

**REQUEST FOR PROPOSALS**  
**Madison County Board of Supervisors,**  
**2013-2014 HOME Program**  
**Application Preparation Services**

The Madison County Board of Supervisors, Mississippi will accept sealed proposals from qualified firms to provide **Application Preparation Services** for the County's 2013-2014 HOME Investment Act Partnerships Program (HOME) Grant which will reconstruct up to five (5) substandard housing units within the County.

The selected firm must have proven ability to effectively implement the rules and responsibilities related to the HOME – Homeowner Rehabilitation Program.

**1. APPLICATION PREPERATION SERVICES**

**APPLICATION PREPARER:** The Application Preparer with the assistance of the County officials and their agents shall gather all information necessary to complete an application for HOME funding, in accordance with State HOME and HUD prescribed requirements. The factors to be considered in evaluation of proposals and their relative importance are set forth below. **Firm must provide a Certificate of Professional Liability Insurance for \$1,000,000.00.**

Those desiring consideration should submit proposals by the time and date stated below and must include the following:

1. **Qualifications:** List of qualifications of each staff person to be assigned to the project.
2. **Experience:** Information regarding the experience of the firm. This should include the types of projects undertaken.
3. **Capacity for performance:** Identify the title of staff available to be assigned to provide services.

Respondents will be evaluated according to the following factors:

- A. Quality of the Proposal 30 Points
- B. Consultant Qualifications and Experience 30 Points
- C. Availability and Capacity of the Consultant 30 Points
- D. Familiarity With the HOME Program 10 Points

The selection will be based upon an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Madison County Board of Supervisors all factors considered. Unsuccessful respondents will be notified in writing as soon as possible.

Interested parties must submit their qualifications for consideration by **December 19, 2013 no later than 3:00 p.m.** Responses received after this time will not be considered.

**Information should be sent to: Madison County Board of Supervisors, ATTN: 2013-2014 HOME RFP, Post Office Box 608 Canton, MS 39046-0608. Proposals may be hand delivered to: Madison County Board of Supervisors, ATTN: 2013-2014 HOME RFP: 146 West Center Street Canton, MS, 39046**

This solicitation is being offered in accordance with state requirements governing procurement of professional services. Accordingly, the Madison County Board of Supervisors reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

**LEGAL SECTION: PUBLICATION DATE: December 5, 2013**

**MADISON COUNTY BOARD OF SUPERVISORS  
HOME INVESTMENT PARTNERSHIPS PROGRAM  
2013-2014 HOME PROJECT  
PUBLIC HEARING NOTICE**

The Madison County Board of Supervisors is considering applying to the Mississippi Development Authority for a HOME Investment Partnership Grant. Under the HOME Investment Partnership Program the Madison County Board of Supervisors can apply for a grant to reconstruct up to five (5) homeowner homes. The State of Mississippi has allocated approximately \$6.9 million in HOME Investment Partnership Grant funds that will be made available to cities and counties on a competitive basis to undertake eligible activities. These funds can be used for the following purposes:

1. to expand the supply of decent, safe, sanitary, and affordable housing;
2. to strengthen the abilities of states and units of general local government to design and implement strategies for achieving an adequate supply of affordable housing ; and
3. to provide participating jurisdictions, on a coordinated basis, with the various forms of federal housing assistance.

The activity for which these funds may be used is in the area of housing rehabilitation. More specific details regarding eligible activities, program requirements, and the rating system will be provided at the public hearing.

**A public meeting will be held on, January 13, 2014 Madison  
County Board of Supervisors Board Room 146 West Center Street  
Canton, Mississippi 39046 at 3:00 p.m.**

The purpose of the hearing is to obtain citizen input into the development of a grant application.

**Please publish one (1) time in the non-legal section of the newspaper enclose within a box. Publish on December 26, 2013**

**Please send invoice and notarized proof of publication to:**

**Send Invoice To:**

Administrator  
Madison County Board of Supervisors  
Post Office Box 608  
Canton, MS 39046-0608

**Send Proof of Publication To:**

Administrator  
Madison County Board of Supervisors  
Post Office Box 608  
Canton, MS 39046-0608

**Send Second Standard Proof of Publication and Whole Page of Publication To:**

James Curtis Smith  
717 Thomas Lane  
Madison, MS 39110  
601-214-5966

**RESOLUTION TO APPLY  
2013-2014 HOME Grant from MDA**

**WHEREAS**, the Madison County Board of Supervisors has an interest in providing homeowner rehabilitation assistance to the County's citizens;  
**WHEREAS**, the Madison County Board of Supervisors desires to provide homeowner rehabilitation assistance by seeking outside funding; and,  
**WHEREAS**, Madison County Board of Supervisors is interested in submitting a Homeowner Rehabilitation Application to the Mississippi Development Authority for 2013-2014 funding;

**NOW, THEREFORE BE IT RESOLVED**, the Madison County Board of Supervisors do hereby show their approval to apply for a Homeowner Rehabilitation Grant. The Board further designates the President to act as a representative of County in this matter and to execute all necessary forms and documents on behalf of the County; and,

Passed this the \_\_\_\_ day of \_\_\_\_\_, 2013.

**Madison County Board of Supervisors**

By: \_\_\_\_\_  
President

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

**ATTEST:**

By: \_\_\_\_\_

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