



**STATE OF MISSISSIPPI**  
HALEY BARBOUR, GOVERNOR  
**MISSISSIPPI DEVELOPMENT AUTHORITY**  
GRAY SWOOPE  
EXECUTIVE DIRECTOR

April 27, 2010

RE: Reduction in Program Administration Services

In May, 2008, MDA retained Horne, LLP to assist with LTWH program administration, including program start-up, compliance oversight and quality control program development. At the time of this communication, most LTWH projects are well underway, reducing the need for this form of assistance from Horne, LLP. MDA has recognized the decreasing need for such services and has asked for a corresponding reduction in Horne staffing.

This letter is to inform you of the reduction in Long Term Workforce Housing (LTWH) program administration services, effective May 1, 2010. Each LTWH Sub-recipient/sub-grantee is expected to have the internal capacity to fully administer their projects. This expectation is reflected in each contract, specifically stated as:

Each has "the capacity to carry out the Project activities in a timely manner" and agreed "to institute and maintain throughout the Contract Period a properly documented quality control program designed to ensure that the Services are provided at all times and in all respects in accordance with the Contract. The quality control program shall include providing daily supervision and conducting frequent inspections of the sub-recipient's/sub-grantee's staff and ensure that accurate records are maintained describing the disposition of all complaints."

The enclosed attachment provides a general guidance of Horne's discontinued, amended and on-going responsibilities. All sub-recipients/ sub-grantees should review internal policies and procedures, and work towards decreasing any reliance on the Program Administrator to help fulfill your contractual responsibilities.

Questions and/or concerns should be addressed to Lynn Seals, Program Manager, at 601-359-2905. Thank you for your hard work towards making the LTWH Program a success.

Sincerely,

A handwritten signature in cursive script that reads "L Seals".

Lynn Seals  
Program Manager

Attachment A

Reduction in LTWH Program Administration Services  
Effective May 1, 2010

<b>Eliminated duties</b>
Review of environmental documentation (URS will continue to assist with environmental submissions)
Assistance with construction flow
Assistance with report compilation
Assistance with development of contract/budget modifications
Policy and timelines development assistance
Assistance with cash requests compilations
<b>After initial subrecipient training, review only</b>
AMI verification and documentation
Procurement documentation submissions
Report submissions
Contract modifications
Policies, timelines, insurance documents
<b>No change to current duties</b>
DOB processing
Construction oversight and Davis Bacon assistance
Meeting set-up and attendance
Issue resolution assistance
Cash Request review before submission to MDA