

*Mississippi's Annual Affordable Housing Conference 2024*



*April 17-19*  
*Beau Rivage*  
*Biloxi, MS*

# MISSISSIPPI HOME CORPORATION

*How to Submit to a Feasible Project*

**April 18, 2024**

**8:30 AM**

## MHC-Program Overview

The Mississippi Home Corporation HOME and HTF Programs are federally funded program allocated to the State of MS by the Department of Housing and Urban Development (HUD).

The main purpose- to increase and expand decent, safe and affordable housing.

The programs are designed to create and preserve Rental Housing and enhance Supportive Services for very-low to extremely low-income individuals.

# Today's Session

Will focus on providing guidance for the HOME and HTF application process. It will offer assistance in....



Compiling and creating application documentation and assembling the Best Project Team.



Clarification of threshold and scoring categories

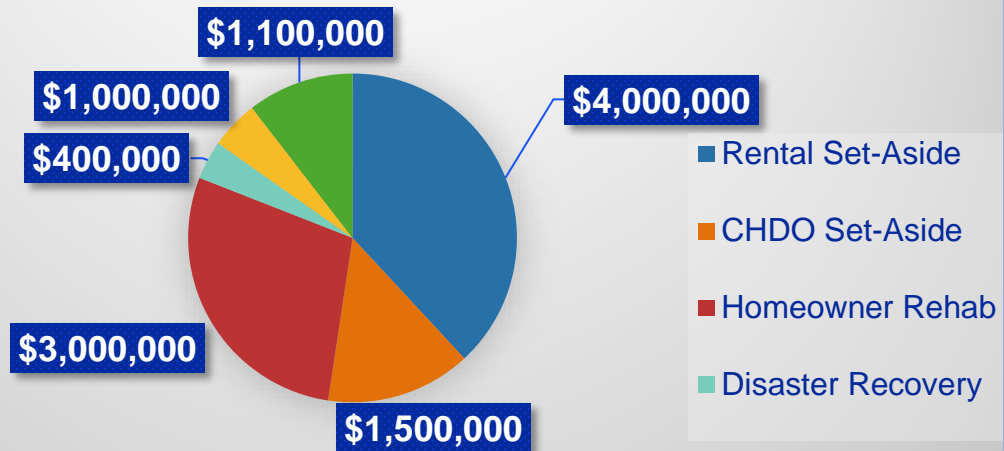


Provide tips of final assembly and submission of your application

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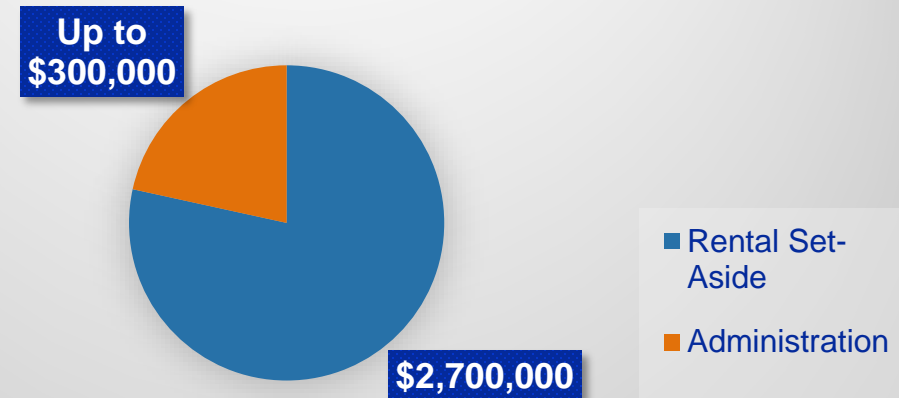
## Allocation of Resources

