

# Mississippi Small Rental Assistance Program Application Guidebook





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## Program Overview

The Mississippi Development Authority (MDA) is pleased to provide you with an application guidebook for Round 1 of the Small Rental Assistance Program. The purpose of the Program is to provide affordable rental housing by offering incentives for small-scale rental property owners—owners of properties containing between one and four rental units. A total of \$160 million is available in Round 1.

MDA will begin accepting applications for Round 1 beginning on **September 10, 2007**. The anticipated submission deadline for all applicants is **October 26, 2007**. Your application must be postmarked or received by MDA by that date.

The Program is designed to offer four types of assistance to landlords in Hancock, Harrison, Jackson, and Pearl River Counties, Mississippi:

- A. Rental income subsidy assistance
- B. Repair or reconstruction reimbursement for Katrina-damaged property
- C. Reconstruction or conversion reimbursement for non-Katrina damaged property
- D. New construction reimbursement

Round 1 of the program is open to all ownership entities, including, but not limited to, individuals, corporations, LLCs, and partnerships. Non-profit organizations are encouraged to apply for funding, either under the non-profit set-aside or as a portion of the regular program funds. A total of \$20 million is reserved for non-profits in Round 1.

Please be aware that completion and execution of the application does not constitute a commitment of federal assistance or site approval. A commitment of federal assistance will only occur after satisfactory completion of a site-specific environmental review.

This guidebook will assist you in completing your application for the program. Please note that it may be updated as the program evolves. You will always be able to find the latest version at [www.mississippi.org](http://www.mississippi.org).

If you have additional questions, you can call the MDA call center at 866-369-6302, or visit one of our service centers below:

<b>Hancock County Service Center</b>	<b>Harrison County Service Center</b>	<b>Jackson County Service Center</b>
Hancock Government Center 3068 Longfellow Drive Building 6A Bay St. Louis, MS 39520	Prime Outlets Mall 10000 Factory Shops Blvd Suite 110 Gulfport, MS 39503	Singing River Mall 2800 US Hwy 90 Suite 1146 Gautier, MS 39553
<b>Hours of Service</b> Monday-Friday 8AM to 6PM	<b>Hours of Service</b> Monday-Friday 10AM to 6PM	<b>Hours of Service</b> Monday-Friday 10AM to 6PM

Sincerely,

Mississippi Development Authority

## Application Process

In order to qualify for the Small Rental Assistance Program, you must submit an application form and the additional documentation listed in this package. MDA will evaluate your application during a set of competitive funding rounds, and notify you of its decision as to your eligibility for a loan award, as well as what amount (if any) you are eligible for.

As part of your application, you will be able to choose from four Program Options<sup>1</sup>. Each option is targeted at a different type of rental housing property, so you should choose the one that applies to your circumstances. The Program Options are:

- A. Rental income subsidy assistance
- B. Repair or reconstruction reimbursement for Katrina-damaged property
- C. Reconstruction or conversion reimbursement for non-Katrina damaged property
- D. New construction reimbursement

If you participate in Options B, C, or D and the amount needed for repairs/construction on a unit is less than the maximum loan amount listed in the **Award Tables** section, you may also elect to participate in Option A. Effectively, you will receive the rest of the loan award as rental income subsidy, subject to the terms of the Income Subsidy program.

If you have already completed repairs or construction that would have otherwise qualified for Options B, C, or D, your loan award will be paid under the Rental Income Subsidy program. Repair/construction is deemed complete when you have obtained a Certificate of Occupancy for the rental units.

All awards in the Small Rental Assistance Program are forgivable loans. If you meet the program terms for the full five-year loan period, the principal balance of the loan will be forgiven on an established schedule, and you will not be obligated to repay the principal or interest. If you violate the loan terms, all future scheduled payments will be canceled, and you will be obligated to repay the remaining balance, plus interest and termination fees.

Completion and execution of the application does not constitute a commitment of federal assistance or site approval. A commitment of federal assistance will only occur after satisfactory completion of a site-specific environmental review.

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<sup>1</sup> Must conform to Stafford Act regulations regarding duplication of benefits and voucher assistance programs.

## Required Application Materials

In addition to the Small Rental Assistance Program application forms, you will need to submit a set of documents in order for MDA to consider your application.

1. A Consent for Non-Public Personal Information Release form (included in the application), signed by each owner, co-owner, director, or principal officer listed in the application.
2. A copy of the warranty deed, or other documents establishing site control for the property.
3. A copy of the current mortgage statement.
4. A description of the construction work to be performed on the property, and a contractor's estimate for the expected cost. Note that this does not apply to rental income subsidy applicants.
5. Utility bills or other documentation that show the property on your application **currently** has access to electricity, water, and sewer/septic (as required by local code).
6. Copies of all Deeds of Trust and/or loan agreements for loans on the rental property.

Individual owners and all Co-Owners must provide:

7. A personal financial statement (for individual owners and co-owners).

Business interests and non-profit organizations must provide:

8. A business plan
9. Organizational Documents for corporations, LLCs, and partnerships. These are Articles of Incorporation, LLC Agreements, or Partnership Agreements.
10. Evidence that the business entity is in good standing to transact business in Mississippi

MDA has assembled examples of the above forms. Copies are available at all Homeowner Assistance Program (HAP) service centers, as well as on the program's website, [www.mississippi.org](http://www.mississippi.org).

## Eligibility Requirements

In order to be eligible to receive assistance under the Small Rental Assistance Program, your property must meet the following requirements:

- All housing units must be located in Hancock, Harrison, Jackson, or Pearl River Counties, Mississippi.
- All properties must contain between one and four units.
- Modular Housing is eligible.
- Manufactured Housing is *not* eligible.
- Single Room Occupancy (SRO) properties *are not* eligible.
- Only units that are unoccupied at the time of application submission are eligible. Applicants will be obligated to sign a certification that states they have not terminated any tenant leases in order to satisfy this requirement.
- All units must have been rental property on August 29, 2005. This requirement *does not* apply to new construction, or to additional subsidy monies received in combination with new construction, or for buildings newly-constructed after August 29, 2005.
- All newly-constructed properties must be elevated to conform to the latest (most recent) elevation requirements issued by FEMA, or its successors, pursuant to the National Flood Insurance Program, or a successor program, whether advisory, preliminary, or final.
- All repair, reconstruction, and rental income subsidy properties that sustained 50% or more damage shall conform to the latest (most recent) elevation requirements issued by FEMA, or its successors, pursuant to the National Flood Insurance Program, or a successor program, whether advisory, preliminary, or final.
- All repair, reconstruction, and rental income subsidy properties that sustained *less than* 50% damage must conform to the latest (most recent) elevation requirements issued by the local flood plain management agency, or other local or municipal authority.
- All properties must have current access to water, sewer/septic (as required by local building code), and electricity.
- MDA limits the maximum number of rental subsidy or reconstruction properties that any one applicant, non-profit organization, corporation, or other ownership group may apply for to 25. Thus, the maximum total aggregate number of units for any one entity is 100.
- MDA limits the number of new construction projects any one applicant, non-profit organization, corporation, or other ownership group may apply for to 5. Thus, the maximum total aggregate number of units for any one entity is 20.
- Applicants may apply for 25 repair/reconstruction properties *in addition to* 5 new construction properties, for a total maximum of 30 properties, containing up to 120 total units.
- Applicants are prohibited from participating in multiple ownership structures in order to circumvent the maximum number of properties.
- All rental units must meet the following minimum square footage requirements:
  - 500 SF for efficiencies
  - 660 SF for one- bedroom units
  - 880 SF for two-bedroom units
  - 990 SF for three-bedroom units
  - 1,320 SF for four-bedroom units

- Owners with felony convictions are not eligible An application will be disqualified if:
  - (1) any titleholder who is an individual has been convicted of a felony in any federal court or state court in the United States, or
  - (2) in the case of a titleholder that is a corporate entity (i.e., a corporation, limited liability company, general partnership, or limited partnership), any of the following has been convicted of a felony in any such court:
    - a. a shareholder, member, general partner, or limited partner who owns at least a 10 percent interest in the corporate entity, or
    - b. an officer, director, or manager of the corporate entity, or
    - c. an employee of the corporate entity who exercises control or substantial management authority regarding the entity, or
  - (3) in the case of a titleholder that is a trust, any of the following has been convicted of a felony in any such court:
    - a. a trustee of the trust, or
    - b. a beneficiary of the trust who is the owner of at least a 10 percent beneficial interest in the trust.

In addition to the requirements listed above, MDA will review your application form and the additional requested material (e.g. financial statements) in order to determine if you meet the eligibility requirements for assistance.

Your application will be considered against all other applications submitted for projects within your county, and your Program Option. If application rounds are over-subscribed (i.e., there are more applicants than available funds), MDA will set funding priority within the round using a scoring system. The scoring factors are contained in the application form and on page 14.

If you do not qualify in Round 1, your application can be rolled into a future round. You will be required to submit a certification that the application remains true and correct before it will be moved forward. You may also correct or update your application before next round starts.

