

MISSING MIDDLE AWARD COMMITMENT - WHAT'S NEXT?

****Many of the mentioned forms can be found on the Missing Middle webpage. ****

- ✓ **Background/Credit Check**
 - Developer and all key employee(s) must complete the Background and Credit Check Authorization forms.
 - We are legislatively required to verify the following:
 - Award recipient (developer) and key employees pass a criminal and background check.
 - Award recipient (developer) pass a financial capacity and creditworthiness test.
 - Award recipient (developer) is not under debarment with the US government.
 - Upload completed forms into your secure SharePoint folder and notify your file manager.
 - Background and credit check forms must be received, and individuals cleared by MSHDA before we will enter into a grant agreement.
- ✓ **Award Letter Conditions** - Satisfy any additional conditions specified in the award letter.
- ✓ **Prevailing Wage Requirements** - A prevailing wage chart will be attached to your executed grant agreement and will remain the acceptable wages thru the construction of your project (so long as construction starts within 180 days of executing the grant agreement).
 - Begin distributing and collecting wage related documents, particularly if construction has or will begin before the grant agreement is executed.
 - Prevailing Wage Certification Form – All contractors must complete this document. We recommend you collect them with sworn statements.
 - Prevailing wages pertain to anyone working directly on-site. Ex: a roofer working on-site but not a roofer working in a factory on a modular home.
 - We recommend you upload wage documents to SharePoint as you gather them. You may upload several in one file, particularly if they share a commonality (ex: same contractor; time frame; all volunteer forms).
 - Waiver of Wages forms– Will not apply to most projects as this is for unpaid volunteer(s) working on-site (ex: Habitat For Humanity builds).
- ✓ **Grant Agreement** – We will work together to determine when to execute your grant agreement.
 - Ideally you notify our office shortly before you financially close or as you begin construction so we can draft the grant agreement and circulate for your approval.
 - Once MSHDA has received notification of financial closing and/or construction start, and other required conditions have been satisfied, the grant agreement will be circulated by MSHDA.

AFTER GRANT AGREEMENT IS SIGNED:

- MSHDA will provide you with the fully executed grant agreement.
- You may opt to request disbursement of all or a portion of your award when closing is approaching (ideally scheduled). Arrangements can be made so the funds are disbursed to the title company and available along with your other sources at your financial closing.
- If you intend to have Missing Middle funds disbursed at closing, you must notify your file manager of your intent and allow ample time to ensure:
 - Requirements to execute the grant agreement have been met. The grant agreement must be executed prior to receiving disbursement of any Missing Middle funds.
 - Provide certain documentation and complete necessary steps to allow MSHDA to disburse funds to the title company in time for closing.

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- You may also opt to request disbursement at another time, either during the construction period or once Certificate of Occupancy is obtained. In most cases, if requested after closing has occurred, the funds will be disbursed directly to the awardee.
- You should begin or continue collecting wage related documents as explained above. You can also begin uploading them into SharePoint, so they are ready when you seek disbursement.
- You will begin remitting quarterly reports on a project specific MSHDA form which we will provide once the grant agreement is executed.
 - Reports can be uploaded into your new SharePoint folder or emailed to your file manager.
 - Quarterly reports are due the 14th of the month following the end of a quarter. For example, a report for the period of January-March is due April 14th.
 - Quarterly reporting timeline is Exhibit G of your grant agreement and is also available on the Missing Middle webpage.
- Post disbursement, you will continue to be monitored to ensure all required documents (including wage certifications) are provided. More details on this phase once you have a grant agreement.
 - At some point, your project will transition over to MSHDA Compliance, and your resident information monitored annually. This would include household income and rental rate (or mortgage payment) monitoring. The timing of this transition could vary by project type. For example, this could happen in phases if you have multiple homes (addresses) or buildings coming on-line and being disbursed separately.
 - MSHDA Compliance annual reporting is separate from the quarterly reporting you will be required to provide. Quarterly reporting is a federal requirement and cannot end until the project is 100% complete and disbursed. MSHDA will notify you when to cease the quarterly reporting.