### HOME Program



EST. TOTAL ALLOCATION -  
\$11,000,000

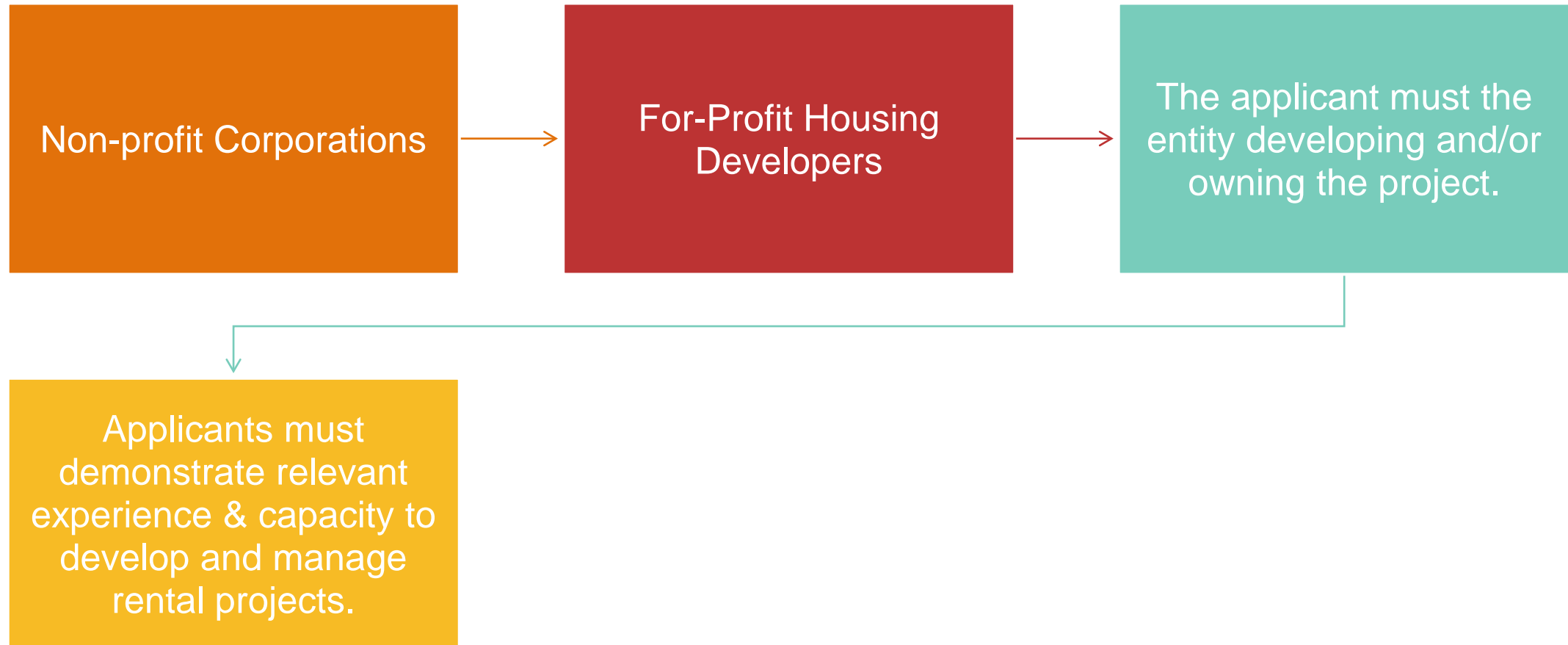
### HTF Program



EST. TOTAL ALLOCATION -  
\$3,000,000



# Who's Eligible to Apply?



# RENTAL DEVELOPMENT ELIGIBLE ACTIVITIES

- **Multi-family and Single-family Rental Housing**
- **New Construction/Rehabilitation**
- **Acquisition (can't be a standalone activity)**

- HOME projects must adhere to federal regulations found at 24 CFR Part 92
- HTF projects must adhere to federal regulation found at 24 CFR Part 93
- Award amounts will be based on actual project costs and need. Maximum award amount will not exceed MHC's program limitation.
- All projects are subject to underwriting and a subsidy layering review.

# 3-STEP APPLICATION PROCESS



APPLICATION  
COMPLETENESS



2) THRESHOLD  
REVIEW



3) SCORING  
CRITERIA





# Application Process

- Applications for funding are accepted annually through a competitive process.
- Applications are rated and reviewed based on MHC's threshold and scoring criteria. (can be found in the Federal Programs section of the website)
- Eligible applicants who are approved for funding go through the loan closing process (where the written agreement is executed); development/construction stage, disbursement of funds and closeout phase.

**“Project Team”-Who do you need on your team?  
Architects, general contractors,  
development consultants, projects managers, property manager, appraisals accounts, attorneys..**



# Does the scope of your project meet the HOME RENTAL SET- ASIDE Requirement?



Funding for Rental Development is used to produce multi-family and single-family housing and benefit individuals whose income does not exceed 60% AMI.



These funds serve as “gap” financing when structuring development deals



Must have other funding sources available.



## Will the population you intend to serve meet the HTF PROGRAM Requirement?

- These funds assist households below 30% of the area median income (AMI).
- Target at least 10% of the units to address prevention, reduction, and expansion of permanent housing for the homeless and persons with disability.
- Funds must be combined with other federal or non-federal sources for the production and preservation of affordable housing units.