The total amount of funding available in Round 1 is \$40 million per Program Option. That funding is made available subject to the following schedule:

<b>Round 1 Funding by Program Option</b>				
	<b>Option A</b>	<b>Option B</b>	<b>Option C</b>	<b>Option D</b>
<b>Nonprofit Set-aside</b>	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
<b>Hancock County</b>	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
<b>Harrison County</b>	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
<b>Jackson County</b>	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
<b>Pearl River County</b>	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
<b>Total</b>	\$40,000,000	\$40,000,000	\$40,000,000	\$40,000,000

If your application is accepted, your property will be assessed for potential environmental issues. Your eligibility will be contingent on this review. Please be aware that completion and execution of the application *does not* constitute a commitment of federal assistance or site approval. A commitment of federal assistance will only occur after satisfactory completion of a site-specific environmental review.

## Program Terms

In exchange for receiving a loan award from the Small Rental Assistance Program, you must agree to attach a covenant to the rental property. The covenant will expire on the fifth (5<sup>th</sup>) anniversary of the issuance of the Certificate of Occupancy for the property's final rental unit (or, on the fifth anniversary of the initial inspection, for rental income subsidy applicants). The covenant binds the program requirements to the property for that term.

Additionally, each applicant will sign a Loan Agreement. The Covenants, Loan Agreement and a Deed of Trust will require each property owner to agree to the following terms:

- Acceptance of a lien in favor of MDA on the rental property.
- To provide regular progress reports and permit MDA and its agent(s) access to rent records and to perform site inspections.
- Compliance with the HUD Minimum Property Standards (Section 8 quality standards) and the Mississippi Residential Landlord and Tenant Act (Chapter 8, Title 89 of the Mississippi Code of 1972).
- Compliance with local and state building code requirements.
- Maintenance of casualty (hazard) loss insurance on the structure on the property. This includes Mississippi windpool or other separate wind riders on another insurance policy.
- Maintenance of commercial liability insurance on the rental property.
- Maintenance of flood insurance (if required) up to the NFIP maximum amount.
- Agreement to rent all units to tenants with income at 120% or less of Area Median Income (AMI).
- Agreement that 51% of the available rental units in each property will be rented to tenants with income at or below 80% of AMI. For two-unit structures, one unit must be rented to tenants with income at or below 80% of AMI, and the other may be rented to a tenant at or below 120% of AMI.
- Agreement that sale of the property may trigger repayment of the loan.
- Agreement to charge affordable rental rates as defined by HUD and/or MDA.
- Compliance with HUD affordable housing standards and as such rate compliance and property management compliance must be met and maintained as plan-defined affordable units for 5 years.
- Agreement to collect income certifications from all new tenants upon move-in and ensure that tenants meet HUD-defined income limits.
- Agreement to pay all utilities on tenants' behalf, or to subtract the stated utility allowance from monthly rent amounts if tenants will be required to pay utilities.
- Agreement to provide an annual certified statement of compliance with the program's terms and conditions.
- Agreement that any notice or determination of noncompliance with the requirements of this program will result in the activation of interest and principal payment terms.
- Agreement that termination fees may be applied for lack of compliance with the program terms and conditions.

- Agreement to cooperate with income verification, insurance compliance, HUD Minimum Property Standards, or Mississippi Residential Landlord and Tenant Act audits that may be conducted by the State and/or its approved vendor.
- Agreement to abide by the requirements of the Fair Housing Act (42 USC 3601-3620), which prohibits discrimination based on race, color, religion, sex, national origin, familial status, and/or disability.
- Agreement that all tenant leases will solely use the MDA-provided standard lease template.
- Agreement that initial lease terms will be for a minimum of six months.
- Agreement that new construction will abide by all local design and architectural standards.
- Agreement that, for new construction, one of every four units built must meet requirements under the Americans with Disabilities Act. This provision does not apply to single-family units or duplexes.
- Agreement that all repaired or newly built rental units funded under the program will be ready for tenant occupancy within two (2) years of the loan closing date.
- Agreement that site approval is required, based upon an environmental review. Completion and execution of the application does not constitute a commitment of federal assistance or site approval. A commitment of federal assistance will only occur after satisfactory completion of a site-specific environmental review.
- Agreement that MDA reserves the right to modify and/or clarify these terms in the final loan agreement.
- Agreement that recipients of monies for Rental Income Subsidy cannot accept Section 8 vouchers during the five year rental period.

Violation of any of these terms will result in a statement of noncompliance being issued to the rental landlord. The notice will allow the landlord 45 days to correct the noncompliance issue, and certify to MDA that the issues has been corrected.

If the issue remains uncorrected 45 calendar days after a notice of noncompliance has been issued, the landlord will be found to be in default. Upon default, the forgivable loan will immediately convert to an interest-bearing demand note, and become due and payable.

The amount that will be due and payable will be based upon the remaining principal amount of the loan. Default occurs at the property level. If one unit is found to be non-compliant with the program terms, the remaining units within that property will also be considered to be in default.

Interest on defaulted loan awards will be set at the London Interbank Offered Rate (LIBOR) plus one percent (1%). Interest will be calculated back to the most recent loan disbursement.

In addition to interest, termination fees may be applied at MDA's discretion on defaulted loan awards. These fees are noted in the **Round 1 Term Sheet**, found on page 25.

## Award Tables

The maximum award under the Small Rental Assistance Program is \$30,000 for a 4-bedroom rental unit. Additionally, the Program offers a tiered completion bonus of up to \$10,000 for units that are made ready for tenant occupancy within twelve months of the original loan closing date.

The maximum loan amounts are the same for all four Program Options. Completion bonuses are **only** offered for Program Options that involve construction (Options B, C, or D). No bonus is offered for Rental Income Subsidy (Option A).

The table below shows the scale of maximum loan awards by unit size. This table assumes the maximum possible completion bonus will be earned on each unit:

<b>Loan Amount Schedule by Unit Size</b>					
	<b>Efficiency</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
<b>Base Forgivable Loan</b>	\$20,000	\$22,500	\$25,000	\$27,500	\$30,000
<b>Completion Bonus</b>	\$3,000	\$7,000	\$8,000	\$9,000	\$10,000
<b>Total</b>	\$23,000	\$29,500	\$33,000	\$36,500	\$40,000

Completion bonuses are calculated based upon time elapsed between the loan closing date and the date the unit is ready for tenant occupancy. A unit is deemed ready for tenant occupancy when a Certificate of Occupancy has been obtained from the local building authority or jurisdiction.

If you have already completed repairs or construction of your property, and have received the Certificate of Occupancy, you will receive money under the Rental Income Subsidy program, but you will not receive money for construction programs. If you have begun work, but not yet received the Certificate of Occupancy, you may receive money under the construction option, up to the amount of construction/repair remaining as of the date of your application. The remainder will be paid under the Rental Income Subsidy program.

The completion bonus is an installment of the forgivable loan. It will be paid upon verification of the required documentation, and is subject to the default provisions and forgiveness schedules.

The table below shows the schedule of completion bonus amounts:

<b>Completion Bonus By Time</b>					
	<b>Efficiency</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>
<b>6 mos</b>	\$ 3,000	\$ 7,000	\$ 8,000	\$ 9,000	\$ 10,000
<b>9 mos</b>	\$ 2,000	\$ 4,700	\$ 5,300	\$ 6,000	\$ 6,700
<b>12 mos</b>	\$ 1,000	\$ 2,300	\$ 2,700	\$ 3,000	\$ 3,300
<b>More than 12 mos</b>	\$ -	\$ -	\$ -	\$ -	\$ -

If you choose to combine a construction program option (e.g. Program Option B) with the income subsidy program, your completion bonus, if any, will be prorated based on the amount of the base forgivable loan for construction.

## Payment Schedule

If the Small Rental Assistance Program awards you a loan, it will be paid to you on the schedule noted below.

	<b>Program Option A Rental Income Subsidy</b>	<b>Program Option B Repair or Reconstruction of Katrina damage</b>	<b>Program Option C Reconstruction or conversion of non-Katrina damage</b>	<b>Program Option D New construction reimbursement</b>
<b>Payout schedule</b>	Inspection: one-third EOY 1: one-third EOY 2: one-third	Permit: one-half COO: one-half	Permit: one-half COO: one-half	Permit: one-half COO: one-half

For rental subsidy applicants, the loan will be paid in three equal installments. The first installment will be paid once the property successfully passes inspection. The remainder of the loan will be paid in two installments, one at the end of Year 1 of the rental term, and the other at the end of year 2 of the rental term. These dates are measured from the date of successful inspection of the last unit within the property.

For all other Program Options, the loan will be paid in two equal installments. You will receive one-half of the loan amount upon presenting a building permit to MDA. The second installment will be paid when you present a Certificate of Occupancy for the rental unit to MDA, and the property passes an inspection performed by MDA.

If you have elected to participate in multiple program options (e.g. rental income subsidy and reconstruction), you will receive the percentage of your loan award for each option under its schedule. For instance, if you receive a loan award of \$30,000 with \$10,000 for rental income subsidy and \$20,000 for repair reimbursement, \$10,000 of the loan will be paid according to the Income Subsidy payment schedule, and the remainder will be paid according to the Repair Reimbursement schedule.

