

MI NEIGHBORHOOD APPLICATION SUBMISSION INSTRUCTIONS

MSHDA is pleased to announce that the Neighborhood Development Division (NDD) is launching the MI Neighborhood 3.0 Program which will provide up to \$30 million in HCDF and \$30 million CDBG dollars in funding to be regionally distributed statewide for housing activities. The application process streamlines access to two main housing activities: rehabilitation and new units. MI Neighborhood provides applicants with the ability to bundle multiple activities and apply for multiple activities within a single application. Prioritization of the activity types requested will be required within the application submission.

MI Neighborhood is a blend of funding in response to the regional action plans strategic alignment with the Statewide Housing Plan. MI Neighborhood applications will be submitted to the NDD division via the IGX grant management system. Applicants must be able to mobilize quickly to meet the immediate action response that is desired which is to fully expend and complete all proposed projects within twenty-four (24) months of award.

Below are submission instructions to provide clarity on application response expectations. In addition to this document please refer to the MI Neighborhood Ten Steps and Program Overview documents for further guidance.

Once applications are evaluated and a funding determination is made, a written reservation memorandum will be prepared contingent upon the following occurring:

- all local approvals through a public hearing and board resolution if applicable based on funding source and/or local requirements.
- completion of an Annual Profile Review (APR) (formally known as the Partnership Profile) which is not required at the time of application submission but is required pre-grant execution. The APR's purpose is to review the organizational and financial capacity of the applicant and is required of all agencies receiving grant funds from MSHDA. NDD will evaluate whether the APR is needed and will instruct prospective grantees on the next steps within the reservation memorandum; and
- if a reservation memorandum is provided, applicants who use the immediate access request options will be required to register their organization and authorized official permanently in the IGX system using the NEW user link on the IGX logins screen. The Authorized official, the highest elected person of the agency, can review, approve, submit, and electronically sign grant agreements. The second role is the Administrator; this person can create and edit documents but will not be able to submit. After the Authorized official is granted access, they can then add staff via the system access form on the dashboard of their login screen, via the system access form.

Within the application submission, for new units, rental rehabilitation, and/or unoccupied rehabilitation units, a proforma template will be required to underwrite deal structure to ensure feasibility standards are met and/or exceeded on a per unit basis.

Step 1: Fill out the MI Neighborhood Application Access Request, then Save and Proceed. Login with the username and password based on the email sent by the system. This should occur in real time – no delayed response.

1. On the screen select My Opportunity – NDD MI Neighborhood Application
2. Select Proceed which will load the application.
3. Choose Application Information on the left-hand side.

The application has multiple dynamic component questions based on activity selection. The bulleted list below outlines the initial application intake questions that are not specific to project activity. In addition to the overall application questions there are project activity specific questions.

Overall general application items within the system required for all submissions:

- **Activity Component Requested:** Select all applicable activity components that will be proposed, and funding is requested to undertake. Refer to Program Overview for activity detail.
- **Applicant Type:** Select the type of agency applying and enter applicable submitting agency's legal name(s). **Note:** Agency applying must own the land or structure that the application is for. **If partnership, upload Partnership Agreement/Operating Agreement.** All supporting documents provided must reflect that legal name(s) or a written explanation regarding the discrepancy is necessary. **Note:** Single Applicant names are tied to the initial applicant information data entry.
 - *Local Unit of Government* – written agency letter is sufficient.
 - *Non-Profit* – (If applicable upload 501C3 certification form to confirm eligibility.
 - *Other Agency Type* – Upload a written description of the agency type and supporting documentation of its composition including length of time in existence, overall mission and how it ties to housing, and the agency structure overall including specific contact information for its leadership person(s). **Note:** 1. If the component type is New Unit or Unoccupied Rehab, applicants must own the properties or parcels. 2. No individuals can apply – contact local agencies for housing resources currently offered.
 - **Letters of Support are required.** 1) Provide a dated and signed support letter from the applicant agency outlining the partnership structure proposal, and support of the application 2) If not applying as a single applicant: Provide a support letter from each applicable community and/or county that the project activities are proposed to take place in. The supporting acknowledgement letter(s) should be from all partners and should indicate verification of support for the MI Neighborhood initiative for the proposed application content and outline their roles and responsibilities in the proposed housing activity.
- **Applicant Structure:** Select the type of applicant structure for your agency and upload supporting documentation. Examples including LARA documentation (Developer) are needed or a W2 or 501 3 C (Non-Profit) documentation. This is only applicable for nonprofits and developers.
- **Organizational Service Area:** Select the boundary focus type, enter a narrative description, and upload a labeled map of the proposed service area. This is the service area of the organization, not project specific.
- **Organizational History/Capacity:**
 - Describe the Applicant's housing mission and/or strategic goals
 - Experience with housing activities and capacity to carry out the proposed grant activities.
 - Experience with community and neighborhood work.
 - Previous grant management administration/oversight experience.
 - Please list grants administered, developed, or rehabbed within the last five years, units implemented of the same activity type that have been fully completed and successfully sold and/or rented by an applicant.
 - Identify how many grants your organization has received in the last 5 years. Provide information associated with those grants including how many grants were successfully completed and closed out as well as provide information regarding any grants awarded but then terminated without spending all the money.