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## Getting Started

- It is our goal to simplify the process of creating quality affordable housing for Mississippians as much as we possibly can.
- There are a variety of reasons behind why we ask for certain requirements including:

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Allowing us to assess the capacity of the applicant to complete the proposed project

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Incentivizing projects that will give potential residents access to things like fresh produce, public transportation, doctors, and access to employment opportunities

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Fulfilling requirements that have been mandated by the Department of Housing and Urban Development (e.g. Broadband, FEMA maps, etc.)

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Ensure that we are aiding developments that fulfill a real need for housing



# The Policy and the Application

**How to Submit to a Feasible Project  
Session**





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## The Policy

- We try to make it as digestible as possible
- Consider printing out a copy and highlighting critical parts and makes notes to help you along the way
- Also, consider making notes on how you might like to see us change or improve the policy as you work

## Need to Apply?

[2023 Application Guide](#)

[2023 Scoring Criteria & Rating Factors](#)

[2023 Application Rating Form](#)

[HOME Rental Forms](#)

[HOME Rental Exhibits](#)

[HOME/HTF Online Application](#)

[Online User Guide](#)

**State of Mississippi**

**HOME INVESTMENT  
PARTNERSHIPS PROGRAM**

2023 HOME RENTAL AND COMMUNITY  
HOUSING DEVELOPMENT  
ORGANIZATION (CHDO)  
Application Guide



MISSISSIPPI HOME CORPORATION

## Getting Organized Tab/Folder

- Create these subfolders within your project folder
- They should correspond to requirements in the policy and make it easier for both you and us to keep track of things
- When submitting the electronic version, be sure to label the file to coincide with the section name

### HOME Rental/CHDO

- 0101. Statement of Application and Certification for HOME & HTF
- 0102. Applicant/Owner Signature Authorization
- 0103. Application Preparer Certification
- 0104. HOME-Rental & CHDO Application Rating Form
- 0105. Financial Feasibility Forms
- 0106. Initial Site Assessment Form
- 0107. Project Completion Schedule
- 0108. Environmental Checklist
- 0109. Certification of Consistency with the Consolidated Plan (HUD Form 2991)
- 0110. Development Experience
- 0111. Management Experience
- 0112. Supportive Services Certification Form
- 0113. Certification of Bid Law Compliance
- 0114. Physical Needs Assessment
- 0115. Description of Materials
- 0116. Construction Certification Form
- 0117. Applicant Self Certification
- 0118. Certifications & Assurances
- 0119. Affirmative Fair Housing Marketing Plan Multifamily (HUD Form 935.2A)
- 0120. Affirmative Fair Housing Marketing Plan Single Family (HUD Form 935.2B)
- 0121. Applicant/Recipient Disclosure/Update Report (HUD Form 2880)
- 0122. Special Needs Certification

# Threshold Requirements

- Applicants should consider starting by putting all required documentation in their folders and working out of them to make sure you'll be submitting all the documentation you need.
- As you fill in the application database, certain sections will open.
- The Threshold Checklist will remind you of what you have and have not done.

TAB	Description	Included by Applicant	Grant Management Review	Applicant Notes	Grant Management Staff Review Notes
A	Eligible Applicant				
B	Eligible Project Type/Activity				
C	Merits: Addressing State's Priority Housing Needs				
D	Evidence of Affirmatively Furthering Fair Housing				
E	Implementation of Supportive Services				
F	Applicants' Experience				
G	Certification of HOME Requirements				



# Frequent Threshold Issues





# Eligible Applicant Tab A



Not including the 501(c) 3 or 501(c) 4 documentation



Not including both the Articles of Incorporation and Bylaws including any amendments, one of which must contain a description of the nonprofit organizations activities that include the fostering of low-income housing in its Articles of Incorporation or Bylaws.



Certificate of Good Standing (Dated within 30 days of application due date)

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## Evidence of Affirmative Furthering Fair Housing Tab D

The Affirmative Marketing Plan must include the following elements:

1. Implement a method that is effective in marketing the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy.
2. Identify a housing market area from which a single or multi-family housing project owner/agent may reasonably expect to draw a substantial number of its tenants.
3. Identify an expanded housing market area which is a larger geographic area which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.
4. Include marketing material in other languages for limited English proficient individuals and alternative formats for persons with disabilities in public view.
5. Include community contacts to help market the project to those least likely to apply.
6. Describe the proposed method of advertising to market those least likely to apply.
7. Marketing Plan must be in effect throughout the life of the affordability period.
8. Project must be available for public inspection at the sales or rental offices.
9. Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place.
10. Project site sign must display in a conspicuous position the HUD-approved Equal Opportunity Housing Opportunity log, slogan, or statement.