If you choose to combine a construction program option (e.g. Program Option B) with the income subsidy program, your completion bonus, if any, will be prorated based on the amount of the base forgivable loan for construction. In the example above, for instance, the completion bonus would be two-thirds of the stated amount.

If at any point you are found not in compliance with the program's terms, and you do not correct the non-compliance issue within the time frame allotted by MDA, any future loan disbursements will be canceled.

## **Principal Forgiveness and Interest**

Awards from the Small Rental Assistance Program are interest-free forgivable loans, not grants. Provided you meet the program terms for a period of five years from the date of the Certificate of Occupancy for the last rental unit (or the date of inspection, for rental income subsidy applicants), the full principal of the loan will be forgiven, and no interest will be due.

For all Program Options, the loan principal will be forgiven in three equal-sized amounts, at the end of Years 3, 4, and 5 of the rental term. Again, the rental term begins on the date the Certificate of Occupancy is issued for the last unit in your property, or the date of initial inspection for rental income subsidy properties.

If you receive a completion bonus, the full amount of the completion bonus will be forgiven at the end of Year 5 of the rental term.

Please be aware that the forgiveness of loan principal may be taxable, depending on your personal tax situation. MDA strongly urges you to consult a tax professional in order to determine what effect the program will have on your taxes.

If you fail to meet the program terms, MDA will issue to you a finding of non-compliance that states the issue. You will have 45 days to certify to MDA that the issue has been corrected. If you fail to do so you will be in default of the loan. The remaining principal balance will immediately convert to an interest-bearing demand note. Any scheduled but unpaid loan disbursements will be canceled.

MDA will calculate interest on defaulted loans from the date of the most recent loan disbursement. The interest rate will be set at the London Interbank Offered Rate (LIBOR) plus one percent (1%).

## Affordability Standards

As a requirement of the program, you must agree to abide by MDA and HUD's affordability standards. This includes agreement that all rental units covered by the program will be rented to tenants with incomes at or below 120% of the Area Median Income (AMI). You must also agree to rent a majority of the rental units in an individual property to tenants with incomes at or below 80% AMI.

MDA will revise the affordability standards tables each year based on updated data from HUD. Below are tables showing the latest data for 2007.

<b>Income Limits by County (80% AMI)</b>								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Harrison and Hancock	\$ 27,000	\$ 30,850	\$ 34,700	\$ 38,550	\$ 41,650	\$ 44,700	\$ 47,800	\$ 50,900
Jackson	\$ 28,200	\$ 32,250	\$ 36,250	\$ 40,300	\$ 43,500	\$ 46,750	\$ 49,950	\$ 53,200
Pearl River	\$ 24,200	\$ 27,650	\$ 31,100	\$ 34,550	\$ 37,300	\$ 40,100	\$ 42,850	\$ 45,600

<b>Income Limits by County (120% AMI)</b>								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Harrison and Hancock	\$ 40,500	\$ 46,275	\$ 52,050	\$ 57,825	\$ 62,475	\$ 67,050	\$ 71,700	\$ 76,350
Jackson	\$ 42,300	\$ 48,375	\$ 54,375	\$ 60,450	\$ 65,250	\$ 70,125	\$ 74,925	\$ 79,800
Pearl River	\$ 36,300	\$ 41,475	\$ 46,650	\$ 51,825	\$ 55,950	\$ 60,150	\$ 64,275	\$ 68,400

You will be required to verify tenant income when the tenant initially signs a lease and moves into a rental unit. This income verification is subject to review and audit by MDA. You will not be required to re-verify tenant income if the tenant renews the lease.

If a tenant qualifies under the income requirements at the time of their initial lease signing, he or she may continue to renew the lease and occupy the rental unit, regardless of the amount of income he or she claims at the time of renewal.

On the signing of new leases, a landlord may replace an 80% AMI tenant with a 120% AMI tenant, or vice versa, provided the overall unit mix requirements are followed at all times (i.e. that 51% of the units are rented at the 80% AMI tier).

## Rental Rate Limits

You must agree to abide by MDA's defined rental rate limits as a condition of the program. MDA's rental rates are the maximum allowed rates. You may choose to charge less if you wish to do so. MDA will revise these rental rate limits annually based upon newly released data from HUD. The tables below show the latest data for 2007:

<b>Rental Rate Limits by County (80% AMI)</b>					
	Efficiency	1 BR	2 BR	3 BR	4 BR
Harrison and Hancock	\$ 517.00	\$ 548.00	\$ 640.00	\$ 834.00	\$ 857.00
Pearl River	\$ 416.00	\$ 417.00	\$ 499.00	\$ 609.00	\$ 758.00
Jackson	\$ 445.00	\$ 509.00	\$ 611.00	\$ 841.00	\$ 902.00

<b>Rental Rate Limits by County (120% AMI)</b>					
	Efficiency	1 BR	2 BR	3 BR	4 BR
Harrison and Hancock	\$ 776.00	\$ 822.00	\$ 960.00	\$ 1,251.00	\$ 1,286.00
Pearl River	\$ 624.00	\$ 626.00	\$ 749.00	\$ 914.00	\$ 1,137.00
Jackson	\$ 668.00	\$ 764.00	\$ 917.00	\$ 1,262.00	\$ 1,353.00

These rental rates are designed to be inclusive of utilities. MDA's definition of utilities includes electricity, water/sewer, and gas (if applicable), but excludes telephone and cable.

If you will not be paying utilities on behalf of your tenants, you must subtract a utility allowance from the monthly rental rates listed above. Below is a table showing the utility allowance you should subtract:

<b>Utility Allowance by Unit Size</b>					
	Efficiency	1 BR	2 BR	3 BR	4 BR
Allowance	\$ 50	\$ 75	\$ 85	\$ 100	\$ 115

## **Acknowledgments and Disclaimers**

I agree and acknowledge that the information provided in this application is true and correct as of the date set forth opposite my signature and that any intentional or negligent misrepresentation of the information contained in this application may result in Civil Liability, including monetary damages, to any person who may suffer any loss due to reliance upon any misrepresentation that I have made on this application, and/or in criminal penalties including, but not limited to, fine, imprisonment or both under the provision of Title 18 United States Code Section 1001.

I acknowledge that I have reviewed the MDA Appeals Procedure as found in this application package and agree to abide by its terms.

I acknowledge that MDA, in its sole discretion, reserves the right to adjust the funding pools for Round 1.

I acknowledge that MDA, in its sole discretion, reserves the right to set scoring requirements for application acceptance and rollover into future competitive scoring rounds.

I acknowledge that MDA, in its sole discretion, reserves the right to expand the required information and certifications as part of the application, loan closing, and/or monitoring processes.

MDA, in its sole discretion, reserves the right to limit or adjust the limit on the number of cumulative properties developed by any one applicant, non-profit organization, corporation, or other ownership group. The current limit is set at 25 properties with a maximum of four units per entity for rental subsidy and/or repair applicants (for a total of 100 units). New construction projects are limited to 5 properties with a maximum of four units per property units per ownership entity (for a total of 20 total units).

As of this date all rental units located on the property which is the subject of the above-referenced application for a grant under the Program are unoccupied and are not rented or leased to any tenants. No tenant leases have been terminated and no tenants have been removed or displaced in order to meet this requirement of the Program.

I further certify that, to the best of my knowledge and belief, all the information on and attached to this application is true, correct, complete, and provided in good faith. I understand that false or fraudulent information on, or attached to, this application may be grounds for MDA not making a loan and may be punishable by a fine and/or imprisonment. I understand that any information I give may be investigated.

## Threshold Eligibility and Priority Scoring

All applications will be evaluated according to the information provided in order to determine if the application meets the minimum eligibility threshold. Part of this evaluation will be an assessment of the applicant's credit history, financial capacity to complete the project, and property management history. Determinations of acceptability may include, but are not limited to, the following factors:

- All housing units must be located in Hancock, Harrison, Jackson, or Pearl River Counties, Mississippi
- All rental properties must contain between one and four units
- Applicant must show evidence of site control at the time of application (warranty deed or long-term ground lease)
- Proposed rental units must be a qualified construction type (not be mobile homes or manufactured housing)
- All units must have been offered as rental property on August 29, 2005
- Proposed development must have current access to electricity, water, and sewer/septic (as required by local code)
- Applicant must have satisfactory prior owner/manager experience
- Applicant must have satisfactory credit history
- Applicant must have satisfactory financial capacity

## Scoring Questions

For all applications in any round, the following scoring factors may be used in order to establish funding priority within that round. Please note that your application will only be fully scored if the round you have applied to is over-subscribed:

- 1. Applicant has satisfactory prior owner/manager experience (20 points)**
  - Prior participation in federal, state and local rental programs with no compliance issues
  - Prior Section 8 program participation with no compliance issues
  - No below average REAC scores on other rental property owned without explanation
  - No building code violations without explanation
  - No property liens without explanation
- 2. Applicant has satisfactory credit history (20 points)**
  - Acceptable credit score from a nationally recognized credit reporting company. MDA will consider both current and pre-Katrina credit histories.
  - No bankruptcies without explanations
  - No failure to pay in accordance with terms, without explanations
  - References from lenders for other rental properties owned by applicant
- 3. Applicant/development team has satisfactory financial capacity (20 points)**
  - Sufficient income to pay estimated monthly and annual operating expenses
  - Satisfactory current and long-term debt ratios

- Sufficient resources of funds to complete the proposed project
- No unpaid tax liabilities

**4. Applicant was a Mississippi state resident on August 29, 2005 (10 points)**

- You will receive the points on this scoring factor if:
  - an individual or a sole proprietor maintained a primary residence in the State of Mississippi; or,
  - another form of business entity, e.g., LLC, Corporation, Limited Partnership, Partnership, or similar business entity, was organized or incorporated under the laws of the State of Mississippi; or,
  - the Chairman of the Board, President, or Chief Executive Officer of a Corporation, or a partner, or partners, holding a controlling interest in a Partnership, or a general partner of a Limited Partnership, or, a member, or members, holding a controlling interest of a LLC maintained a primary residence in the State of Mississippi.

