

**Mississippi Development Authority  
Small Rental Assistance Program  
Clarifications for  
SRAP Round 1 Application Guidebook v.1.4 (10/01/07)  
SRAP Round 2 Application Guidebook v.1.0 (09/30/08)  
Neighborhood Rental Restoration Project Application Guidebook v.1.0 (08/11/09)  
November 19, 2012**

This Clarification supplants all previous guidance from all other sources. If you have questions which are not addressed by the Guidebooks referenced above or this document, please contact your program analyst.

<b>Clarification of Responsibility to Maintain Tenant Income Verification Records</b>
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The following Clarification is provided to Small Rental Assistance Program (SRAP) and Neighborhood Rental Restoration Project (NRRP) applicants regarding tenant income verification records and lease records.

As clearly provided in the Guidebooks, SRAP and NRRP applicants must maintain all such records which are subject to review at any time, including during an audit or monitoring visit. However, in order to comply with HUD standards, all SRAP and NRRP applicants must provide MDA with a copy of the income verification forms, lease agreement and related documentation within thirty (30) days of the execution of any new lease agreement with a tenant.

MDA reserves the right to supplement this clarification to include additional documentation required by HUD or MDA.