to as “Recipient,” and \_\_\_\_\_, Inc. hereinafter referred to as “Company.” The Agreement is as follows:

WHEREAS, the Recipient desires the Benefitting Business to increase employment opportunities by locating the Benefitting Business in \_\_\_\_\_ County, Mississippi and thereby is in the process of applying for a Community Development Block Grant (CDBG) to secure the location or expansion of the Benefitting Business, and for the purpose of \_\_\_\_\_.

WHEREAS, the Recipient and the Benefitting Business are required to enter into a written agreement specifying the terms and conditions of the relationship of the Recipient and the Benefitting Business.

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the Recipient and the Benefitting Business agree as follows:

1. The Recipient’s responsibilities shall be the following:
  - a. Abide by all terms and conditions stated in the grant agreement with the Mississippi Development Authority.
  - b. The recipient is responsible for full implementation of the project activities described in the CDBG application and incorporated herein by reference. If, for any reason whatsoever, the recipient does not adhere to the commitments as contemplated in this contract and related documents, the recipient will reimburse the Mississippi Development Authority the amount as set out below:
    - i. In the event that the business benefitting from the CDBG improvements fails to meet the minimum of fifty-one percent (51%) of the new jobs created or retained being filled by or made available to persons from low to moderate income families, the recipient shall be responsible for repayment of the total amount of CDBG funds expended on the project.
    - ii. If the business benefitting from the CDBG improvements fails to create net new full-time equivalent jobs as indicated in the this Agreement, but does provide at least fifty-one percent (51%) of the jobs created to persons from low to moderate income families, the recipient will reimburse the Mississippi Development Authority a pro rata share of the amount contemplated by this

agreement. The reimbursement amount will be arrived at by multiplying the difference between the total number of jobs projected to be created and the number of actual jobs created by the cost per job, which is \_\_\_\_\_ dollars (\$\_\_\_\_\_). The cost per job is derived by dividing the CDBG amount by the total number of jobs projected to be created.

- iii. Should the recipient fail to fully implement all facets of the project, or should the business benefitting from the CDBG improvements fail to locate to or remain in operation at the CDBG assisted site until all project terms and conditions have been met and the CDBG subgrant agreement has been closed out, the recipient shall be responsible for repayment of the total amount of CDBG funds expended on the project.
  - c. Abide by all State and Federal guidelines.
  - d. Conduct all environmental studies in accordance with all applicable rules and regulations of the Mississippi Development Authority (hereinafter "MDA") and the U.S. Department of Housing and Urban Development (hereinafter "HUD").
  - e. Sign the modification between MDA and the Recipient if the project is approved.
  - f. Provide for the coordination and submission of the application.
  - g. Proceed with the selection of necessary consultants in accordance with all applicable rules and regulations of HUD.
  - h. Hold public hearings in accordance with all applicable rules and regulations of the MDA and HUD.
  - i. The recipient agrees to invest at least \$\_\_\_\_\_ into the public improvements of this project. This may be in the form of cash and/or in-kind contributions.
  - j. Pass a resolution stating recipient's investment in project and responsibility of the project to ensure all program guidelines and commitments are being followed/met.
2. The Benefitting Business's responsibilities shall be the following:
- a. Within four years of the effective CDBG grant date, the Benefitting Business shall create \_\_\_\_\_ net new full-time and/or full-time equivalent jobs at the facility. One full-time job is the equivalent of a minimum of 1,820 annual work hours. A minimum of 51 percent of the new jobs will be filled by or made available to persons of low and moderate income families.

- b. Keep and maintain books, records and other documents relating directly to the expenditure of private funds and the hiring of persons to fill the new jobs created as a result of this project. Furnish from time to time, upon the request by the recipient, reports on progress being made in meeting the requirements of 2.a. above.
- c. The Benefitting Business agrees that any duly authorized representative of the MDA, Community Services Division, HUD and/or the Controller General of the United States shall, at all reasonable times, have access to and the right to inspect, copy, audit, and examine all such records related to private expenditures and job generation as a result of the above described project until the completion of all close-out procedures respecting the grant and the final settlement and conclusions of issues arising out of the grant.
- d. The Benefitting Business agrees to inject at least \$ \_\_\_\_\_ into construction and related equipment. The source of these funds is through \_\_\_\_\_ (ex: internal financing, cash funds, etc.).
- e. Application of the Mississippi Employment Protection Act of 2008. All grantees, recipients, contractors, and companies known here after as “Contractor” (Benefitting Business) entering into contracts with the Mississippi Development Authority represents and warrants that it will ensure compliance with the Mississippi Employment Protection Act (Senate Bill 2988 of the 2008 Regular Session of the Mississippi Legislature) and will register and participate in the status verification system of all newly hired employees. The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program or any other successor electronic verification system replacing the E-Verify Program. Contractor (Benefitting Business) agrees to maintain such compliance and, upon request of the State, to provide copy of each such verification to the State. Contractor (Benefitting Business) further represents and warrants that any person assigned to perform services hereunder meet the employment eligibility requirements of all migration laws of the State of Mississippi. Contractor (Benefitting Business) understands and agrees that any breach of these warranties may subject Contractor (Benefitting Business) to the following: (a) termination of this Agreement and ineligibility for any

state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/ termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor (Benefitting Business) by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) or both. In the event of such cancellation/termination, Contractor (Benefitting Business) would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