**5. Applicant is currently a Mississippi state resident (20 points)**

- You will receive the points on this scoring factor if:
  - an individual or a sole proprietor maintained a primary residence in the State of Mississippi; or,
  - another form of business entity, e.g., LLC, Corporation, Limited Partnership, Partnership, or similar business entity, was organized or incorporated under the laws of the State of Mississippi; or,
  - the Chairman of the Board, President, or Chief Executive Officer of a Corporation, or a partner, or partners, holding a controlling interest in a Partnership, or a general partner of a Limited Partnership, or, a member, or members, holding a controlling interest of a LLC maintained a primary residence in the State of Mississippi.

**6. Applicant's primary residence is located in the state of Mississippi within 75 miles of the rental property (10 points)**

- You will receive the points on this scoring factor if:
  - on the date of application, either the individual or sole proprietor applicant's primary residence, or the business organization's applicant's principal place of business, is located in the State of Mississippi and within 75 miles of the rental property for which application for this grant has been made.

**7. Outside funding commitments (if applicable) have been obtained at the date of application (20 points)**

- If Small Rental Assistance funds will not fully fund repairs or construction needed on the property, outside additional funding commitments must have already been obtained to receive points for this factor.
- If no funding is required beyond the Small Rental Assistance award, the application will receive the points for this scoring factor.

**8. Property is located in an MDA Preferred Development location. (max of 20 points)**

- Four points will be awarded for each item claimed below, for a maximum of 20 points on this scoring factor.
- MDA Preferred Development Locations are defined as any site located within 3 miles of the following:

Workforce center	x 4 points	
School	x 4 points	
Public transportation	x 4 points	
Incorporated municipalities	x 4 points	
Healthcare center	x 4 points	
Total Points		

**9. Property will contain ENERGY STAR® refrigerators. (2 points)**

- Tear sheets from the selected refrigerators may be required.
- To receive these points, all affordable units will be required to have ENERGY STAR® refrigerators.

**10. Property will contain ENERGY STAR® dishwashers. (2 points)**

- Tear sheets from the selected dishwashers may be required.
- To receive these points, all affordable units will be required to have ENERGY STAR® dishwashers.

**11. Property will contain ENERGY STAR® clothes washers. (2 points)**

- Tear sheets from the selected washers may be required.
- To receive these points, all affordable units will be required to have ENERGY STAR® clothes washers.

**12. Property will contain ENERGY STAR® clothes dryers. (2 points)**

- Tear sheets from the selected dryers may be required.
- To receive these points, all affordable units will be required to have ENERGY STAR® clothes dryers.

**13. Property will contain ENERGY STAR® water heaters. (2 points)**

- Tear sheets from the selected water heaters may be required.
- To receive these points, all affordable units will be required to have ENERGY STAR® water heaters.

**14. Property will contain a central heating or air conditioning unit in excess of 14 SEER or 95 percent AFUE (10 points)**

- SEER (Seasonal Energy-Efficiency Rating) is a comparative indicator of an air conditioner's efficiency.
- AFUE (Annual Fuel Utilization Efficiency) is the measure of a gas furnace's efficiency in converting fuel to energy – the higher the rating, the more efficient the unit.
- Tear sheets from the selected units may be required.

- If there is one heating or air conditioning unit for the entire rental property, then that unit must meet this standard. If all rental units within a property have their own heating or air conditioning unit, then all affordable units will have to meet this standard to receive these points.

**15. Property will incorporate other design features designed to reduce ongoing operational or maintenance costs (max of 15 points)**

- This scoring factor only applies to new construction projects.
- Five points will be awarded for each design feature proposed, up to a maximum of 15 points on this scoring factor.
- These include, but are not limited to, extended-warranty roofing and floor covering materials, and mildew-resistant siding and paints.

**16. Property will be built in excess of the following total-unit dimensions:**

**600 SF for studios, 720 SF for one-bedroom units, 960 SF for two-bedroom units, 1,080 SF for three-bedroom units, and 1,440 SF for four-bedroom units. (15 points)**

- All assisted units within the property must meet the size requirements. For example, if a property has three assisted units -- a one-bedroom, a two-bedroom, and a four-bedroom, then the one-bedroom must exceed 720 SF, the two-bedroom must exceed 960 SF, and the four-bedroom must exceed 1,440 SF.

## Scoring Criteria Worksheet

Your Points	Max Points	Scoring Criteria
	20	Applicant has satisfactory prior owner/manager experience.
	20	Applicant has satisfactory credit history.
	20	Applicant/development team has satisfactory financial capacity.
	10	Applicant was a Mississippi state resident on August 29, 2005.
	20	Applicant is currently a Mississippi state resident.
	10	Applicant's primary residence is located in the state of Mississippi, within 75 miles of the rental property.
	20	Outside funding commitments (if applicable) have been obtained at the date of application.
	20	Property is located in an MDA Preferred Development Location.
	2	Property will contain ENERGY STAR® refrigerators.
	2	Property will contain ENERGY STAR® dishwashers.
	2	Property will contain ENERGY STAR® clothes washers.
	2	Property will contain ENERGY STAR® clothes dryers.
	2	Property will contain ENERGY STAR® water heaters.
	10	Property will contain central heating or air conditioning in excess of 14 SEER or 95% AFUE.
	15	Property will incorporate other design features designed to reduce ongoing operational and maintenance costs
	15	Property will be built in excess of the following total-unit dimensions: <i>600 SF for efficiencies</i> <i>720 SF for one-bedroom units</i> <i>960 SF for two-bedroom units</i> <i>1080 SF for three-bedroom units</i> <i>1,440 SF for four- bedroom units</i>
	190	<b>MAXIMUM TOTAL POINTS</b>

## Frequently Asked Questions

### General Program Questions

**Q** When will MDA begin accepting applications?

**A** MDA will begin accepting applications in Round 1 of the program beginning on **September 10, 2007**.

**Q** When is the application deadline?

**A** All applications will be due 45 days after the opening of the round. The Round 1 deadline will be **October 26, 2007**.

**Q** Katrina adversely affected my finances and credit score. Can I still qualify for the program?

**A** Yes. We encourage you to apply. MDA understands that local property owners were the hardest hit by Katrina. MDA will consider both pre-Katrina and post-Katrina credit history and financial statements, as well as additional documentation and explanations that you provide.

**Q** What is a forgivable loan?

**A** A forgivable loan is a loan in which the borrower's obligation to repay the loan amount (principal) is waived over time, assuming the borrower remains in compliance with the loan and program terms.

**Q** If I receive a loan, are there any restrictions on how I must spend the money?

**A** Yes. All funds must be spent on the rental property. If you are receiving funds for repair, reconstruction, or new construction, you must use those funds *solely* to cover construction costs. If you receive funds for rental income subsidy, you may use the funds at your discretion to fund the maintenance, upkeep, or upgrade of the rental property.

**Q** Do I have to repay the loans given by the program?

**A** If you comply with the program terms for the full loan term, you will not have to repay any of the loan principal.

**Q** Will I have to pay interest on my loan?

**A** If you comply with the program terms for the full loan term, you will not have to pay any interest on the loan.

**Q What is the full loan term?**

**A** You must meet all of the program terms for a period of five years from the date of the Certificate of Occupancy for the final rental unit (or the initial inspection, for rental income subsidy applicants). Therefore, the loan term does not begin until all units are ready for tenant occupancy.

**Q What happens if I don't comply with the program terms?**

**A** If MDA finds that you are not in compliance with the program terms at any point within the loan period, you will receive a Notice of Noncompliance. This letter will detail the issue, and give you 45 days to correct it. Within those 45 days, you must correct the issue and certify to MDA in writing that you have done so.

**Q What happens if I don't correct a compliance issue within 45 days?**

**A** If you do not correct a compliance issue within 45 days of MDA's notice to you, you will be in default of the loan.

**Q What happens if I default on the loan?**

**A** The remaining loan principal balance will immediately convert into a demand note. This means you will have to repay that amount of principal. You will be obligated to begin making payments on the remaining principal balance. This balance will accrue interest, calculated from the most recent loan disbursement. You also will be subject to the stated termination fees.

**Q How will the loan I receive affect my taxes?**

**A** This depends upon your personal tax situation. MDA strongly advises consulting with a tax professional in order to determine the exact effect applying for the program will have on your taxes.

