

Opting into New Streamlined Oversight: **Yes** **No**

If yes is selected, the agency is electing to utilize this document to certify eligibility of household and confirming that all required compliance documents are uploaded within IGX and/or available upon request for the assisted address.

Certification for MI-HOPE Grant #: _____

Assisted Property Address: _____

Homeowner/Tenant Name: _____

Energy Efficiency Activity Reserved and Funded (Total Project Cost): \$ _____

Matches Kinetech Portal OR

Deviation From Portal Explanation: _____

Before full payment reimbursement can be submitted and reviewed, all required activity documentation must be obtained. All activity approvals are verified and guaranteed by MI-HOPE subrecipients, according to MI-HOPE and Program Guidelines. An activity in IGX must be fully completed and submitted.

BENEFICIARY/HOUSEHOLD INFORMATION

Size of Household: _____

Annual Household Salary: \$ _____

If household income is \$0, MSHDA Approval Date: _____ and proof of approval is on file.

Address & names of household members are complete, correct, and match the Kinetech Portal

The Beneficiary Information is complete for each member of the household

The Income matches the Income Self Certification Form/PDF Application

The property deed has been reviewed and is within compliance standards

The deed to the property verifies: single owner OR multi-owner

NOTE: if there are multiple owners, all parties must agree to the activities and occupant income must be verified.

The Federal Poverty Level (FPL) income of the household is within:

2021:

Federal Poverty Levels									
Household Size	1	2	3	4	5	6	7	8	
Income Limits 300% FPG	\$38,640	\$52,260	\$65,880	\$79,500	\$93,120	\$106,740	\$120,360	\$133,980	

OR

2023 – IGX Amended grants only. Date of amendment approval: _____

2023 Federal Poverty Guidelines									
Household Size	1	2	3	4	5	6	7	8	
Income Limits 300% FPG	\$43,740	\$59,160	\$74,580	\$90,000	\$105,420	\$120,840	\$136,260	\$151,680	

PROPERTY INFORMATION

1) Funded Activities (MSHDA Funded):

- | | |
|--------------------------------------------------------------|-----------------------------------------------------------------|
| Roof \$ _____ | Insulation: \$ _____ |
| Storm Doors/Exterior Doors: \$ _____ | Functioning and up to date exterior security lighting: \$ _____ |
| Windows: \$ _____ | Appliance Upgrades to Energy Star Rating: \$ _____ |
| Modification for Modernization/Efficiency Purposes: \$ _____ | Activity Delivery Costs: \$ _____ |
| Specific Activity: _____ | Energy Audit: \$ _____ |
| _____ | |
| _____ | |

Total of all MSHDA Funded Activities: \$ _____

- 2) The property location is within approved boundaries and zip codes: yes
- 3) All project specifications/work orders have been approved by all parties: yes
- 4) All activities have been completed by licensed and insured contractors: yes
- 5) License, Insurance, and SAM.gov verification for all contactors (and subcontractors, if applicable) has been provided and covers the entire timeframe of the related activities, from start to end of construction. Yes
- 6) Is the activity utilizing volunteer labor?
 - Yes - MSHDA approval date: _____ and proof of approval is on file.
 - No
- 7) Financial Hardship Eligibility – a minimum of one hardship is selected and selections are the same on the Household Income Self-Certification Form and the Kinetech/Portal Application pdf.
 - Yes
 - No (if no hardship is documented, the household is not eligible for MI-HOPE funding)

8) Has this property ever been assisted by MSHDA?

No

Yes – Program Name: _____

If the total of Neighborhood Development Division (NDD) assistance is over \$25,000, NDD Champion approval is required.

Approval Date: _____ and proof of approval is on file

Not Applicable

CONTRACT SECTION

For all activities completed with MI-HOPE funds (excluding appliances), the following documentation is uploaded to the activity in IGX and will be retained locally:

Fully executed contract

The contract was executed after the grant start date

SAM.gov documentation

License*

Insurance*

*Proof of the builder/contractor’s insurance and license span the entire activity, from start (contract signature) to completion (date on final Approval and Request for Contractor Payment)

NOTE: The contract selection check box is part of the MSHDA review process, and will be completed, when appropriate, by a MSHDA employee.

SUPPORTING DOCUMENTATION

1) Pictures uploaded

External picture of the home, with the address clearly visible

Before pictures for all MI-HOPE funded activities

After pictures for all MI-HOPE funded activities

NOTE: when possible, before and after pictures should have similar perspectives (angle/distance/etc.)

2) Provide the date all activities were completed: _____

3) The final PDF of the Kinetech application (or a fully executed Final Self Certification Form) is uploaded to the IGX activity and retained locally: Yes

The Kinetech application (and/or Final Self Certification Form) information matches the information provided in the IGX activity. This includes, but is not limited to, beneficiary

information, hardship attestation(s), activities completed with MI-HOPE funds, and household income.

NOTE: if a change is made in Kinetech, an updated PDF must be provided to reflect this change.

- 4) Estimates for all work completed with MI-HOPE funds are uploaded to the IGX activity and retained locally.
- 5) Procurement/cost reasonableness/formal bids obtained for each activity:

2 (at minimum)

3 (required if the gap between the first two quotes/cost estimates is equal to or greater than 25% (rounded) of the lowest quote/cost estimate)

- 6) The energy audit/inspection is uploaded to the IGX activity and retained locally.
- 7) MI-HOPE funded activities are prioritized within the energy audit/inspection, which is reflected in the final savings amount.
- 8) Approval and Request for Contractor Payment

The MI-HOPE form (found on the website) is used

For each activity completed with MI-HOPE funds:

The form is fully complete and executed.

The form(s) certify that 100% of the project has been completed

The total payment amount lines up with the selected estimate and change orders, if applicable. If the payment amount changed by less than 10% (therefore no change order was required), please note the discrepancy in the notes section at the end of this form.

- 9) Lead Applicable - documentation uploaded to IGX and retained locally

Not Applicable

- 10) Asbestos Applicable – documentation uploaded to IGX and retained locally

Not Applicable

OTHER

Taxes, insurance, and mortgage/rent are current. This documentation is uploaded to Kinetech and retained locally.

All application data entry requirements in IGX have been met.

All documentation is current.

The application has been fully reviewed at the local level (by the MI-HOPE subrecipient) and is within all MI-HOPE and Program Guidelines.

The application is in the funded status in Kinetech.

All applicable documentation is retained locally and is available upon request.

Notes, including any deviation from standard practice (with documentation attached as needed):

Under penalties of perjury, I declare that I have examined this certification statement, and to the best of my knowledge and belief, the supporting documentation provided, and the household eligibility facts provided are consistent, true, correct, and complete.

I also understand and provide consent for MSHDA and/or its Subrecipient Agency to verify accuracy of the certified information and determine if it is in compliance with the program requirements and policies and federal regulations.

Agency Name: _____

Printed Name of Authorized Agency Signatory: _____

Title of Authorized Agency Signatory: _____

Signature: _____ Date: _____

False Statements – Parties signing this certification form understand that making false statements or claim in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.