

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
HOUSING INITIATIVES DIVISION (HID)
STATEWIDE HOME RFP COVER LETTER**

I. APPLICANT INFORMATION	
Name:	Phone:
Address:	Fax:
City, State:	Zip:
Main Contact:	Email:
MSHDA Org #:	Federal ID#:
<p>Applicant Type:</p> <p><input type="checkbox"/> Local Unit of Government that is not a HOME Participating Jurisdiction (PJ)</p> <p><input type="checkbox"/> Nonprofit</p> <p>Select Applicable Type(s): <input type="checkbox"/> 501(c)3 <input type="checkbox"/> Land Bank <input type="checkbox"/> Habitat for Humanity Affiliate <input type="checkbox"/> CDC <input type="checkbox"/> CAA</p> <p>Location: <input type="checkbox"/> Nonprofit operating within a HOME PJ area <input type="checkbox"/> Nonprofit operating outside of a HOME PJ area</p> <p>MSHDA CHDO Status:</p> <p>Currently Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Certification Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
II. AUTHORIZED SIGNATORY/CONTACT PERSON.	
Name:	Phone:
Title:	E-Mail:
III. SCOPE OF RFP REQUEST	
TOTAL MSHDA FUNDING REQUESTED: \$	
TOTAL LEVERAGED FUNDS: \$	
Component(s) requested: <input type="checkbox"/> Homeowner Rehab <input type="checkbox"/> Homebuyer – ADR <input type="checkbox"/> Homebuyer – HPR	

BUDGET	HRF Funds Requested	Proposed No. of HRF Units	Proposed No. Of Non-HRF Units	Leveraged Funds
Homeowner Assistance				
Rehabilitation				
Sub-Total				
Homebuyer Assistance				
Rehabilitation				
New Construction				
Sub-Total				
Total				

PROPOSED BUDGET - LEVERAGED FUNDS

For each source of leveraged funds noted on the budget spreadsheet above, list the contact person(s), telephone number(s), status, and dollar amount. Priority will be given to projects with secured leveraging sources.

Status Definitions:

Secured – has a formal executed agreement and/or source documentation stating the dollar amount, source, effective date, and identifies the eligible activities that can be funded. Applicant must upload supporting documentation.

Committed – has an executed pending commitment letter and/or source documentation stating the anticipated dollar amount, tentative effective date (not greater than 90 days) and identifies the eligible activities that can be funded.

Other Status – grantee has not yet received formal commitment and/or executed a secured agreement for proposed leverage dollars.

Source	Contact Person	Telephone	Status	Amount
			<input type="checkbox"/> Secured (Attach Supporting documentation) <input type="checkbox"/> Committed (will occur within 90 days) (Attach Supporting documentation) <input type="checkbox"/> Other (Attach an explanation/documentation for Consideration)	

Narrative:

**Complete this table for each leveraged funding source.
Overall, the total of all tables provided should match the total leveraged funds identified on the budget)**