3. If for any reason whatsoever, the Benefitting Business does not adhere to the commitments as contemplated in this agreement, the Recipient's sole remedy, and the limit of the Benefitting Business's liability under this agreement, will be for the Benefitting Business to reimburse the Recipient the amount as set out below:
  - a. In the event that the CDBG funds have been used to benefit the Benefitting Business by providing the improvements outlined in the Recipient's application and the Benefitting Business fails to meet the minimum of fifty-one percent (51%) of the new jobs created being filled by or made available to persons from low to moderate income families, the Benefitting Business shall repay the total amount of CDBG funds expended on the project.
  - b. If the Benefitting Business fails to create the specified number of full-time equivalent jobs as indicated in 2.a above, but does provide at least fifty-one percent (51%) of the jobs created to persons from low to moderate income families, the Benefitting Business will reimburse the Recipient a pro rata share of the amount contemplated by this agreement. The reimbursement amount will be arrived at by multiplying the difference between the total number of jobs projected to be created and the number of actual jobs created by the cost per job, which is \_\_\_\_\_ dollars (\$ \_\_\_\_\_). The cost per jobs is derived by dividing the CDBG award amount by the total number of jobs projected to be created.
4. If for any reason whatsoever, the Benefitting Business relocates jobs to the site being assisted with CDBG funds that would result in a significant job loss as defined by 24 CFR Part 570; Prohibition on Use of CDBG Assistance for Job-Pirating Activities, the Benefitting Business shall reimburse the Recipient for any assistance provided to or expended on behalf of the Benefitting Business.
5. Terms of this agreement shall be effective and binding upon approval and award of a grant to the Recipient by the Mississippi Development Authority of the State of Mississippi.

IN WITNESS WHEREOF, the Recipient and the Benefitting Business have executed this Agreement this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(X) \_\_\_\_\_  
(Name of Recipient's Chief Elected Officer)

(X) \_\_\_\_\_  
(Name of Benefitting Business's President/CEO)

## **Site Visit**

### **Public Facilities**

Any community that has initially scored high enough during the rating process will have a site visit scheduled by CSD staff members. During the site visit, CSD staff will review the following:

- Official minutes authorizing the application submittal
- Public Hearing documentation
- Financial information for matching funds (if applicable)
- Project budget
- Beneficiaries and Survey/Maps (if applicable)
- Interlocal Agreement (if applicable)
- Approved PSC certificated area (if applicable)
- Acquisition and Easement documentation (if applicable)
- View the project area and site of improvements to document project need
- Maintenance Plan

In addition, the CSD staff will need to collect a number of documents from the local unit of government during the visit. Many of these forms may be prepared before the site visit occurs; they have been marked with an asterisk (\*). The required documents are as follows:

- Applicant/Recipient Disclosure/Update Form (HUD-2880) \*
- Site Inspection Acknowledgement Form
- Americans with Disabilities Act Assessment (504 Assessment) \*
- Environmental Checklist \*
- Section 3 Plan Acknowledgement
- Section 3 Resolution \*

- Section 3 Action Plan \*
- Performance Measures \*

\*All project-related documentation must be made available in their original form to the appropriate CSD staff member by the designated date/time provided on the acknowledgements listed above. Failure to provide all documentation in a timely manner may cause the rating to drop and could potentially be removed from funding.

**CDBG projects are funded based on project readiness.** It will be at the discretion of the CSD Bureau Manager to determine if the project has taken every step possible prior to funding, especially in regards to acquisition and easement activities. If the project does not appear to be ready to move forward within the designated time frame it will be removed from consideration.

# Site Visit Forms

## Applicant/Recipient Disclosure/Update Form (HUD Form 2880)

<p><b>Applicant/Recipient Disclosure/Update Report</b></p>	<p>U.S. Department of Housing and Urban Development</p>	<p>OMB Approval No. 2510-0011 (exp. 11/30/2018)</p>	
<p><b>Instructions.</b> (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)</p>			
<p><b>Applicant/Recipient Information</b> <span style="float: right;">Indicate whether this is an Initial Report <input type="checkbox"/> or an Update Report <input type="checkbox"/></span></p>			
1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:		
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received		
5. State the name and location (street address, City and State) of the project or activity:			
<p><b>Part I Threshold Determinations</b></p>			
<p>1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No.</p>		
<p>If you answered "No" to either question 1 or 2, <b>Stop!</b> You do not need to complete the remainder of this form. <b>However,</b> you must sign the certification at the end of the report.</p>			
<p><b>Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.</b></p> <p>Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.</p>			
Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
<p>(Note: Use Additional pages if necessary.)</p>			
<p><b>Part III Interested Parties.</b> You must disclose:</p>			
<p>1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and</p> <p>2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).</p>			
Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
<p>(Note: Use Additional pages if necessary.)</p>			
<p><b>Certification</b></p> <p><b>Warning:</b> If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.</p> <p>I certify that this information is true and complete.</p>			
Signature:	Date: (mm/dd/yyyy)		
X			
<p>Form HUD-2880 (3/13)</p>			

**Public reporting burden** for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

**Note:** This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

## Instructions

### Overview.

**A. Coverage.** You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity and you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

**B. Update reports (filed by "Recipients" of HUD Assistance):**

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to *either* questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicant's) or has been provided (recipient's).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD *and any other source* - that have been or are to be, made available for the project or activity. Non-government sources of

### Line-by-Line Instructions.

#### Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. **NOTE:** In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

#### Part I. Threshold Determinations - Applicants Only

funds typically include (but are not limited to) foundations and private contributors.

### Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

**Note:** A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

#### Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

Site Inspection Acknowledgement (Public Facilities)



**STATE OF MISSISSIPPI**  
PHIL BRYANT, GOVERNOR  
**MISSISSIPPI DEVELOPMENT AUTHORITY**  
GLENN MCCULLOUGH, JR.  
EXECUTIVE DIRECTOR

**SITE INSPECTION ACKNOWLEDGEMENT**

THIS ACKNOWLEDGES THAT I UNDERSTAND THAT A SITE INSPECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) FUNDING CONDUCTED BY THE STAFF OF THE COMMUNITY SERVICES DIVISION, MISSISSIPPI DEVELOPMENT AUTHORITY IS A CONTINUATION OF THE APPLICATION REVIEW PROCESS. ADDITIONALLY, I UNDERSTAND THAT A SITE INSPECTION DOES NOT GUARANTEE FUNDING THROUGH THIS PROGRAM.

Signature of Chief Elected Official Required

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (signed) and date

## Site Inspection and Economic Development Acknowledgement

### Site Inspection and Economic Development Acknowledgement

This acknowledges that I understand the following:

- A site inspection for CDBG funding is a continuation of the review process. A site inspection does not guarantee funding through this program.
- XYZ Company's current total employment is \_\_\_ as indicated by the attached employee roster. Within four years of the effective date of the CDBG grant, XYZ Company shall create \_\_\_ net new, permanent full-time and/or full-time equivalent jobs at the facility where the CDBG activities are taking place bringing their total employment to \_\_\_ or above. These jobs must be documented on one payroll from the benefitting business being assisted with CDBG funds. One full-time job is the equivalent of a minimum of 1,820 annual work hours. An employee hired through a temporary employment service will not be considered in the above mentioned numbers prior to being moved into a permanent position with the benefitting business.
- The National Objective for this Community Development Block Grant project is making at least fifty-one percent (51%) or \_\_\_ of these jobs to be created by XYZ Company available to persons of low- and moderate-income as indicated in the agreement between the Subgrantee and the industry on date of MOA.
- If, for any reason whatsoever, the recipient does not adhere to the commitments as contemplated in this document, the recipient will reimburse the Mississippi Development Authority the amount as set out below:
  - In the event that the business benefitting from the CDBG improvements fails to meet the minimum of fifty-one percent (51%) of the new jobs created being filled by or made available to persons from low to moderate income families, the recipient shall be responsible for repayment of the total amount of CDBG funds expended on the project.
  - If the business benefitting from the CDBG improvements fails to create \_\_\_ net new, permanent full-time equivalent jobs as indicated in the Memorandum of Agreement, but does provide at least fifty-one percent (51%) of the jobs created to persons from low to moderate income families, the recipient will reimburse the Mississippi Development Authority a pro rata share of the amount contemplated by this agreement. The reimbursement amount will be arrived at by multiplying the difference between the total number of jobs projected to be created and the number of actual jobs created by the cost per job, which is Dollar Amount. The cost per job is derived by dividing the CDBG award amount by the total number of jobs projected to be created.
  - Should the recipient fail to fully implement all facets of the project, or should the business benefitting from the CDBG improvements fail to locate to or remain in operation at the CDBG assisted site until all project terms and conditions have been met and the CDBG subgrant agreement has been closed out, the recipient shall be responsible for repayment of the total amount of CDBG funds expended on the project.
- Job creation will be satisfied once XYZ Company meets the requirements set forth in this acknowledgement, the Memorandum of Agreement, and the CDBG Grant Agreement.

(X) \_\_\_\_\_  
(Recipient's Chief Elected Officer)      Date

(X) \_\_\_\_\_  
(Company's President/CEO)      Date

## Americans with Disabilities Act Assessment (504 Assessment)

### **SELF-EVALUATION**

#### **GENERAL REQUIREMENTS**

- A self-evaluation must have been completed.
- In preparation of the self-evaluation, the recipient must consult with individuals with handicaps or organizations representing them.
- Recipients with 15 or more employees must keep on file for at least three years:
  - A list of interested persons consulted;
  - A description of areas examined and any problems identified; and
  - A description of modifications made and remedial steps taken.

#### **ELEMENTS**

- Evaluation of current policies and practices relative to the 504 regulations.
- Modification of any policies and practices that do not meet the 504 requirements.
- Corrective action to remedy and discrimination found.

