

Title 6: Economic Development

Part 4: Community Services

Part 4 Chapter 1: Small Municipal and Limited Population County Grant Program (SMLPC)

Rule 1.1 Purpose. The Mississippi Small Municipal and Limited Population County Grant Program (SMLPC), administered by the Mississippi Development Authority (MDA), is designed for making grants to small municipalities and limited population counties or natural gas districts (“Local Sponsors”) to finance projects to promote economic growth in the State of Mississippi (“State”). Funding for grants to Local Sponsors is derived from appropriations or funds otherwise made available by the State Legislature.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008).

Rule 1.2 Eligibility. A small municipality or a limited population county must submit an application to MDA. An eligible municipality, county and gas district is defined as follows:

- A. Small Municipality: a municipality with a population of 10,000 or less, according to the most recent federal decennial census, at the time the application is submitted by the municipality.
- B. Limited Population County: a county with a population of 30,000 or less, according to the most recent federal decennial census, at the time the application.
- C. Natural Gas Districts: districts created by law and meeting the same requirements as small municipalities.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.3 Eligible Projects. Eligible projects financed with Mississippi Small Municipal and Limited Population County Grant Program funds must be publicly owned. All contracts and purchases must be made in accordance with normal bid and purchase laws of a municipality or county. Eligible projects shall have a direct connection to economic development or aid in the creation of jobs. Eligible projects include, but are not limited to:

- A. Purchase, construction or rehabilitation of public buildings to include:
 - (i). Town halls
 - (ii). Libraries
 - (iii). Police Stations
 - (iv). Fire Stations
 - (v). Community Centers
 - (vi). Courthouses
 - (vii). Other Publicly Owned Buildings
- B. Downtown Improvements to include:
 - (i). Sidewalks
 - (ii). Streets (only for town centers)
 - (iii). Lighting
 - (iv). Facade Improvements

- (v). Beautification Improvements (waste receptacles, stop signs, street signs, landscaping, awnings, etc.)
- (vi). Other downtown improvements as approved by MDA

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.4 Restrictions. SMLPC funds may not be used for working capital, for general expenditures, which would normally be covered under a local sponsor's general operation budget, or for administrative expenses. A limited amount of funds may be used for engineering/architectural cost. The amount of these professional services will be limited to an amount not to exceed 10% of the SMLPC grant award amount.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.5 Competition. The SMLPC Program is a competitive program. As such, all funds awarded must be spent for improvements within the scope of the original project description as stated in the grant application. Additionally, if grant recipients complete their project for less than the grant amount awarded, the excess funds can be requested for additional project work as long as there is no change from the scope of the original project. In no case, however, will an approved applicant be allowed to use excess grant funds to pay for project costs that vary from the original project description.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.6 Changes to Original Application. All requested changes and variances from the original application should be made in writing and will be reviewed by MDA on a case-by-case basis.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.7 Steps to Apply. To apply for the Small Municipal and Limited Population County Grant Program, a completed application that is submitted by a Local Sponsor must include:

- A. Purpose of the proposed grant including a list of eligible items and the cost of each;
- B. The estimated cost of the total project, a description of the Local Sponsor's investment in the project, and all public or private sources of funding that have been secured and that will be utilized exclusively for the project;
- C. Time schedule for implementation and completion of the project, evidencing an expeditious completion of the project;
- D. A statement that the specific improvements are necessary for economic development
- E. or job creation;
- F. Engineering documentation;
- G. Current employment levels at the project site and estimated increase, if any, as a result of financing the project; and
- H. Copy of the Local Sponsor's resolution of authorization to apply for grant funds.
- I. One (1) copy of the application must be submitted to the Community Services Division of MDA, Small Municipal and Limited Population County Grant Program, Post

Office Box 849, Jackson, Mississippi 39205 or hand-delivered to the 5th floor of the Woolfolk Office Building.

J. It should be noted that the Executive Director of “MDA” might in his discretion commit grant funds to projects prior to the application deadline. Such commitments would be made only if a specific project is involved and timing of the grant award would have a direct effect on the location or expansion of the project

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.8 General Grant Terms.