### **Application Process Questions**

**Q How do you define "property?"**

**A** A property is defined as an individual piece of land, as described by the legal description filed in the county's land records. Each property may contain up to four units in any combination (e.g. four single-family homes, two duplexes, one fourplex, etc.).

**Q Can I apply for aid for multiple properties?**

**A** Yes. In Round 1, you may apply for assistance for up to 25 properties in need of repair, and 5 newly-constructed properties. You must submit a separate application for each property.

**Q What is the maximum number of properties I can receive loans for?**

**A** The maximum number of existing properties is 25. Beyond that limit, you may apply for aid for up to 5 new construction projects (new rental properties). Therefore, the total limit is 30 properties, with a maximum of 5 being new construction.

**Q I own properties located in the four eligible counties, as well as properties outside those counties. Can I still apply to the program?**

**A** Yes, but only for the units located in one of the four eligible counties (Hancock, Harrison, Jackson, or Pearl River).

**Q I own a property with more than four units. May I apply for aid to cover only four of the units in the building?**

**A** No. The Small Rental Assistance Program only covers properties that contain between one and four rental units.

**Q I own property that was vacant on August 29, 2005. Can I apply for this property in Round 1?**

**A** Possibly. Each unit must have been *rental stock* on August 29, 2005. That means it must have been offered for rent, but not necessarily occupied. If you can prove that the unit in question was offered for rent on August 29, 2005, but vacant, the unit is eligible for assistance. If the unit was not offered for rent on August 29, 2005, it is not eligible for assistance.

**Q I bought a property after Katrina. Can I apply for this program?**

**A** If you can establish that the property was offered as rental property on August 29, 2005, you may apply for the program. The Small Rental Assistance Program does not require you to have been the owner of the property on August 29, 2005.

**Q What is acceptable to prove that a property was an available rental on August 29, 2005, even though it may not have been rented?**

**A** You may provide previous rental records (including rent checks, receipts, etc), insurance information, tax records, or an affidavit.

**Q I represent a corporation. How many years must be included in our business plan?**

**A** Five years, plus the repair/construction period. So, if you anticipate that you will need two years to make the units ready for occupancy, you should include seven years in the business plan.

**Q If my spouse is not on the deed for the rental property, are they required to participate in the application process?**

**A** If the property is also the primary residence of you and/or your spouse, then he or she needs to sign all program documents.

**Q What if I don't qualify in Round 1? Can I apply to a future round?**

**A** You do not need to submit a new application if you do not qualify in Round 1. MDA will ask you to complete a certification that affirms all information in your application is still true and correct. You may also make corrections, additions, or changes to your application at this time. Once you do so, MDA will consider your application in a future round.

**Q I was denied an award and I want to appeal. How do I do so?**

**A** You may file an appeal by writing a letter stating your specific disagreement with AMDA's decision, and including any supporting documentation you would like MDA to consider, to the following address:

Mississippi Development Authority  
Post Office Box 66  
Clinton, MS 39060-0066

### **Program Term & Condition Questions**

**Q After the loan term expires, do I still have to abide by the program terms?**

**A** No, after the loan term expires, and the entire amount of the loan principal is forgiven, AMDA will release the covenants on the rental property, and you will no longer be bound by the Small Rental Assistance Program terms.

**Q Can I sell the rental property after the loan term expires?**

**A** Yes. Once the loan term expires, you may sell the rental property without any penalties being assessed.

**Q Why does a unit have to be unoccupied to qualify for the Small Rental Assistance Program?**

**A** The heart of the Small Rental Program is to bring additional rental units on line without changing the nature and consistency of existing neighborhoods.

**Q Are there any restrictions on who I can rent the units to?**

**A** Yes. You must rent all units to tenants with income at or below 120% of Area Median Income (AMI). Additionally, at least 51% of the units in each property must be rented to tenants with income at or below 80% of AMI.

**Q I own a duplex. Do I have to rent both units to tenants at 80% AMI?**

**A** No. For duplexes, the program allows one unit to be rented to a tenant at or below 80% AMI, and one unit to be rented to a tenant at or below 120% AMI.

**Q What is the maximum number of occupants per rental unit size?**

**A** There is no limit defined by the Small Rental Assistance Program. The limit, if any, will be determined by HUD guidelines and according to the local jurisdiction.

**Q Can I charge a different monthly rent amount than the ones listed in this guidebook?**

**A** You may charge less than the listed maximum amounts if you choose to do so. You may not charge more than the amount listed for a particular rental unit size.

**Q How were the maximum rental rates determined?**

**A** The rental rates were provided by the Department of Housing and Urban Development. They are updated annually.

**Q Will tenants be made aware that their landlord is participating in Small Rental Assistance Program?**

**A** The lease application will require that the tenants certify income to meet the program requirements.

**Q Will income need to be re-verified when an existing tenant renews his or her lease?**

**A** No, you will only be required to verify a tenant's income when they apply for an initial lease.

**Q** Am I allowed to rent units to relatives?  
**A** Yes.

### **Environmental Review Questions**

**Q** Are SRA properties subject to environmental regulations?  
**A** Yes. An environmental review will be required.

**Q** What is involved in the environmental review that must take place?  
**A** MDA will send an environmental assessor to your property to take photos and possibly measurements of the property. In many cases, that is all that is needed.

**Q** Do I have to be present when the assessor performs the environmental review?  
**A** No, the initial environmental review does not require a scheduled visit with the owner.

**Q** What happens if the assessor finds a problem in the review or determines that additional environmental conditions apply to my property?  
**A** The assessor may schedule a follow-up appointment with you if more information is needed. If not, MDA will inform you if there is a problem; or if you must comply with any additional requirements.

**Q** What if I can not correct the problem or don't want to?  
**A** You will not receive the forgivable loan unless you are able to correct any problems identified during the environmental review.

**Q** Who pays for the environmental review?  
**A** MDA pays for the initial site survey that is conducted on all properties. If a detailed site survey is needed to ensure compliance with one or more environmental regulatory or statutory requirements, the applicant will pay for that detailed survey.

## Round 1 Term Sheet

	<b>Program Option A Rental Income Subsidy</b>	<b>Program Option B Repair or reconstruction of Katrina damage</b>	<b>Program Option C Reconstruction or conversion of non- Katrina damage</b>	<b>Program Option D New construction reimbursement</b>
<b>Anticipated Application Deadline</b>	October 26, 2007	October 26, 2007	October 26, 2007	October 26, 2007
<b>Eligible Properties</b>	Existing property	Existing property	Existing property	New property
<b>Property Repair, , or Reconstruction required?</b>	No significant damage/No repair necessary	Repair or Reconstruction of Katrina-related damage necessary	Make-ready repairs or reconstruction of non-Katrina-related damage necessary	N/A
<b>Capital Investment Required?</b>	No	Yes	Yes	Yes
<b>Consideration</b>	Forgivable Loan	Forgivable Loan	Forgivable Loan	Forgivable Loan
<b>Payout schedule (max \$30,000)</b>	Inspection: 1/3 EOY 1: 1/3 EOY 2: 1/3	Permit: 1/2 COO: 1/2	Permit: 1/2 COO: 1/2	Permit: 1/2 COO: 1/2
<b>Required Usage</b>	Income subsidy	Construction/repair	Construction/repair	Construction
<b>Funding Reserved</b>	\$40,000,000	\$40,000,000	\$40,000,000	\$40,000,000
<b>Forgiveness schedule</b>	EOY 1: 0% EOY 2: 0% EOY 3: 33% EOY 4: 33% EOY 5: 33%	EOY 1: 0% EOY 2: 0% EOY 3: 33% EOY 4: 33% EOY 5: 33%	EOY 1: 0% EOY 2: 0% EOY 3: 33% EOY 4: 33% EOY 5: 33%	EOY 1: 0% EOY 2: 0% EOY 3: 33% EOY 4: 33% EOY 5: 33%
<b>Default Termination Fee</b>	Year 0-1: \$2,500 Year 1-2: \$2,000 Year 2-3: \$1,500 Year 3-5: \$0	Year 0-1: \$2,500 Year 1-2: \$2,000 Year 2-3: \$1,500 Year 3-5: \$0	Year 0-1: \$2,500 Year 1-2: \$2,000 Year 2-3: \$1,500 Year 3-5: \$0	Year 0-1: \$2,500 Year 1-2: \$2,000 Year 2-3: \$1,500 Year 3-5: \$0
<b>Default Interest</b>	LIBOR plus 1%	LIBOR plus 1%	LIBOR plus 1%	LIBOR plus 1%
<b>Default Interest Term</b>	Based on loan distribution and origin of default determination.	Based on loan distribution and origin of default determination.	Based on loan distribution and origin of default determination.	Based on loan distribution and origin of default determination.
<b>Property Sale Triggers Default?</b>	Yes	Yes	Yes	Yes
<b>Property Rental Restrictions</b>	51% of units must rent at 80% AMI tier for five years	51% of units must rent at 80% AMI tier for five years	51% of units must rent at 80% AMI tier for five years	51% of units must rent at 80% AMI tier for five years
<b>Monitoring and Compliance</b>	1. Code housing 2. Program compliance 3. Cure fees	1. Code housing 2. Program compliance 3. Cure fees	1. Code housing 2. Program compliance 3. Cure fees	1. Code housing 2. Program compliance 3. Cure fees
<b>1099 Required?</b>	Yes	No	Yes	Yes
<b>Environmental Review Required?</b>	Yes	Yes	Yes	Yes