- **Community Eligibility:** Within which Housing Partnership is your project located? Choose region, then select county from the dropdown box to reflect where funding will be used. If your project covers more than one region, please pick all that apply.
- **Regional Plan Correlation and Local Need:** When responding to the section below include the following items either within the text box provided and/or within the uploaded document:
 - Provide the agency with specific housing objectives that are correlated to the plan and identify the specific section of the plan with the specific goal that is directly related to the application submission including prioritization of activities.
 - Provide a description of the current active role your agency and staff members have within the RHP Process.
 - Provide documentation of local needs for the activity.

How does the proposed activity support regional and/or local need?

- A. One or more goals in the regional action plan (provide link to plan).
- B. Describe market conditions and supply a project specific market study or data to support proposed activities.
- C. If more than one region is selected, provide responses for each individual region including prioritization of funding request.

Supporting Documentation

[Browse](#)

Drag Files Here

- **Rural/Urban Area:** *Select* what the service area identified above most closely reflects. Select other if the area consists of both types and provide a description of how both types will be impacted by the project proposal(s).
- **Targeted Income Level Goals:** Overall what income levels are anticipated to be targeted – not activity specific. If determined, then provide a written narrative of how targeting will be determined.
- **Anticipated Targeted Income Level Goals:** Targeted percentages entered must equal 100%. Note: A minimum of 20% of units assisted must be targeted at or below 60% of area median income.
- **Applicant Targeted Income Level Resource:** Select the data resource that your agency would prefer to utilize includes the year of the data being proposed.
- **Percentage Category:** *Enter* in the box which income level percentage is being prioritized.

The responses above should be all encompassing of the activities being requested. Then responses should be adjusted to reflect standalone project specific application activity items within the system as applicable:

Component A - New Housing Unit Production – Part A

- **Program Type(s):** *Select applicable types of units being created and how funding will be utilized. Identify applicable focus groups.*
- **Beneficiary Type(s):** *Homebuyer or Tenant*