#### **AREAS TO BE EVALUATED**

- Buildings or facilities for physical accessibility.
- Program outreach and communication.
- Eligibility and admission criteria and practice.
- Distribution and occupancy policy and practice.
- Percentage of accessible units.
- Employment (including pre-employment).
- Complaint processing procedures.

## **BASIC 504 REQUIREMENTS**

### **DESIGNATION OF RESPONSIBLE EMPLOYEE**

- All recipients that employ fifteen or more persons must designate at least one person to coordinate its Section 504 responsibilities.

### **ADOPTION OF GRIEVANCE PROCEDURES**

- Any recipient that employs fifteen or more employees must adopt grievance procedures that incorporate due process standards and allow for quick and prompt resolution of any complaints of alleged discrimination based on disability.
- Grievance procedures established by recipients are not required to cover either applicants for employment or applicants for housing.

### **NOTICE**

- All recipients that employ fifteen or more persons must notify all participants, employees, unions, and professional organizations that they do not discriminate on the basis of disability.
- An individual must be designated to coordinate grievance procedures.
- The notification process must be exhaustive and ongoing and can include processes such as the posting of notices, statements in the printed media, and inclusion in other written materials. The notification process must ensure that all individuals, including those with visual and hearing impairments, are aware of the non-discrimination pledge.
- Any recruitment or informational material published by a recipient must contain a statement regarding the recipient's pledge not to discriminate on the basis of disabilities.

Environmental Checklist

**ENVIRONMENTAL CHECKLIST**

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Date Checklist Completed: \_\_\_\_\_

This preliminary environmental checklist is designed to make the applicant aware of major environmental concerns that should be addressed in project planning and budgeting. Each successful applicant will be required to prepare an environmental review record, and if appropriate, an environmental assessment in accordance with the National Environmental Policy Act of 1969, as amended. The environmental assessment involves an examination of the environmental conditions and circumstances that exist at the location of the project and a determination of project impact on those environmental conditions. In addition, each project must be reviewed for compliance with other applicable environmental laws and regulations. If any of the following questions elicit an affirmative response, additional information must be provided as part of the environmental review.

1. Is the project located within a flood hazard area, wetland or coastal zone?  Yes  No

List the activities to be carried out in a flood hazard area, wetland or coastal zone?

\_\_\_\_\_

2. Will the project require the dredging or filling of any waterway/body of water?  Yes  No

3. Will the project be located near a source of noise pollution, within the accident potential zone of military or civil airport, near a major highway, railroad, chemical storage tank, sanitary landfill site, area of potential landslide or unsuitable soil conditions, nuclear waste dump or any other such natural or man-made safety hazard?  Yes  No

4. Will the project adversely affect the air/water quality of the area?  Yes  No

5. Are there any properties or districts within or adjacent to the project area listed on the National Register of Historic Places?  Yes  No

Date National Register Checked: \_\_\_\_\_

Are there any other structures 50 years or older within or adjacent to the project area?  Yes  No

If yes, will any of these historic places be affected either physically or visually by the project?  Yes  No

Will any grave sites or archeological sites be affected by the project?  Yes  No

6. Will any endangered plants or animal species (or its habitat) be affected by the project?  Yes  No

7. Will the project destroy or adversely affect any prime or unique farmlands?  Yes  No

Section 3 Plan Acknowledgement



**STATE OF MISSISSIPPI**  
PHIL BRYANT, GOVERNOR  
**MISSISSIPPI DEVELOPMENT AUTHORITY**  
GLENN MCCULLOUGH, JR.  
EXECUTIVE DIRECTOR

**SECTION 3 PLAN ACKNOWLEDGEMENT**

THIS ACKNOWLEDGES THAT I HAVE BEEN INFORMED ABOUT THE PROGRAM REQUIREMENT FOR A SECTION 3 PLAN AND AM AWARE THAT FAILURE TO SUBMIT THE SECTION 3 PLAN COULD RESULT IN THE REMOVAL OF THIS APPLICATION FOR FUNDING CONSIDERATION. I HAVE ALSO BEEN INFORMED THAT THE SUBMISSION OF THE SECTION 3 PLAN DOES NOT GUARANTEE FUNDING. I AM FURTHER AWARE THAT THE COMPLETED SECTION 3 PLAN MUST BE SUBMITTED TO THE COMMUNITY SERVICES DIVISION, MISSISSIPPI DEVELOPMENT AUTHORITY BY \_\_\_\_\_ BY 4:00 PM.

Signature of Chief Elected Official Required

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (signed) and date

Section 3 Resolution

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
SECTION 3 PLAN RESOLUTION  
TOWN/CITY/COUNTY OF \_\_\_\_\_, MISSISSIPPI**

WHEREAS, the Town/City/County of \_\_\_\_\_, Mississippi is submitting a Community Development Block Grant application for possible 20XX funding from the Mississippi Development Authority, by virtue of this submission, if awarded, the Town/City/County of \_\_\_\_\_ is required by the Mississippi Development Authority and Section 3 of the Housing and Urban Development Act of 1968 to adopt a Section 3 Plan; and

WHEREAS, the Section 3 plan is intended to ensure, to the greatest extent feasible, that training and employment opportunities generated by the U.S. Department of Housing and Urban Development projects 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.

