



MICHIGAN HOUSING AND COMMUNITY DEVELOPMENT FUND 2013 APPLICATION

I. APPLICANT INFORMATION	
Applicant Name:	
Address:	
City, State:	Zip Code:
MSHDA Organization Number (if applicable):	Federal EIN#:
Primary Contact:	Phone #:
Title:	Email:
Co-Applicant/MOU Partner (if applicable):	
Primary Contact:	Phone #:
Title:	Email:
II. AUTHORIZED SIGNATORY	
Printed Name:	Organization:
Signature:	Phone #:
Title:	Email:

III. TOTAL FUNDING REQUEST														
IV. AGENCY CLASS Municipality Non-Profit Corporation For-Profit Corporation Land Bank Fast Track Authority Partnership approved by MSHDA (as defined in 2012 NOFA & AP)														
V. PROJECT TYPE (check all that apply) Rental Housing → Complete Proforma I (Multifamily) Community Development → Complete Proforma II & Addendum II (Homebuyer) Permanent Supportive Housing → Complete Proforma III & Addendum III (Supportive Housing)	VI. STATUTORY EARMARK (if applicable) Project that targets extremely low income households including housing for the homeless, supportive housing, transitional housing or permanent housing Housing for persons with physical or mental handicaps and persons living in "Eligible Distressed Areas." Rental housing not qualifying under preferences for special population groups or other preferences contained in the Allocation Plan													
VII. ELIGIBLE FUNDING ACTIVITIES (check all that apply) <table border="0"> <tr> <td>Acquisition</td> <td>Pre-/Development Costs</td> </tr> <tr> <td>Community Development</td> <td>Preservation of Existing Housing</td> </tr> <tr> <td>Down Payment Assistance</td> <td>Rehabilitation</td> </tr> <tr> <td>New Construction</td> <td>Security Deposit Assistance</td> </tr> <tr> <td>Operating/Replacement Reserves</td> <td></td> </tr> <tr> <td>Other:</td> <td></td> </tr> </table>			Acquisition	Pre-/Development Costs	Community Development	Preservation of Existing Housing	Down Payment Assistance	Rehabilitation	New Construction	Security Deposit Assistance	Operating/Replacement Reserves		Other:	
Acquisition	Pre-/Development Costs													
Community Development	Preservation of Existing Housing													
Down Payment Assistance	Rehabilitation													
New Construction	Security Deposit Assistance													
Operating/Replacement Reserves														
Other:														

VIII. PROJECT INFORMATION

Project Name:

Project Address/Location:

City, State:

Zip Code:

IX: THRESHOLD REQUIREMENTS

To be considered for funding, applicants must meet **all** of the threshold criteria outlined in the NOFA & AP. Supporting documents should be added as pdf attachments in section XIV (below) and submitted with the final application.

- 1) Submit with the application, a letter of support from the highest elected official, or their designee, for each of the jurisdictions in which the project is located or in which project activities will be conducted.
- 2) Submit with the application data demonstrating that population(s) served shall be at or below 60% AMI (when required).
- 3) Does this proposed project have any outstanding MSHDA Pre-Development loans?

Yes

No

- If yes, provide an explanation outlining loan close-out information and/or attach documentation that loan has been/will be paid in full at the time application.

- 4) Does this proposal meet the requirements established in the MSHDA Statute (Act 346 of 1966)?

Yes

No

- If yes, please describe.



- 5) Can the development team for this project demonstrate compliance with all other developments, projects and programs?

Yes No

And is the development team current on all financial obligations, and free of any imposed or pending sanctions or debarment proceedings with the federal government and/or the State of Michigan?

Yes No

- 6) Can this proposal demonstrate entitlement to proceed by the appropriate local unit of government?

Yes No

- If yes, provide a brief explanation and provide appropriate supporting documentation such as zoning, site plan approval, etc.

- 7) Is the applicant or any of the vendors, contractors or partners involved in the funding application for MHCD Funds listed on either the Debarred Vendor List maintained by Michigan's Department of Technology, Management and Budget (DTMB) or the Federal Excluded Parties List System?

Yes No

- If yes, please explain the circumstances that resulted in this listing.

- 8) Are there joint party applicants for MHCD Funding?

Yes No

- If yes, briefly describe the nature of the joint parties' relationship and submit a fully executed Memorandum of Understanding (MOU), Development Agreement, or like document clearly outlining the roles and responsibilities of each party to the agreement.

X: PROJECT NARRATIVE

In no more than two pages, please provide a description of the project including all relevant details such as structural information about the development (e.g., size, total number of units, affordability requirements, development type, population to be served, etc.); the scope of work to be performed on-site; a description of services or amenities, and any project-specific financing requirements. If your project is claiming eligibility under one of three statutory earmarks please provide additional details here (e.g., “eligible distressed area” in which the project is located or type of handicap or housing being proposed, etc.). The narrative must describe how the proposed outcomes will positively impact the surrounding neighborhood/community and detail a proposed methodology for quantifying these outcomes.