- A. The program intent is to stimulate growth and economic development in small communities in the State.
- B. The maximum grant amount, which may be awarded to any one Local Sponsor, will be \$100,000.
- C. The amount of each grant awarded will be based on population, ability of the community to participate in the project, the degree of need for the improvements, the lack of availability of other funding sources, the timeframe required to perform the improvements, the economic impact of the project on the community, and other criteria MDA develops.
- D. Each application will be evaluated on its own merit to meet the intent of the program.
- E. There is a dollar for dollar match requirement. No application will be reviewed that doesn't provide at least a 50/50 match ratio. Matching funds must be in place by the time the application is due to MDA.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.9 Conditions for Disbursement of Funds. A Grant Agreement will be executed between the Local Sponsor and MDA. All funds will flow through the Local Sponsor.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.10 Reimbursement Process. MDA will release SMLPC program funds for services rendered or on a reimbursement basis for approved eligible costs of the project as incurred. The Local Sponsor shall certify to MDA during construction that the expenses were incurred and were in accordance with the plans and application approved by MDA. Funds will be released upon receipt of the SMLPC Program Form of Requisition and supporting documentation from the Local Sponsor. Funds may only be drawn down once a month. Local Sponsors have two (2) years from the date of the Grant Agreement to request reimbursement for SMLPC project costs.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

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Rule 1.2 Eligibility. A small municipality or a limited population county must submit an application to MDA. An eligible municipality, county and gas district is defined as follows:

- A. Small Municipality: a municipality with a population of 10,000 or less, according to the most recent federal decennial census, at the time the application is submitted by the municipality. The term “small municipality” also includes a municipal historical hamlet as defined in Section 17-27-5 of the Mississippi Code of 1972.
- B. Limited Population County: a county with a population of 30,000 or less, according to the most recent federal decennial census, at the time the application is submitted by the municipality.
- C. Natural Gas Districts: districts created by law and meeting the same requirements as small municipalities.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.3 Eligible Projects. Eligible projects financed with Mississippi Small Municipal and Limited Population County Grant Program funds must be publicly owned. All contracts and purchases must be made in accordance with normal bid and purchase laws of a municipality or county. Eligible projects shall have a direct connection to economic development or aid in the creation of jobs. ~~Eligible projects include, but are not limited to:~~

- A. ~~Eligible projects include: Purchase, construction or rehabilitation of public buildings to include:~~
 - (i). ~~Town halls~~ Street and road improvements
 - (ii). ~~Libraries~~ Bridges
 - (iii). ~~Police Stations~~ Utilities
 - (iv). ~~Fire Stations~~ airfields and airport improvements
 - (v). ~~Community Centers~~ Acquisition of or improvements to real property
 - (vi). ~~Courthouses~~ Sidewalks
 - (vii). ~~Other Publicly Owned Buildings~~ Any other project as approved by MDA
- B. ~~Downtown Improvements to include:~~
 - (i). ~~Sidewalks~~

- (ii). ~~Streets (only for town centers)~~
- (iii). ~~Lighting~~
- (iv). ~~Facade Improvements~~
- (v). ~~Beautification Improvements (waste receptacles, stop signs, street signs, landscaping, awnings, etc.)~~
- (vi). ~~Other downtown improvements as approved by MDA~~

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.4 Restrictions. SMLPC funds may not be used for working capital, for general expenditures, which would normally be covered under a local sponsor's general operation budget, or for administrative expenses. A limited amount of funds may be used for engineering/architectural cost. The amount of these professional services will be limited to an amount not to exceed 10% of the SMLPC grant award amount.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.5 Competition. The SMLPC Program is a competitive program. As such, all funds awarded must be spent for improvements within the scope of the original project description as stated in the grant application. Additionally, if grant recipients complete their project for less than the grant amount awarded, the excess funds can be requested for additional project work as long as there is no change from the scope of the original project. In no case, however, will an approved applicant be allowed to use excess grant funds to pay for project costs that vary from the original project description.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.6 Changes to Original Application. All requested changes and variances from the original application should be made in writing and will be reviewed by MDA on a case-by-case basis.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.7 ~~Steps to Apply~~ Application to the Program. To apply for the Small Municipal and Limited Population County Grant Program, a completed application that is submitted by a Local Sponsor must include:

- A. Purpose of the proposed grant including a list of eligible items and the cost of each;
- B. The estimated cost of the total project, a description of the Local Sponsor's investment in the project, and all public or private sources of funding that have been secured and that will be utilized exclusively for the project;
- C. Time schedule for implementation and completion of the project, evidencing an expeditious completion of the project;
- ~~D. A statement that the specific improvements are necessary for economic development or job creation;~~
- D. Engineering documentation (must be on the engineer's letterhead, with his stamp/seal and signature);

- E. Current employment levels at the project site and estimated increase, if any, as a result of financing the project; ~~and~~
- F. Copy of the Local Sponsor's resolution of authorization to apply for grant funds; and
- G. Copy of the Local Sponsor's resolution committing matching funds to the project, if applicable;
- H. One (1) copy of the application must be submitted to the Community Services Division of MDA, Small Municipal and Limited Population County Grant Program, Post Office Box 849, Jackson, Mississippi 39205 or hand-delivered to the 5th floor of the Woolfolk Office Building.
- I. It should be noted that the Executive Director of "MDA" might in his discretion commit grant funds to projects prior to the application deadline. Such commitments would be made only if a specific project is involved and timing of the grant award would have a direct effect on the location or expansion of the project

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

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- A. The program intent is to stimulate growth and economic development in small communities in the State.
- B. The maximum grant amount, which may be awarded to any one Local Sponsor, will be ~~\$100,000~~ \$150,000.
- C. ~~The amount of each grant awarded will be based on population, ability of the community to participate in the project, the degree of need for the improvements, the lack of availability of other funding sources, the timeframe required to perform the improvements, the economic impact of the project on the community, and other criteria MDA develops. Communities with a population of 3,500 or less will not be required to have a match requirement. Communities with a population greater than 3,500 will be required to have at least a 10% match. The 10% match does not have to be cash only.~~
- D. ~~Each application will be evaluated on its own merit to meet the intent of the program. Applications will be due by June 28, 2013 by 4:00 pm MDA time.~~
- E. ~~There is a dollar for dollar match requirement. No application will be reviewed that doesn't provide at least a 50/50 match ratio. Matching funds must be in place by the time the application is due to MDA. If a community has more than one (1) SMLPC grant open, they are not eligible to submit. In addition, if the open SMLPC grant is not at least 50% expended at the time of application submittal, then they are not eligible to submit.~~

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.9 Conditions for Disbursement of Funds. A Grant Agreement will be executed between the Local Sponsor and MDA. All funds will flow through the Local Sponsor.

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Rule 1.10 Reimbursement Process. MDA will release SMLPC program funds for services rendered or on a reimbursement basis for approved eligible costs of the project as incurred. The Local Sponsor shall certify to MDA during construction that the expenses were incurred and

were in accordance with the plans and application approved by MDA. Funds will be released upon receipt of the SMLPC Program Form of Requisition and supporting documentation from the Local Sponsor. Funds may only be drawn down once a month. Local Sponsors have two (2) years from the date of the Grant Agreement to request reimbursement for SMLPC project costs.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)

Rule 1.11 Business Participation/Outreach. The Mississippi Development Authority (MDA), Community Services Division (CSD) encourages maximum opportunity for increased participation by local Minority and Women-Owned Business Enterprises (MBE/WBE) in the procurement of goods and services. The Mississippi Development Authority Minority Business Division at www.mississippi.org and the Mississippi Procurement Technical Center at www.mspsc.com can assist with MBE/WBE outreach efforts.

Source: Miss. Code Ann. § 57-1-18 (Rev. 2008)