WHEREAS, if awarded, it is the intention of the Town/City/County of \_\_\_\_\_ to implement its Community Development Block Grant Program projects in accordance with all program regulations including the said Section 3 requirements.

NOW, THEREFORE, BE IT RESOLVED the that Town/City/County of \_\_\_\_\_ adopts the Community Development Block Grant Program Section 3 Plan, which is attached hereto as "Attachment A" and made a part hereof.

ADOPTED this the \_\_\_th day of \_\_\_\_\_, 20XX.

Town/City/County of \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Town/City/County Clerk \_\_\_\_\_

\_\_\_\_\_  
Mayor/President \_\_\_\_\_



## SUB-RECIPIENT SECTION 3 ACTION PLAN

(Attachment A)

The Town/City/County of \_\_\_\_\_, Mississippi, agrees to develop local procedures designed to implement the following steps to increase opportunities for training and employment for lower income residents of the Section 3 covered area (*county*), and increase the utilization of business concerns within the Section 3 covered area (*county*) or owned by Section 3 area residents.

A. To identify projected employment, training and contracting opportunities as the recipient of federal funds and to facilitate the training and employment of Section 3 residents and contracting with Section 3 businesses.

B. To recruit Section 3 residents for available opportunities through: local advertising media; posted signs; community organizations and public and private institutions operating within or serving the project area.

C. To identify eligible business concerns for federal funded contracts through: the Chamber of Commerce, business associations, and local advertising media including newspapers; public signage; citizen advisory boards; and all other appropriate referral sources.

D. To maintain a list of eligible business concerns for utilization in federally funded procurements, to notify appropriate project area business concerns of pending contractual opportunities, and to make available this list for procurement needs.

E. To require all bidders on contracts to submit a written Section 3 Hiring and Business Utilization Plan and to require the contractor to submit reports to document actual accomplishments.

F. To include Section 3 information in procurement solicitations, incorporate Section 3 clauses in contractual documents, and review Section 3 information at the preconstruction conference and then monitor contractor compliance.

G. To maintain records, including copies of correspondence, memoranda, reports, contracts, etc., which document that the above action steps have been taken and any barriers encountered. To submit reports on accomplishments as required.

H. To designate a local government official to coordinate implementation of this Section 3 Plan.

I. To the extent feasible, additional affirmative steps will be taken to encourage and utilize Section 3 residents and businesses and to reach employment, training and contracting goals.

*As the chief local official, I have read and fully agree to this Section 3 Action Plan and agree to actively pursue full implementation of this program.*

\_\_\_\_\_

\_\_\_\_\_

Chief Elected Official  
Mayor/President \_\_\_\_\_

Date



Performance Measures

**PERFORMANCE MEASURES**

Beginning October 2006, HUD required that all recipients provide additional information to better measure the achievements of Federal programs. By law, all Federal agencies are required to measure outcomes of their programs and these measurements will be directly linked to funding decisions. The following information includes: an objective; possible outcomes; and possible indicators for each program category. This information will be used to assist MDA in reporting performance outcome measures to HUD:

**Performance Measurement – CDBG Outcome Matrix**

Activity Name: \_\_\_\_\_

Activity Objective:            Suitable Living Environment            Economic Opportunity

Activity Outcome:            Availability/Accessibility            Sustainability

Amount of Money Leveraged: \$ \_\_\_\_\_

**BENEFICIARIES**

Number of Very Low Income (50% of median) persons: \_\_\_\_\_

Number of Low/Moderate Income (80% of median) persons: \_\_\_\_\_

Total Low/Moderate Income persons: \_\_\_\_\_

% of Low/Moderate Income persons: \_\_\_\_\_

Number of Non-Low/Moderate Income persons: \_\_\_\_\_

Total Beneficiaries: \_\_\_\_\_

**TOTAL SERVED**

Number of Households served: \_\_\_\_\_

Number of Female-headed Households served: \_\_\_\_\_

Number of Elderly beneficiaries served: \_\_\_\_\_

Number of Handicapped beneficiaries served: \_\_\_\_\_

Number of estimated persons with new access to facility/infrastructure: \_\_\_\_\_

Number of estimated persons with improved access to facility/infrastructure: \_\_\_\_\_

Number of estimated persons served by facility/infrastructure that is no longer substandard: \_\_\_\_\_

## **Award Process (Public Facility)**

Following the site visit, a formal recommend process is initiated with the executive management for their approval of the project(s). Once the recommend process has been complete the Governor will announce the awarded CDBG grants. (The date of the Governor's letter will be the effective date of the contract).

Upon receiving the CDBG grant, a binding contract is executed between the Mississippi Development Authority and the grant recipient for the specific amount awarded, particular activity being improved with CDBG funds.

### Grant Agreement Timeline

CDBG Public Facility grant agreements allow the sub-recipient one (1) year from the effective date to begin construction and two (2) years from the effective date to complete the project.