## Small Rental Assistance Program Contact Sheet

Service Centers	Hours of Service
Jackson County Service Center Singing River Mall 2800 US Highway 90, Suite 1146 Gautier, MS 39553	Monday-Friday 10AM to 6 PM (Ask for the Small Rental Specialist)
Harrison County Service Center Prime Outlets - Gulfport 10000 Factory Shops Blvd, Suite 110 Gulfport, MS 39505	Monday-Friday 10AM to 6 PM (Ask for the Small Rental Specialist)
Hancock County Service Center Hancock County Government Center 3068 Longfellow Drive, Building 6A Bay St. Louis, MS 39520	Monday-Friday 8AM to 6 PM (Ask for the Small Rental Specialist)
Call Center	Hours of Service
866-369-6302 or 601-576-5700	Monday-Friday 8AM to 5 PM
Other Contact Information	
<b>MDA Website:</b> <a href="http://www.mississippi.org">www.mississippi.org</a>  <b>HAP Website:</b> <a href="http://www.mshomehelp.gov">www.mshomehelp.gov</a>	<b>Helpdesk Email</b> - Applicants can also email questions to the helpdesk, instead of calling the Call Center. The email address is: <a href="mailto:helpdesk@mshomehelp.gov">helpdesk@mshomehelp.gov</a>
<b>Complaints</b> – Applicants who feel that they have been treated unfairly during any phase of the application process, can email or call the following: <ul style="list-style-type: none"> <li>• <a href="mailto:complaints@mshomehelp.gov">complaints@mshomehelp.gov</a></li> <li>• 800-401-6354</li> </ul>	<b>Send any written correspondence or supplemental information to:</b>  MDA Small Rental Assistance Program P.O. Box 66 Clinton, MS 39060-0066

## Mississippi Development Authority Small Rental Assistance Program Application

The Small Rental Assistance Program is federally funded. The information collected below will be used to determine whether your application qualifies under the Small Rental Assistance Program. It will not be disclosed other than to the State of Mississippi or its agents without your consent, except for verification of information, or as required and permitted by law. You do not have to provide this information, but if you do not, your application for assistance may be delayed or rejected.

In addition to the application, you must provide:

1. A Consent for Non-Public Personal Information Release form (included in the application), signed by each owner, co-owner, director, or principal officer listed in the application.
2. A copy of the warranty deed, or other documents establishing site control for the property.
3. A copy of the current mortgage statement.
4. A description of the repair work needed on the property, and a contractor's estimate for the expected cost.
5. Utility bills or other documentation that show the property on your application **currently** has access to electricity, water, and sewer/septic (as required by local code).
6. Copies of all Deeds of Trust and/or loan agreements for loans on the rental property.

Individual owners and all Co-Owners must provide:

7. A personal financial statement (for individual owners and co-owners).

Business interests and non-profit organizations must provide:

8. A business plan (for corporations, LLCs, and partnerships).
9. Organizational Documents for corporations, LLCs, and partnerships. These are Articles of Incorporation, LLC Agreements, or Partnership Agreements.
10. Evidence that the business entity is in good standing to transact business in Mississippi

Complete the Small Rental Assistance Program Application accurately, to the best of your ability. ***You must also enclose a check for the \$50 application fee, payable to Mississippi Development Authority.*** The application fee is refundable on loan award. Return the documents to the address below:

Mississippi Development Authority  
Small Rental Assistance Program  
Post Office Box 66  
Clinton, MS 39060-0066

### Section 1 - Eligibility Information

These questions are used to gauge your eligibility for the program:

1. Is the property located in Hancock, Harrison, Jackson, or Pearl River Counties, Mississippi?  Yes  No
2. Does/Did/Will the property contain between one (1) and four (4) units?  Yes  No
3. Are all units of a qualified construction type (i.e. **not** manufactured housing or mobile homes)?  Yes  No
4. Do all units currently have access to electricity, water, and sewer/septic (as required by local code)?  Yes  No
5. Do you and/or the ownership entity you represent, **currently** have site control on this property?  Yes  No
6. Was a grant paid by the Homeowner Assistance Program (HAP) for the unit(s) in question?  Yes  No
7. Were all existing units offered as residential rental units on August 29, 2005?  N/A  Yes  No



### Section 5- Individual/Primary Owner Information

If you are the only owner of this property, and you do not own it through a corporation, complete this section. If you are the primary owner of a group of individuals that own this property, complete this section and also complete the information section on all co-owners on the next page. If you are a corporation, LLC, or non-profit organization, skip to Section 6.

Information about race, ethnicity, gender, and household size is *not* required and will never affect your scoring or the amount of funding you receive. The Small Rental Assistance Program is federally funded and, as such, is required to report demographic information to the Department of Housing and Urban Development (HUD). You are not required to provide this information, but are encouraged to do so.

Prefix: <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		First Name	Middle Name	Last Name
Suffix: <input type="checkbox"/> Sr. <input type="checkbox"/> Jr. <input type="checkbox"/> Other _____				
Current Address		City	State	ZIP Code
Mailing Address (same as Current Address <input type="checkbox"/> )		City	State	ZIP Code
Daytime Phone/TTY:			Evening Phone/TTY:	
Social Security No	Date of Birth	Current Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried (single, divorced, or widowed) <input type="checkbox"/> Legally Separated		
Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Household Size:

If you have co-owner(s), please proceed to Section 7 on page 4. Otherwise, please continue to Section 8 on page 5.

### Section 6 - Business Entity Information

Organization Name				
Legal Status <input type="checkbox"/> Partnership <input type="checkbox"/> Non-profit Organization <input type="checkbox"/> Corporation <input type="checkbox"/> Limited-liability Company LLC		Minority Business Information <input type="checkbox"/> Minority Business Enterprise <input type="checkbox"/> Women's Business Enterprise		
Federal Tax ID		Mississippi Tax ID		DUNS Number
Physical Address	City	State	ZIP Code	County
Mailing Address (same as Physical <input type="checkbox"/> )	City	State	ZIP Code	County

Please attach a page to your application listing the corporation's officers. If the entity is a managed LLC, please list the manager(s). If the entity is a limited partnership, please list the general partner(s). *You must also provide Social Security Numbers for all directors and principal officers.* Then, continue to Section 8 on page 5.

## Section 7 - Co-Owner Information

This information must be provided for all co-owners of the rental property. If you have more than three (3) co-owners, please make as many copies of this page as necessary to complete the information for all co-owners.

**Co-Owner #** \_\_\_\_\_

Prefix: <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		First Name:		Middle Name:		Last Name:	
Suffix: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Other _____							
Street Address							
City		State	ZIP Code	Social Security No		Date of Birth	
Daytime Phone/TTY:				Evening Phone/TTY:			
Email Address							

**Co-Owner #** \_\_\_\_\_

Prefix: <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		First Name:		Middle Name:		Last Name:	
Suffix: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Other _____							
Street Address							
City		State	ZIP Code	Social Security No		Date of Birth	
Daytime Phone/TTY:				Evening Phone/TTY:			
Email Address							

**Co-Owner #** \_\_\_\_\_

Prefix: <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		First Name:		Middle Name:		Last Name:	
Suffix: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Other _____							
Street Address							
City		State	ZIP Code	Social Security No		Date of Birth	
Daytime Phone/TTY:				Evening Phone/TTY:			
Email Address							

## Section 8 - Information for Rental Unit 1

Street Address			
City	State	ZIP Code	County
		Year Built	Date Purchased

**General unit information.** If this is new construction, answer these questions based upon your plans/blueprints.

<b>Program Option(s): You may combine Option A with Options B, C, or D</b> <input type="checkbox"/> A. Rental Income Subsidy <input type="checkbox"/> C. Reconstruction/conversion of non-Katrina damage <input type="checkbox"/> B. Repair of Katrina damage <input type="checkbox"/> D. New Construction				
<b>No. of Bedrooms</b> <input type="checkbox"/> Efficiency <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 4+	<b>Sq. Footage</b>	<b>Currently Occupied?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Rental on 8/29/05?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Last Rent</b> \$

**Last tenant(s).** Provide as much info as known for all tenants age 18 & over. If the unit is new construction, skip this section.

	Tenant Name	Move-In Date	Move-Out Date	Current Mailing Address
<b>Tenant 1</b>				
<b>Tenant 2</b>				
<b>Tenant 3</b>				
<b>Tenant 4</b>				

**Repair/Construction information.** Only answer these questions if you are performing repairs or new construction on this unit. If you have begun construction, provide the amount of remaining construction/repair cost as of the date you apply.