- **Who will be managing the property?** *If the New Housing Units are tenant occupied, will there be another partner managing the units. Please describe.*
- **Project Type(s):** *Select applicable types and enter the total number of units for each selection.*
- **Anticipated Targeted Income Level Goals** *Please select a category type for the income level and show how many units will be at each category.*
- **Proposed Construction Type** *Please explain in the narrative box what technology is proposed unless panelized is selected.*
- **Projected Timeline:** *Upload the timeline and Select the Number of Months.*
- **Production Budget:** *Enter the budget including requested dollars, leveraged funds, and unit numbers.*
- **If the proposed activity covers multiple regions, provide a budget breakdown between regions.**
- **Location:**
 - **Site boundaries** *in the narrative box list addresses, or parcel #'s.*
 - **Site ownership** *Narrative describing site ownership*
 - **Recorded Deed** *(Required for Reconstruction/Rehab/Resale or Rehab Rental)*
 - **Purchase Option** *must be signed and dated. Can not be expired and must close within a reasonable time*
 - **Fully Executed Agreement** *Please upload if available*
 - **Provide site location pictures, pictures of adjacent properties, and surrounding neighborhood.**
 - **Labeled Maps** *If the application is for multiple projects on scattered sites within the assisted area(s): A street-level map proposed assisted area(s) with the boundaries clearly identified needs to be provided; AND/OR If the application is for a Unoccupied Rehabilitation and/or New unit project; 1) a street-level map of the neighborhood of the project site(s) needs to be uploaded (with the site(s) and/or target boundaries clearly identified) and 2) provide a pictorial overview of the area; Photographs must be clearly labeled. Videos are also acceptable in mp4 format only.*
- **Proposed Project Details:**
 - **Zoning:** *Map or letter from local planning or zoning department with narrative that Describes the status of the proposed project zoning, site review, site control and site plan approval.*
 - **Site Control:** *(site ownership documentation)*
 - **Site Plan Approval:** *(E.g. Letter or approval letter from planning or building department)*
 - **Describe the status of the proposed project zoning, site review, site control and site plan approval.**
 - **What is the status of your environmental review? Has phase 1 been completed on the site?**
Yes or No
 - **If no, describe what has happened on site.** *If the site is residential infill on a residential site or if it is unoccupied rehabilitation enter N/A*
 - **What is the status of the infrastructure of the site?** *(City water/sewer/gas hook up) Provide a completion timeline if the infrastructure is not currently in place.*
 - **Briefly describe the activities that will be completed, including the proposed types of assisted units and the overall impact of the project.**
 - **Briefly describe proposed MSHDA unit specifications.** *(i.e. sq ft, number of bedrooms and bathrooms, lot size, proposed construction costs and sales price)*
 - **Briefly describe proposed non-MSHDA unit specifications.** *(i.e. sq ft, number of bedrooms and bathrooms, lot size, proposed construction costs and sales price)*
 - **Provide upload plans and specs including Visibility** *or a MSHDA pre submission waiver based on property parameters if applicable and other details if available*
 - **Provide site location pictures, pictures of adjacent properties, and surrounding neighborhood.**

- **Construction Financing:**
 - **Will your project include Housing Tax increment Financing (HTIF)? Yes or No**
If yes, provide contact information for your Brownfield Redevelopment Authority Consultant?
Upload supporting approval documentation from all leveraged funds financing partners above.
 - **Provide construction financing for all MSHDA and Non-MSHDA units and upload supporting documents (if applicable).**
 - **Upload Proforma and Sworn Statement-** both documents can be found on our website.
 - **Upload leveraged funds commitment letters (if applicable).** For identified leveraged funds please attach supporting documentation. A formal commitment on letterhead that identifies the fund amount and source, award term and use parameters and is signed and dated within the past 120 days will need to be provided. If a letter meeting these criteria is not available, the identified source will not be viewed as a formal leveraged funds commitment for the submission. Furthermore, if a commitment letter is not provided and additional resources above MI Neighborhood funding is necessary to complete the project in its entirety, uploading a plan and timeline regarding how leveraged funds will be secured is required.

Component B - Rehabilitation:

- **Project Type:** Select the Proposed Project Type
- **Targeted:** Describe the percentage targeted for interior/exterior rehabilitation. The percentage must equal 100%.
- **Projected Timeline:**
 - Select the Number of Months (maximum 24 months).
- **Production Budget:** Enter the Production Budget include requested dollars, leveraged funds, and unit numbers.
- **Financing**
 - **Provide financing for all MSHDA and Non-MSHDA units.** *(If not applicable write N/A)*
 - **Provide Leverage resources documentation and attach supporting documentation including commitment letters.** (Note: Commitment letters must be dated within 120 days and signed)
- **Location:** Site is not required at time of application, but boundaries must be defined.
 - **Site Determined**
 - *Site Boundaries*
 - *Narrative*
 - *Site Ownership*
 - *Narrative*
 - **Site to be Identified**
 - *Provide Site Selection Plan*
- **Briefly describe the activities that will be completed, including the proposed types of assisted units and the overall impact of the project.**
 - *What types of repairs will be eligible for homeowners to request?*
- **Briefly describe the type of code compliance and /or repairs eligible for homeowners/tenants to request and how prioritization and selection of resident applications is anticipated to occur.**
- **Upload plans and specs another other details if available.**

For all Activities:

Developer Fee – Specific dollars are not requested within the application.