### Environmental Clearance

Environmental clearance must be completed within four (4) months of the award date or the contract will be voided. No requests for cash will be processed until the environmental clearance is granted (except application preparation). Waivers to the four (4) month rule may be granted on a case-by-case basis. The Division Director will be the only signature authority for waivers.

### Construction Phase

All funded projects are required to enter the construction phase within twelve (12) months of the award date. If the project fails to enter construction within twelve months, the applicant must satisfactorily demonstrate to CSD why the project should be kept open or the award may be voided.

### Monitoring

All funded CDBG projects will be monitored at least once during the life of the project to ensure compliance with applicable Federal and State regulations. Normally, the construction of the project must be at least 50% complete in order to schedule a monitoring visit. Beneficiaries will be monitored at this time and may be monitored additional times throughout the life of the grant.

### Recordkeeping

Federal regulations require that States (and sub-recipients) shall establish and maintain such records as may be necessary to facilitate review and audit by HUD (or the State) of the administration of CDBG funds (2 CFR 200.333). Federal regulations require records be maintained for a period of three (3) years after the final closeout.

CSD requires that all records must be maintained by the local unit of government at all times. Failure to maintain an adequate system at the sub-recipient's office could result in a finding for both the sub-recipient and project administrator. In addition, activity can be interrupted on any open project.

## **Economic Development**

Once an Economic Development Application has been received, a CSD Program Manager will contact the grant administrator and local unit of government to schedule a site visit. During the site visit, CSD staff will review the following:

- Official minutes authorizing the application submittal
- Public Hearing documentation
- Financial information for matching funds (if applicable)
- Project budget
- Acquisition and Easement documentation (if applicable)
- View the project area and site of improvements to document project need

In addition, the CSD staff will need to collect a number of documents from the local unit of government during the visit. Many of these forms may be prepared before the site visit occurs; they have been marked with an asterisk (\*). The required documents are as follows:

- Applicant/Recipient Disclosure/Update Form (HUD-2880) \*
- Site Inspection and Economic Development Acknowledgement Form
- Americans with Disabilities Act Assessment (504 Assessment) \*
- Environmental Checklist \*

In addition, the CSD staff will need a current employee roster from the benefitting business, if the business is existing. The document must include the employee's names and date of hire. This will be the starting point to account for job creation. A company representative and the local elected official will sign an acknowledgment pertaining to job creation.

\*All project-related documentation must be made available in their original form to the appropriate CSD staff member by the designated date/time provided on the acknowledgements listed above.

## **Award Process (Economic Development)**

Following the site visit, a formal recommend process is initiated with the executive management for their approval of the project(s). Once the recommend process has been completed the Governor will announce the awarded CDBG economic development grant. (The date of the Governor's letter will be the effective date of the contract).

### Grant Agreement Timeline

CDBG Economic Development agreements allow the sub-recipient one (1) year from the effective date to begin construction, two (2) years from the effective grant date to complete construction and four (4) years from the effective grant date for the benefitting business and sub-recipient to meet their match and job creation commitments.

\*NOTE: There are rare occasions when the company may get written approval from MDA to expend the company's investment prior to the award of the contract.

### Job Creation

For Economic Development projects, jobs may be counted once the effective award date is granted regardless of environmental clearance.

### Environmental Clearance

Environmental clearance must be completed within four (4) months of the award date or the contract will be voided. No requests for cash will be processed until the environmental clearance is granted (except application preparation). Waivers to the four (4) month rule may be granted on a case-by-case basis. The Division Director will be the only signature authority for waivers. Once the sub-recipient receives environmental clearance and an effective date, project construction may begin and investment activities may be counted.

### Construction Phase

All funded projects are required to enter the construction phase within twelve (12) months of the award date. If the project fails to enter construction within twelve months, the applicant must satisfactorily demonstrate to CSD why the project should be kept open or the award may be voided.

### Monitoring

All funded CDBG projects will be monitored at least once during the life of the project to ensure compliance with applicable Federal and State regulations. Normally, the construction of the project

must be at least 50% complete in order to schedule a monitoring visit. Jobs may be monitored more than one time during the life of the grant.

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**STATE OF MISSISSIPPI**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**2020**  
**ECONOMIC DEVELOPMENT**  
**PRE-APPLICATION**



Applicant: \_\_\_\_\_

**COMMUNITY SERVICES DIVISION**  
**MISSISSIPPI DEVELOPMENT AUTHORITY**

501 North West Street • Post Office Box 849 • Jackson, Mississippi 39205-0849

Telephone (601) 359-3179

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**MISSISSIPPI COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**ECONOMIC DEVELOPMENT PRE-APPLICATION**

