

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
HOUSING INITIATIVES DIVISION (HID)  
STATEWIDE MSHDA NEIGHBORHOOD ENHANCEMENT PROGRAM RFP COVER LETTER – ROUND 3**

| I. APPLICANT INFORMATION   |  |
|--|--|
| Name:  | Phone:   |
| Address:   | Fax:   |
| City, State:   | Zip:   |
| Main Contact:  | Email:   |
| MSHDA Org #:   | Federal ID#:   |
| <p><b>Applicant Type:</b></p> <p><input type="checkbox"/> Nonprofit</p> <p><input type="checkbox"/> Nonprofit in a Participating Jurisdiction (PJ)</p> <p><input type="checkbox"/> Local Unit of Government in a non - PJ</p>  |  |
| II. AUTHORIZED SIGNATORY/CONTACT PERSON.   |  |
| Name:  | Phone:   |
| Title:   | E-Mail:  |
| III. SCOPE OF RFP REQUEST  |  |
| <p><b><u>TOTAL MSHDA FUNDING REQUESTED CANNOT EXCEED \$50,000 INCLUDING ADMINISTRATIVE DOLLARS.</u></b></p> <p>PROJECT DOLLARS                   \$ _____</p> <p>ADMINISTRATIVE DOLLARS       \$ _____</p> <p>Note: administrative dollars cannot exceed 10% of project dollars requested.</p> <p><b>TOTAL LEVERAGED FUNDS:       \$ _____ WHICH IS _____% OF TOTAL PROJECT COST</b></p> |  |
| <p><b>Component(s) Type:</b></p> <p><input type="checkbox"/> Housing Enhancement</p> <p><input type="checkbox"/> Beautification</p> <p><input type="checkbox"/> Public Amenity Enhancement</p> <p><input type="checkbox"/> Affordable Homeownership Opportunity (HPR)</p> <p><input type="checkbox"/> Homeowner Emergency Repair</p>   | <p><b>Requested Amount(s) by Type:</b></p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> |

| BUDGET COMPONENT(S)   | HRF Funds Requested | Proposed No. of HRF Units | Proposed No. Of Non-HRF Units | Leveraged Funds |
|---|---------------------|---------------------------|-------------------------------|-----------------|
| Housing Enhancement   |                     |                           |                               |                 |
| Beautification  |                     |                           |                               |                 |
| Public Amenity Enhancement  |                     |                           |                               |                 |
| Affordable Homeownership Opportunity (HPR)  |                     |                           |                               |                 |
| Homeowner Emergency Repair  |                     |                           |                               |                 |
| Administration – Maximum of 10% of NEP Request<br>Example: \$5,000 out of total \$50,000 award. |                     |                           |                               |                 |
| <b>Total</b>  |                     |                           |                               |                 |

**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<br>(Attach Supporting documentation)<br><br><input type="checkbox"/> Committed (will occur within 90 days)<br>(Attach Supporting documentation)<br><br><input type="checkbox"/> Other<br>(Attach an explanation/documentation for Consideration) |        |
| Narrative:  |                |           |   |        |
| <p><b>Complete this table for each leveraged funding source.</b><br/> <b>Overall, the total of all tables provided should match the total leveraged funds identified on the budget)</b></p> |                |           |   |        |