Repair/Construction Cost	SRA Loan Amount	Add'l Financing Needed	<b>Source of Add'l Financing</b> <input type="checkbox"/> Savings/Personal Funds <input type="checkbox"/> SBA Loan <input type="checkbox"/> None needed <input type="checkbox"/> Other _____
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**Construction Status and Intent.** If you *have not* begun construction and/or have not entered into a contract for construction, you are *prohibited* from beginning the construction until you receive your SRAP loan. If you have already begun construction, you may continue but with the risk that your actions may have had an adverse environmental effect. If you are already under contract you may continue the work but only what is specified in the existing contract.

<b>Construction Status</b> <input type="checkbox"/> Construction not started yet <input type="checkbox"/> Construction in progress, but not complete <input type="checkbox"/> Construction complete	<b>Actual/Expected Start Date</b>	<b>Actual/Expected Finish Date</b>				
<b>Construction Intent (check all that apply)</b> <input type="checkbox"/> Repair/Rebuild the structure on the <i>exact same location</i> it was pre-Katrina <input type="checkbox"/> Rebuild the structure with a larger floor plan than the original structure <input type="checkbox"/> Rebuild on a <i>different location</i> within the parcel of property the original structure was on		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Sq. Footage Before</b></td> <td style="width: 50%; border: none;"><b>Sq. Footage After</b></td> </tr> <tr> <td style="border: none; height: 40px;"></td> <td style="border: none; height: 40px;"></td> </tr> </table>	<b>Sq. Footage Before</b>	<b>Sq. Footage After</b>		
<b>Sq. Footage Before</b>	<b>Sq. Footage After</b>					

## Section 9 - Information for Rental Unit 2

Street Address			
City	State	ZIP Code	County
		Year Built	Date Purchased

**General unit information.** If this is new construction, answer these questions based upon your plans/blueprints.

<b>Program Option(s): You may combine Option A with Options B, C, or D</b> <input type="checkbox"/> A. Rental Income Subsidy <input type="checkbox"/> C. Reconstruction/conversion of non-Katrina damage <input type="checkbox"/> B. Repair of Katrina damage <input type="checkbox"/> D. New Construction				
<b>No. of Bedrooms</b> <input type="checkbox"/> Efficiency <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 4+	<b>Sq. Footage</b>	<b>Currently Occupied?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Rental on 8/29/05?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Last Rent</b> \$

**Last tenant(s).** Provide as much info as known for all tenants age 18 & over. If the unit is new construction, skip this section.

	Tenant Name	Move-In Date	Move-Out Date	Current Mailing Address
<b>Tenant 1</b>				
<b>Tenant 2</b>				
<b>Tenant 3</b>				
<b>Tenant 4</b>				

**Repair/Construction information.** Only answer these questions if you are performing repairs or new construction on this unit. If you have begun construction, provide the amount of remaining construction/repair cost as of the date you apply.

Repair/Construction Cost	SRA Loan Amount	Add'l Financing Needed	<b>Source of Add'l Financing</b> <input type="checkbox"/> Savings/Personal Funds <input type="checkbox"/> SBA Loan <input type="checkbox"/> None needed <input type="checkbox"/> Other _____
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**Construction Status and Intent.** If you *have not* begun construction and/or have not entered into a contract for construction, you are *prohibited* from beginning the construction until you receive your SRAP loan. If you have already begun construction, you may continue but with the risk that your actions may have had an adverse environmental effect. If you are already under contract you may continue the work but only what is specified in the existing contract.

<b>Construction Status</b> <input type="checkbox"/> Construction not started yet <input type="checkbox"/> Construction in progress, but not complete <input type="checkbox"/> Construction complete	<b>Actual/Expected Start Date</b>	<b>Actual/Expected Finish Date</b>		
<b>Construction Intent (check all that apply)</b> <input type="checkbox"/> Repair/Rebuild the structure on the <i>exact same location</i> it was pre-Katrina <input type="checkbox"/> Rebuild the structure with a larger floor plan than the original structure <input type="checkbox"/> Rebuild on a <i>different location</i> within the parcel of property the original structure was on		<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>Sq. Footage Before</b></td> <td style="width: 50%; border: none;"><b>Sq. Footage After</b></td> </tr> </table>	<b>Sq. Footage Before</b>	<b>Sq. Footage After</b>
<b>Sq. Footage Before</b>	<b>Sq. Footage After</b>			

**Section 10 - Information for Rental Unit 3**

<b>Street Address</b>			
<b>City</b>	<b>State</b>	<b>ZIP Code</b>	<b>County</b>
		<b>Year Built</b>	<b>Date Purchased</b>

**General unit information.** If this is new construction, answer these questions based upon your plans/blueprints.

<b>Program Option(s): You may combine Option A with Options B, C, or D</b>				
<input type="checkbox"/> A. Rental Income Subsidy		<input type="checkbox"/> C. Reconstruction/conversion of non-Katrina damage		
<input type="checkbox"/> B. Repair of Katrina damage		<input type="checkbox"/> D. New Construction		
<b>No. of Bedrooms</b> <input type="checkbox"/> Efficiency <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 4+	<b>Sq. Footage</b>	<b>Currently Occupied?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Rental on 8/29/05?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Last Rent</b> \$

**Last tenant(s).** Provide as much info as known for all tenants age 18 & over. If the unit is new construction, skip this section.

	Tenant Name	Move-In Date	Move-Out Date	Current Mailing Address
<b>Tenant 1</b>				
<b>Tenant 2</b>				
<b>Tenant 3</b>				
<b>Tenant 4</b>				

**Repair/Construction information.** Only answer these questions if you are performing repairs or new construction on this unit. If you have begun construction, provide the amount of remaining construction/repair cost as of the date you apply.

<b>Repair/Construction Cost</b>	<b>SRA Loan Amount</b>	<b>Add'l Financing Needed</b>	<b>Source of Add'l Financing</b> <input type="checkbox"/> Savings/Personal Funds <input type="checkbox"/> SBA Loan <input type="checkbox"/> None needed <input type="checkbox"/> Other _____
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**Construction Status and Intent.** If you *have not* begun construction and/or have not entered into a contract for construction, you are *prohibited* from beginning the construction until you receive your SRAP loan. If you have already begun construction, you may continue but with the risk that your actions may have had an adverse environmental effect. If you are already under contract you may continue the work but only what is specified in the existing contract.

<b>Construction Status</b> <input type="checkbox"/> Construction not started yet <input type="checkbox"/> Construction in progress, but not complete <input type="checkbox"/> Construction complete	<b>Actual/Expected Start Date</b>	<b>Actual/Expected Finish Date</b>
<b>Construction Intent (check all that apply)</b> <input type="checkbox"/> Repair/Rebuild the structure on the <i>exact same location</i> it was pre-Katrina <input type="checkbox"/> Rebuild the structure with a larger floor plan than the original structure <input type="checkbox"/> Rebuild on a <i>different location</i> within the parcel of property the original structure was on	<b>Sq. Footage Before</b>	<b>Sq. Footage After</b>

## Section 11 - Information for Rental Unit 4

Street Address			
City	State	ZIP Code	County
		Year Built	Date Purchased

**General unit information.** If this is new construction, answer these questions based upon your plans/blueprints.

<b>Program Option(s): You may combine Option A with Options B, C, or D</b> <input type="checkbox"/> A. Rental Income Subsidy <input type="checkbox"/> C. Reconstruction/conversion of non-Katrina damage <input type="checkbox"/> B. Repair of Katrina damage <input type="checkbox"/> D. New Construction				
<b>No. of Bedrooms</b> <input type="checkbox"/> Efficiency <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 4+	<b>Sq. Footage</b>	<b>Currently Occupied?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Rental on 8/29/05?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Last Rent</b> \$

**Last tenant(s).** Provide as much info as known for all tenants age 18 & over. If the unit is new construction, skip this section.

	Tenant Name	Move-In Date	Move-Out Date	Current Mailing Address
<b>Tenant 1</b>				
<b>Tenant 2</b>				
<b>Tenant 3</b>				
<b>Tenant 4</b>				

**Repair/Construction information.** Only answer these questions if you are performing repairs or new construction on this unit. If you have begun construction, provide the amount of remaining construction/repair cost as of the date you apply.

Repair/Construction Cost	SRA Loan Amount	Add'l Financing Needed	<b>Source of Add'l Financing</b> <input type="checkbox"/> Savings/Personal Funds <input type="checkbox"/> SBA Loan <input type="checkbox"/> None needed <input type="checkbox"/> Other _____
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**Construction Status and Intent.** If you *have not* begun construction and/or have not entered into a contract for construction, you are *prohibited* from beginning the construction until you receive your SRAP loan. If you have already begun construction, you may continue but with the risk that your actions may have had an adverse environmental effect. If you are already under contract you may continue the work but only what is specified in the existing contract.

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<b>Sq. Footage Before</b>	<b>Sq. Footage After</b>					

## Priority Scoring Questions

The following selection criteria were developed by the Mississippi Development Authority for use in Round 1 of the Small Rental Assistance program. These will be used to score your application, if and only if the Round you have applied to is over-subscribed. Please *only* check the statements that apply to this rental property, property owner(s), or to your repair or reconstruction plans. MDA will verify the responses you provide.