<b>Proposal</b>		
<b>Applicant Information</b>	Name of Municipality/County _____	
	Full Address _____	
	Phone Number _____	
	Chief Elected Official's Name _____	
	Name of Benefitting Business _____	
<b>Project Description: (Check all the Public Improvements that apply to CDBG, only)</b>		
<input type="checkbox"/> Access Road <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Rail Spur <input type="checkbox"/> Drainage <input type="checkbox"/> Building <input type="checkbox"/> Other _____		
Briefly explain the project:  _____		
<b>Proposed Budget</b>		
		<u>\$0.00</u>
CDBG		<u>\$0.00</u>
Local (10% Minimum)		<u>\$0.00</u>
Company Investment		<u>\$0.00</u>
(Must match CDBG at minimum)		
Other (only include funds that benefit the municipality)		<u>\$0.00</u>
	Total	<u>\$0.00</u>
<b>Job Creation</b>		
Current Number of Jobs _____	To be created _____	CDBG Cost per Job _____ <small>(CDBG \$/# of committed jobs)</small>
<b>Name and Telephone Number of Contact Person to discuss proposal</b>		
Name: _____	Title: _____	Phone Number: _____
Date _____		
<p><b>Please Note: All forms must be filled out and attachments must be submitted for the Pre-Application to be complete. MDA will not accept an incomplete Pre-Application.</b></p>		

## ATTACHMENTS TO PRE-APPLICATION

Provide the following as attachments to the pre- application:

- Cost Estimates: Include a general cost estimate. Cost estimate must be submitted by an engineer or architect on their letterhead as a signed and stamped original. The cost estimate must include how CDBG funds will be used.
- Detailed Map showing location of proposed project. Maps must explicitly correspond to the proposed scope of activities within this project. Applications must include a general vicinity map and a project specific map. Maps must also include the project site's physical address.
- Budget Sheet
- Benefitting Business Information Packet (must be completely filled out)
- Financial Information as detailed in the Benefitting Business Information Packet (only the last 3 years audited financial statements to include Balance Sheets, Income Statements, Statements of Cash Flow, and Statements of Retained Earnings will be accepted)
- Benefitting Business Financial Information Form

Submit one (1) original of the pre-application to MDA. Complete applications must be submitted with **BOTTOM TABBED DIVIDERS IN BETWEEN EACH ATTACHMENT**. All documentation should have original signatures. MDA will evaluate the pre-application to determine if the project meets program criteria. MDA will issue a letter inviting a full application once the pre-application is complete, a financial review of the benefitting business has been conducted and are found to be in sound financial condition, and funds are available.

Pre-Applications can be mailed to:

Mississippi Development Infrastructure Program  
Mississippi Development Authority  
Community Services Division  
Post Office Box 849  
Jackson, Mississippi 39205

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**STATE OF MISSISSIPPI  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**2019**

**ECONOMIC DEVELOPMENT APPLICATION**



Applicant: \_\_\_\_\_

**COMMUNITY SERVICES DIVISION  
MISSISSIPPI DEVELOPMENT AUTHORITY**

501 North West Street • Post Office Box 849 • Jackson, Mississippi 39205-0849

Telephone (601) 359-3179

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**Applicant Information**

Complete for the Legal Applicant\*

Applicant \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 P.O. Box \_\_\_\_\_  
 City/State/Zip (9 digit) \_\_\_\_\_  
 County \_\_\_\_\_  
 Chief Elected Official Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Telefax \_\_\_\_\_  
 Tax ID # \_\_\_\_\_  
 Applicant's fiscal year end date \_\_\_\_\_  
 Applicant's DUNS number \_\_\_\_\_  
 Applicant's CAGE number \_\_\_\_\_  
 MS House District number \_\_\_\_\_  
 MS Senate District number \_\_\_\_\_  
 U.S. Congressional District(s) \_\_\_\_\_

If the application was prepared by someone other than the applicant, please complete the following:

Name \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Street/P.O. Box \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Telefax \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Cost to Prepare \_\_\_\_\_

**Benefitting Business Information**

Business/Industry \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Title \_\_\_\_\_  
 Street/P.O. Box \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Telefax \_\_\_\_\_

**Project Description (Check all the Public Improvements that apply)**

- |  |                                      |                                       |
|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Access Road             | <input type="checkbox"/> Water       | <input type="checkbox"/> Sewer        |
| <input type="checkbox"/> Rail Spur               | <input type="checkbox"/> Drainage    | <input type="checkbox"/> New Building |
| <input type="checkbox"/> Building Rehabilitation | <input type="checkbox"/> Other _____ |                                       |

**National Objective**

- Low/Moderate Income

**Job Creation**

**Total number of jobs this business/industry will create as a result of this project.**

\_\_\_\_\_ # of Current Employees at the benefitting business  
 + \_\_\_\_\_ # of Net New Jobs to be Created by the Benefitting Business  
 0 Total # of Jobs Needed to Meet Overall Job Creation Requirement by the benefitting business

**Project Cost Information**

Total CDBG Funds Requested	_____	_____
Total Local Funds	_____	_____
Total Private Capital Investment	_____	_____
Total Other Funds	_____	_____
<b>Total Project Costs</b>	<b><u>\$0.00</u></b>	<b><u>0.00%</u></b>

**SECTION A: GENERAL INFORMATION**

1. Provide a basic description of the project including the demonstrated need for CDBG assistance.

\_\_\_\_\_

2. Describe how the proposed job creation will impact the employment rate in the community.

\_\_\_\_\_

3. Describe, in detail, how the community and the benefitting business plan to implement the proposed project activities. Any inherent delays should be disclosed in this description.