XI. PROJECT DETAILS

MSHDA will evaluate and score individual applications on a 50-point scale, with a total of five possible points for each of 10 categories outlined in the NOFA & AP. Supporting documents should be added as pdf attachments in section XIV (below) and submitted with the final application.

- 1) Describe the existing master plan, neighborhood revitalization, blight elimination, brownfield redevelopment, or similar locally endorsed plan for community revitalization and redevelopment (created or substantially updated within the past five years) that this project supports. Include specific details on how the project will meet the goals and objectives outlined in the plan. At a minimum, attach a certified copy of the document upon which this project is relying (e.g., existing master plan, etc.)
- 2) Describe the manner in which the project leverages other funding sources and complete the leveraged funds worksheet in section XIII (below).
- 3) Describe the level of project support within the community and provide supporting documentation of citizen and local government engagement and/or details of the charette-format planning process under which the project was developed.
- 4) Describe the level of income and use diversity in the project. (Projects that demonstrate income and use diversity within a single location or in a location that is adjacent, contiguous, and in direct economic support of a traditional downtown/principle shopping district will score highest in this category).
- 5) Provide supporting documentation that the project demonstrates compliance with universal design principles for accessibility/visitability. Scale: 0% of residential units accessible/visitable = 1 point; 1-25% of residential units accessible/visitable = 2 points; 26-50% of residential units accessible/visitable = 3 points; 51-75% of residential units accessible/visitable = 4 points; 76-100% of residential units accessible/visitable = 5 points.

- 6) Provide supporting documentation (e.g., community map, etc.) that highlights the project location and its calculated Walk Score®.
- 7) Provide proof of project registration and/or certification documenting intention to comply with a nationally recognized green building standard.
- 8) Is the project located in a state and/or federally designated investment/incentive target area?

Yes No

- If yes, please briefly describe the program and provide appropriate written documentation on appropriate letterhead from the administrative agency or highest ranking local official to demonstrate program participation.

- 9) Provide a narrative describing the project applicant's capacity to administer the funding requested that highlights project team roles, responsibilities, demonstrated prior development experience with like projects, and demonstrated relation of project to outcomes.
- 10) Provide data & supporting documentation (e.g., AMI, unemployment, and foreclosure rates, etc.) on the number of persons experiencing poverty, economic and housing distress within the community that the proposed project will be completed.

XII. PROPOSED PROJECT BUDGET

Complete a budget for each proposed Eligible Activity, including leveraged funds (example in MS Excel format below). Projects incorporating the use of MHCD Funds for more than one eligible activity should provide a proposed project budget for each eligible activity. Budget should be added as a pdf attachment in section XIV (below) and submitted with the final application.

Eligible Activity	"MHCD Fund" Amount Requested	Proposed # of "MHCD Fund" Housing Units	Proposed # of Non-Fund Housing Units	Leveraged Dollars
<i>EXAMPLE: Homeownership Program</i>	\$200,000	6	6	\$1M
<i>Down Payment Assistance</i>	\$50,000	6	6	\$250K
<i>Preservation of Existing Housing</i>	\$100,000	6	6	\$500K
Totals*	\$350,000	18	18	\$1.75M

*Totals must correspond to representations made in section XIII Leveraged Funds (below) and corresponding operating proforma (I-III, as applicable). Additional information, such as: cost breakdown, per-unit cost(s), sources/uses of funds, etc. may be requested.

XIII. LEVERAGED FUNDS

For each source of leveraged funds, list the contact person(s), telephone number(s), email(s), funding status and amount of commitment; including whether the status of leveraged funding is “committed or pending,” and the proposed funding date. Provide a brief narrative description for each source including the proposed use of those leveraged funds, and the term of the award. Projects with multiple sources of leveraged funds should provide all required information for each unique funding source. Supporting documents should be added as pdf attachments in section XIV (below) and submitted with the final application.

Funding Source (Organization)	Primary Contact Title	Telephone Email	Status	Amount
			Funding Date:	
Narrative:				
			Funding Date:	
Narrative:				
			Funding Date:	
Narrative:				
			Funding Date:	
Narrative:				
TOTAL LEVERAGE*				

*Total leverage must correspond to representations made in section XII Proposed Project Budget (above) and corresponding operating proforma (I-III, as applicable). Additional information, such as: cost breakdown, per-unit cost(s), sources/uses of funds, etc. may be requested.



XIV. ATTACHMENTS

Submission Requirements

- The application must be submitted on the form located at www.michigan.gov/mshda.
- The signed application and all supporting documents may be submitted in person or via US Mail to: MSHDA, 735 East Michigan Avenue, P.O. Box 30044, Lansing, MI 48909 on or before February 15, 2013 by 4:59 p.m., no exceptions.

OR

- The signed application and all supporting documents may be submitted electronically in **pdf format** smaller than 10MB to MHCDF-Applications@michigan.gov (or by clicking "*submit application*" below) on or before February 15, 2013 by 11:59 p.m., no exceptions.

Questions

Questions about the application may be e-mailed to MHCDF-Applications@michigan.gov until February 8, 2013 by 4:59 p.m. An FAQ will be continually updated and posted to www.michigan.gov/mshda so that answers are available to all potential applicants.