- Applicant must have satisfactory prior owner/manager experience
  - Prior participation in federal, state and local rental programs with no compliance issues
  - No below average REAC scores on other rental property owned without satisfactory explanation
  - Prior Section 8 program participation with no compliance issues
  - No building code violations without acceptable explanation
  - No property liens without acceptable explanation
- Applicant must have satisfactory credit history
  - Acceptable credit score from a nationally recognized credit reporting company
  - No bankruptcies without acceptable explanations
  - No failure to pay in accordance with terms, without acceptable explanations
  - References from lenders for other rental properties owned by applicant
- Applicant must have satisfactory financial capacity
  - Sufficient income to pay projected monthly and annual operating expenses
  - Satisfactory current and long-term debt ratios
  - Sufficient sources of funds to complete the proposed project
  - No unpaid tax liabilities
- Outside funding commitments (if applicable) have been obtained at the date of application.
- Applicant was a Mississippi state resident on August 29, 2005.
- Applicant is currently a Mississippi state resident.
- Applicant's primary residence is located in the state of Mississippi, within 75 miles of the rental property.
- Property is located in an MDA Preferred Development location.
- Property will contain ENERGY STAR® refrigerators.
- Property will contain ENERGY STAR® dishwashers.
- Property will contain ENERGY STAR® clothes washers.
- Property will contain ENERGY STAR® clothes dryers.
- Property will contain ENERGY STAR® water heaters.
- Property will contain central heating or air conditioning in excess of 14 SEER or 95% AFUE.
- Property will incorporate other design features designed to reduce ongoing operational and maintenance costs
- Property will be built in excess of the following total-unit dimensions:
  - 600 SF for efficiencies*
  - 720 SF for one-bedroom units*
  - 960 SF for two-bedroom units*
  - 1080 SF for three-bedroom units*
  - 1,440 SF for four- bedroom units*

## **MISSISSIPPI DEVELOPMENT AUTHORITY PRIVACY POLICY**

MDA is obligated by law, specifically the Right to Financial Privacy Act of 1978, and the Privacy Act of 1974 (collectively the "Acts"), to inform you of your right to privacy as it relates to all Nonpublic Personal Information ("NPI") used in the process of your application. Keeping your NPI secure, and using it only as necessary to administer the Small Rental Assistance Program and process your application, is MDA's top priority.

The Acts provide that we may access your financial records when considering or administering government loan or loan guaranty assistance to you. We must give a financial institution a certificate of our compliance with the Acts when we first request access to your financial records. No other certification is required for later access. Our access rights continue for the term of any approved assistance program. We do not have to give you any additional notice of our access rights during the term of the assistance.

As part of your application you will be required to consent to MDA accessing information about you from various sources as well as sharing any information obtained about you with various third parties.

### **Types Of Nonpublic Personal Information We Collect**

We collect NPI about you that is provided to us by you or obtained by us from third parties with your authorization or otherwise. We will access, among other things, financial records held by financial institutions, insurance companies and their agents and information available from other state and federal governmental authorities. The necessary NPI includes your social security number, loan balances and information, information about your residence, insurance and claims information, governmental assistance received and any other information MDA needs to evaluate and process your application.

### **Parties To Whom We Disclose Information**

We will not disclose any NPI obtained in the course of the assistance except as required or permitted by law and except pursuant to your consent. Whenever we share information, we stress the confidential nature of information being shared. We may transfer to another government authority any information, including financial records, included in an application or about an approved application as necessary to process that application. We will not permit any transfer of your financial records to another government authority except as required or permitted by law or except pursuant to your consent.

### **Protecting The Confidentiality And Security Of Your Information**

We will retain records relating to the assistance and your application as necessary to assist you in the future and as required by law. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with all applicable laws and regulations.

**MISSISSIPPI SMALL RENTAL ASSISTANCE PROGRAM**

**Consent and Release Form, Nonpublic Personal Information Form**

I (Applicant/Owner/Occupant) do hereby consent to and authorize the Mississippi Development Authority, its partners, affiliates, agents, contractors and their respective assigns (collectively "MDA"), as part of my application for the Mississippi Small Rental Assistance Program (the "Program"), to request, access, review, disclose, release and share any and all Nonpublic Personal Information ("NPI"), whether provided by me in this application or by additional outside third parties with whom I may or may not have a relationship, as necessary for final determination of my eligibility for and the amount of assistance under the Program. I understand and acknowledge that any party disclosing information to the MDA on my behalf is not responsible for any negligent misrepresentation or omission, and I agree to hold such disclosing parties harmless from and against all claims, actions, suits or other proceedings, and any and all losses, judgments, damages, expenses or other costs (including reasonable counsel fees and disbursements), arising from or in any way relating to their disclosure.

As part of this consent, I further authorize MDA and any other financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or any other third party to obtain, use and disclose any of my NPI in their possession, as necessary, to enable MDA to administer the Program and process my application.

I understand and acknowledge that MDA may obtain, use and disclose any NPI received in its investigation of my application with third parties, including those referenced above, as necessary for final determination of my eligibility for and the amount of assistance under the Program.

I acknowledge that I have received and reviewed MDA's privacy policy as it relates to my NPI and my right to privacy associated therewith. I also understand and acknowledge that, as part of that policy, my consent may be revoked at any time with written notice to the MDA. I further understand and acknowledge that any such revocation of this consent may affect my ability to receive assistance under the Program.

By completing and signing this application, I acknowledge and agree to the above and agree that this consent may be furnished on my behalf to any financial institution, lender, insurer, government agency (federal or state), credit bureau, financial service provider or other third party.

\_\_\_\_\_  
**Applicant/Owner Signature**

\_\_\_\_\_  
**Applicant/Owner Name (printed)**

\_\_\_\_\_  
**Date**



## APPEALS PROCEDURE

Any applicant may appeal MDA's loan eligibility decision.

Appeals must be submitted in writing within 60 (sixty) days of the applicant's receipt of MDA's decision. The appeal must explain the specific disagreements with MDA's decision(s). It should include any and all documentation supporting the applicant's position. There is no specific format for appeals, but they *must* include:

1. The applicant's name and current mailing address
2. The applicant's Social Security Number or Federal Tax ID Number
3. The street address of the damaged residence
4. The application number assigned to your applicant's assistance program application

All appeals documents must be mailed to:

Mississippi Development Authority  
Post Office Box 66  
Clinton, MS 39060-0066

MDA will promptly forward all appeals to the Mississippi Development Authority Appeals Board (the "Appeals Board"). MDA will also include a complete copy of the applicant's application file and a written explanation of MDA's position.

The Appeals Board may request additional information from the applicant or from MDA. This information may be requested in any form the Appeals Board specifies.

In its decision, the Appeals Board may affirm, modify, or overturn MDA's decision and may remand any issue to MDA for additional findings or determinations.

The Appeals Board decision will be presented in written form. It will be mailed via regular mail to the applicant's current address.

**Decisions by the Appeals Board are final.** The applicant will have no right to a judicial review of any Appeals Board decision.

All applicants agree to abide by this procedure as part of the application process.

## Applicant Acknowledgements

I agree and acknowledge that the information provided in this application is true and correct as of the date set forth opposite my signature and that any intentional or negligent misrepresentation of the information contained in this application may result in Civil Liability, including monetary damages, to any person who may suffer any loss due to reliance upon any misrepresentation that I have made on this application, and/or in criminal penalties including, but not limited to, fine, imprisonment or both under the provision of Title 18 United States Code Section 1001.

I acknowledge that I have reviewed the MDA Appeals Procedure as found in this application package and agree to abide by its terms.

I acknowledge that MDA, in its sole discretion, reserves the right to adjust the funding pools for Round 1.

I acknowledge that MDA, in its sole discretion, reserves the right to set scoring requirements for application acceptance and rollover into future competitive scoring rounds.

I acknowledge that MDA, in its sole discretion, reserves the right to expand the required information and certifications as part of the application, loan closing, and/or monitoring processes.

I acknowledge that MDA, in its sole discretion, reserves the right to limit or adjust the limit on the number of cumulative properties developed by any one applicant, non-profit organization, corporation, or other ownership group.

As of this date all rental units located on the property which is the subject of the above-referenced application for a grant under the Program are unoccupied and are not rented or leased to any tenants. No tenant leases have been terminated and no tenants have been removed or displaced in order to meet this requirement of the Program.

I further certify that, to the best of my knowledge and belief, all the information on and attached to this application is true, correct, complete, and provided in good faith. I understand that false or fraudulent information on, or attached to, this application may be grounds for MDA not making a loan and may be punishable by a fine and/or imprisonment. I understand that any information I give may be investigated.

Print Applicant Name: \_\_\_\_\_

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

Date: \_\_\_\_\_



**Equal Housing Opportunity**  
**We Do Business in Accordance With the Fair Housing Act**

(The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988)  
**IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE  
OF RACE, COLOR, RELIGION, SEX, DISABILITY, FAMILIAL STATUS  
(HAVING ONE OR MORE CHILDREN), OR NATIONAL ORIGIN.**

Anyone who feels he or she has been discriminated against should send a complaint to:  
U.S. Department of Housing and Urban Development,  
Assistant Secretary for Fair Housing and Equal Opportunity, Washington, DC 20410