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see <http://portal.hud.gov/hudportal/documents/huddoc?id=nuanceviewerinstall.pdf> for the instructions. Using Nuance software is the only means of completing this form.

### Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

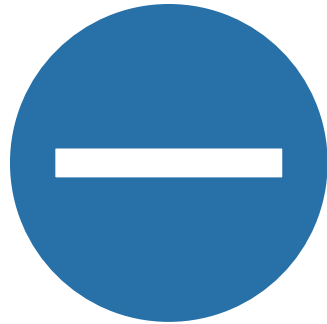
U.S. Department of Housing  
and Urban Development  
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013  
(exp. 12/31/2016)

<b>1a. Project Name &amp; Address (including City, County, State &amp; Zip Code)</b>		<b>1b. Project Contract Number</b>	<b>1c. No. of Units</b>
<input type="text"/>		<input type="text"/>	<input type="text"/>
		<b>1d. Census Tract</b>	
		<input type="text"/>	
		<b>1e. Housing/Expanded Housing Market Area</b>	
		Housing Market Area: <input type="text"/>	
		Expanded Housing Market Area: <input type="text"/>	
<b>1f. Managing Agent Name, Address (including City, County, State &amp; Zip Code), Telephone Number &amp; Email Address</b>			
<input type="text"/>			
<b>1g. Application/Owner/Developer Name, Address (including City, County, State &amp; Zip Code), Telephone Number &amp; Email Address</b>			
<input type="text"/>			
<b>1h. Entity Responsible for Marketing (check all that apply)</b>			
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Other (specify) <input type="text"/>			
Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address			
<input type="text"/>			
<b>1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State &amp; Zip Code), Telephone Number &amp; E-Mail Address.</b>			
<input type="text"/>			
<b>2a. Affirmative Fair Housing Marketing Plan</b>			
Plan Type <input type="text"/> Please Select Plan Type Date of the First Approved AFHMP: <input type="text"/>			
Reason(s) for current update: <input type="text"/>			
<b>2b. HUD-Approved Occupancy of the Project (check all that apply)</b>			
<input type="checkbox"/> Elderly <input type="checkbox"/> Family <input type="checkbox"/> Mixed (Elderly/Disabled) <input type="checkbox"/> Disabled			
<b>2c. Date of Initial Occupancy</b>		<b>2d. Advertising Start Date</b>	
<input type="text"/>		Advertising must begin at least 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects.	
		Date advertising began or will begin <input type="text"/>	
		For existing projects, select below the reason advertising will be used:	
		<input type="checkbox"/> To fill existing unit vacancies <input type="checkbox"/>	



## Implementation of Supportive Services Tab E



All developments must commit to provide a minimum of two (2) community services in at least two unrelated areas not otherwise typically present in low-income rental housing.



Failing to submit two forms

# Applicant Experience

## Tab F

Applicant must provide documentation such as resumes, references, and financial statements demonstrating their capacity and years of experience in developing multi-family and single-family housing.

**Demonstrated experience and capacity to conduct an Eligible HOME or HTF project include:**

1. Prior experience of owning, constructing or the rehabilitation of affordable housing within the past (5) years.
2. Evidence of serving extremely low-income households, and special needs populations, such as homeless families and people with disabilities.
3. Demonstrate ability and financial capacity to undertake, comply, and manage eligible activities.
4. Demonstrate its familiarity with the requirements of other federal, state, or local housing programs that may be used in conjunction with HOME funds to ensure compliance with all applicable program requirements and regulations.

# Significant Deadlines

**NOFA Released**

**May 8, 2024**

**HOME/HTF Application Workshop**

**May 13, 2024**

**Application Cycle Opens**

**June 3, 2024**

**Application Deadline**

**August 9, 2024**

**Funding Announcements**

**November 13, 2024**



# *Grants Management Housing Staff*

- Kimberly Stamps, AVP
  - Jamie Bouie, Housing Grant Officer  
Home Rental  
HTF Rental
  - Julie Brooks, Federal Grant Program Coordinator  
Homeownership Counseling  
Community Housing Development Organization (CHDO)
  - Jackie Cobbins, Housing Rehabilitation Coordinator  
Homeowner Occupied and Homeowner Disaster Recovery
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