\_\_\_\_\_

4. What is the cost per job for all jobs listed in this application? \_\_\_\_\_

5. Project Location (Street Address of the activity) \_\_\_\_\_

Please use the following website to verify the address: <https://tools.usps.com/go/ZipLookup> (MUST provide documentation).

6. Does any person who is an employee, agent, consultant, officer or elected official or appointed official of the applicant(s), or of any designated public agencies have a personal or financial interest in the proposed project other than approved eligible administrative personnel costs?  Yes  No

*If yes, please provide a detailed explanation.*

\_\_\_\_\_

7. Property Acquisition and Easement Information

Will the proposed project require the acquisition of real property or easements?  Yes  No  N/A

If acquiring real property, has the property been acquired as of the application date?  Yes  No  N/A

*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  N/A

*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  N/A

Please provide a detailed explanation of the acquisition of real property/easement(s) required for the project.

\_\_\_\_\_

8. Will the proposed project result in the displacement of any families or businesses? \_\_\_\_\_

*If yes, please describe the availability and type of relocation resources.*

\_\_\_\_\_

9. Will any activity take place on Sixteenth Section land? \_\_\_\_\_

*If yes, please provide a detailed explanation.*

\_\_\_\_\_

10. Is the local unit of government retaining program income funds?

*If yes, please provide the terms of the agreement.*

\_\_\_\_\_

**SECTION B: 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 for advertisement (Provide documentation): \_\_\_\_\_

Date MPTAP – Agency Bid Bank contacted (Provide documentation): \_\_\_\_\_

Were Minority and/or Female Vendors contacted via certified mail?  
(Provide documentation):  Yes  No

List of proposals received: \_\_\_\_\_

Administrative Service Firm selected: \_\_\_\_\_

2. Engineering/Architecture Services Procurement

Date of publication for advertisement (Provide documentation): \_\_\_\_\_

Date MPTAP – Agency Bid Bank contacted (Provide documentation): \_\_\_\_\_

Were Minority and/or Female Vendors contacted via certified mail?  
(Provide documentation):  Yes  No

List of proposals received: \_\_\_\_\_

Engineering/Architectural Firm selected: \_\_\_\_\_

**SECTION C: MAP REQUIREMENTS**

Each applicant must submit two (2) separate types of maps. Both maps should utilize the same base map in order to provide the background details necessary to orient the location of the project and all required information. 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 11x17.

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 areas(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 2010 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.

**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.

\_\_\_\_\_  
Signature, Application Preparer

\_\_\_\_\_  
Title (typed)

\_\_\_\_\_  
Named (typed)

\_\_\_\_\_  
Date

## SECTION D: FINANCIAL INFORMATION

The budget is a key management tool to address general management functions such as planning, operational performance 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 2019 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 \$40,000, 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 me be allowed as match.

Community Development Block Grant Program  
**Budget Summary**

**Applicant:** \_\_\_\_\_

Description			Other Funding Sources			
Administration		CDBG	Local Cash		Company	Total
General Administration						
Application Prep.						
<b>Subtotal (A)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Description			Other Funding Sources			
Economic Development		CDBG	Local Cash		Company	Total
Acquisition						
Architectural/Engineering						
Construction of Public Building						
Contingency						
Drainage & Flood Protection						
Gas Improvements						
Renovation of Public Building						
Sewer Improvements						
Site Improvements						
Street & Road Improvements						
Water Improvements						
Equipment						
Other						
<b>Subtotal (B)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total (A + B)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**CERTIFICATIONS**

**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(e)(2)(v).

\_\_\_\_\_  
Signature, Chief Elected Official

\_\_\_\_\_  
Title (typed)

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Alternate Telephone Number

**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.

\_\_\_\_\_  
Signature, Application Preparer

\_\_\_\_\_  
Title (typed)

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Alternate Telephone Number

## 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
- Citizen Participation
  - Proof of Publication     Minutes of Public Hearing (Signed)     List of Persons Attending
- Maps
  - General Characteristics Map     Detailed Project Map
- Procurement Documentation
  - Administrative Services     Engineering Services
- Resolution Passed by Local Unit(s) of Government Approving Application Submittal
- Project location – Street Address of the Activity Documentation.
- SAM system – CAGE code and DUNS number Documentation.
- E-Verify Documentation
  - Applicant     Benefitting Business     Other Party(s) on MOA
- Engineering/Architecture Cost Estimates (to be tied to project description) and appropriate Appendix Item A-I.
- Proof of Property/Easement Ownership (if applicable)
- Memorandum of Agreement
  - Benefitting Business     Other (if applicable)
- Resolution passed by local unit(s) of government committing matching funds/investment and the responsibility of the project to ensure all program guidelines and commitments are being followed/met.
- Evidence that matching funds are committed, applied for and/or in place
- Copy of Company Investment Letter
- Community Development Block Grant In-Kind Contributions Schedule (if applicable)
- Water Viability Determination Form (if applicable)
- Copy of building title and lease (if applicable)
- Interlocal Agreement between applicant and system owner (if applicable)