- A decision regarding yes Developer fee – maximum, yes -partial, or no – being covered by leveraged funds is required.
- The source of the leveraged funds is required along with a commitment support letter.
- Provide roles and responsibilities description.
- Upload a list of grants currently being undertaken and/or anticipated to be undertaken and administered simultaneously during this proposed project.

Program Acknowledgement – All boxes must be checked.

Submitting Organization Data Entry – this will be the person that correspondence will be directed at during the review process.

Did someone Outside of your agency help complete this application?

Yes or No

Who helped you complete the application? Provide Name, Agency

Save and change status to Submit application on the left-hand side navigation bar.

Login and go to Searches on the top and select recent documents and click on the application and it will show the document status if successfully submitted it will say “Application in Specialist Review”.

MSHDA reserves the right to reject any submissions, or parts thereof, or to waive any informality or defect in any submission if it is in the best interest of MSHDA and the State of Michigan. All submissions shall become the property of MSHDA.

MSHDA has the right to select entities for further consideration of funding at their own discretion based on the proposals submitted, regional distribution, and any criteria determined relevant including but not limited to conference calls and/or site visits. The timeline for making an award determination and notifying all respondents is anticipated to be no later **than 120 days from submission.**

All submissions are considered public information and are subject to be discovered under the Freedom of Information Act (FOIA).

Component Type(s)/Eligible Activities and Funding Parameters:

Note: The list of eligible activities is not inclusive as we are looking for community leaders to identify innovative activities to address their area/neighborhood’s specific housing needs. MSHDA, at its discretion, will determine the specific activities it will fund during the review process. We highly encourage creativity based on actual neighborhood and regional need.

Funding Parameters: Refer to Program Overview for additional programmatic information.

MSHDA reserves the right to select portions of proposals for funding based on availability and overall impact.

Activity Eligibility Guidance

- Specific sites/assisted rehabilitation activities are selected post award via a formal local written application process that is held within the past 90 days – no carryover wait lists from previous non-NDD programs/applications allowed. Note: Homeownership activities are restricted to households that meet the program’s eligibility criteria.
- A five-year lien will be placed on each assisted single-family property assisted with MI Neighborhood in an amount equal to or exceeding \$10,000 for rehabilitation. A construction mortgage and note will be placed on all new construction or unoccupied rehab projects. A 5-year homebuyer regulatory agreement will be placed on all homebuyer units for sale. A 10-year regulatory agreement will be in place for all rental units.
- All activities undertaken must enable that individual MSHDA funded component to be brought up to HQS and/or local code based on whichever one is stricter when applicable.

Eligible Occupied Property Criteria: A single-family property which is zoned residential that: a) has no unaddressed mortgage and/or tax delinquencies; b) is not subject to a foreclosure proceedings, court-ordered receivership, or nuisance abatement; c) has utilities services turned on; d) is permanently occupied by homeowners that identify the assisted address as their primary residence; and e) is affixed to a permanent foundation.

Eligible Rental/Land Contract Occupied Property Criteria: Rental single-family properties that a) the landlord has no unaddressed mortgage and/or tax delinquencies within the community; b) the landlord has no unaddressed/outstanding code compliance issues within the community; c) a signed contract is in place which identifies the current occupants and the monthly occupancy provisions; d) is not subject to a foreclosure proceedings, court-ordered receivership or nuisance abatement; e) has utilities services turned on and e) is affixed to a permanent foundation; f) occupant household is income-eligible; g) all parties must sign a written participation consent form; and h) for all land contract properties, the MIN grant recipient agency must hold the land contract in their name and maintain adequate legal documents including the deed and title insurance documentation associated with ownership and occupancy at the local level.

What if I have questions?

All questions related to the MI Neighborhood Program should be directed in writing to MSHDA-NDD@Michigan.gov

Once I Apply What is Next?

All Submissions will be evaluated by MSHDA. A conference call and/or site visit may be warranted. Funding reservation amounts are contingent and may be adjusted by MSHDA at its discretion. Once selected, MSHDA will evaluate whether additional action steps including an Annual Profile Review is required and instruct grantees on next steps. After APRS are approved or determined not needed an agency can move towards the next step in the award process of executing a grant agreement and an NDD Champion will be designated to assist.