

MI NEIGHBORHOOD APPLICATION SUBMISSION INSTRUCTIONS

MSHDA is pleased to announce that the Neighborhood Housing Initiatives Division (NHID) is launching the MI Neighborhood Program which will provide up to \$60 million dollars in funding to be regionally distributed statewide for housing activities. This new program's application process streamlines access to three main housing activities: rehabilitation, new units, and/or community based public amenities. MI Neighborhood provides applicants 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 NHID 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 agencies organizational and financial capacity and is required of all agencies receiving grant funds from MSHDA. NHID will evaluate whether the APR is needed and will instruct prospective grantees on next steps within the reservation memorandum; and
- if a reservation memorandum is provided, forms will be required to provide formal IGX system access based on agency type of determine two main grantee security roles. 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.

For new units, a proforma template will be provided to underwrite deal structure to ensure feasibility standards are met and/or exceeded on a per unit basis. (Exhibit A, B or C dependent on activity category). 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.

On the screen select My Opportunity – NHID MI Neighborhood Application
Select Proceed which will load the application.
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 project activity specific. 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 being 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). 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).
 - **Letters of Support are required. ~~if submission is not from a single applicant and submitter is representing additional entities.~~** **1)** Provide a dated and signed support letter from the applicant agency outlining the partnership structure proposal, and **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 the Local Government Director of Planning or the Chief Elected Local Government Official or the Chief Administrative Officer or the Community and Economic Development Director of the assisted area(s) and should indicate verification of support for the MI Neighborhood initiative for the proposed application content.
- **Applicant Structure:** Select the type of applicant structure for your agency and upload supporting documentation.
- **Organizational Service Area:** Select the boundary focus type, enter a narrative description, and upload a labeled map of the proposed service area. **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 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. AND/OR if the application is for the Community Based Public Amenity component, then a description of the area characteristics including a description of the neighborhood is needed. In addition, a map of the project site and the distance from the downtown area and a residential neighborhood confirming that this site is within 1 mile of the downtown area must be provided. Walkability distance is taken into consideration within the evaluation process and public amenity projects must be within a downtown area and/or adjacent to a downtown.
- **Organizational History/Capacity:** Provide a written description outlining the applicant’s housing mission, strategic goals, housing activity experience, staffing experience, and the agency’s grant management administration and oversight. Include a list of all grants and/or loan projects administered by the applicant since 2018 including the activity undertaken, source of funding, and dollar amount of the award. Include a summary of all audits and/or compliance determinations within the past five years.

- **Community Eligibility:** Choose region, then select county from the dropdown box to reflect where funding will be used.
- **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 agency 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 need 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.

Supporting Documentation

Select 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 to be 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% area median income.
- **Applicant Targeted Income Level Resource:** Select the data resource that your agency would prefer to utilize include the year of the data being proposed.
- **Percentage Category:** Enter in the box which income level percentage is being prioritized.

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.
- **Project Type(s):** Select applicable types and enter the total number of units for each selection. If modified is chosen, explain in narrative box what technology is proposed unless panelized is selected
- **Construction Assistance:** targeted percentage
- **Anticipated Targeted Income Level Goals**
- **Proposed Construction Type**



- **Projected Timeline:** Upload the timeline and Select the Number of Months.
- **Production Budget:** Enter the budget including requested dollars, leveraged funds, and unit numbers.
- **Location:**
 - Provide Site Location Status
 - Provide Project Description
 - 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.
 - Upload Project Details (if available) if not available provide a timeline outlining when site, plans, specs, map, and other information is anticipated to be available. In addition, provide a work plan (either enter plan details into the text box in application form or upload a file) that includes the following: 1. An overview of the Agency's operations schedule and current staffing (include employment type, FT, PT, paid/volunteer, etc.); 2. An overview of the Agency's and Staff Experience/Capacity/Qualifications; and 3. An overview of how Agency staffing will implement the proposed activities. Include the name/title of the main grant administrator contact for this project proposal and their applicable experience.

Component A New Unit(s) - Part B

- **Program Type:** Answer all questions yes or no based on activity request parameters.
 - Utilize the other box for all new unit activities being proposed that do not fit into other activity types covered within the program type section. If applicable, refer to Part A instructions for data entry within each proposed activity.
- **Construction Assistance – Anticipated Targeted Income Level Goals:** Enter in the targeted percentages of occupants once new unit is made available. The total of entries should equal 100%.

Component B - Rehabilitation:

- **Project Type:** Select the Proposed Project Type
- **Occupancy/Residency Target:** Select the Occupancy/Residency Target – include homeowner and/or rental strategy.
- **Occupant Type:** Select the Occupant Type funds are being focused on and/or prioritized for assistance.
- **Targeted:** Describe the percentage targeted for interior/exterior rehabilitation. Percentage must equal 100%.
- **Projected Timeline:**
 - Upload the Projected Timeline (Estimated start date is June 1, 2024, and the Completion date May 31, 2026).
 - Select the Number of Months (maximum 24 months).
- **Production Budget:** Enter the Production Budget include requested dollars, leveraged funds, and unit numbers.
- **Location:**



- Provide Site Location Boundaries – Site is not required at time of application, but boundaries must be defined.
- Provide Project Description including proposed types of assisted units and overall impact.
- Select types of repairs funding is being requested for.
- Describe offered repairs and local selection process of resident applications.
- 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.
- Upload activity proposal details not covered in narrative text of other sections entered in for the activity. Upload Project Details (if available) if not available provide a timeline outlining when site, plans, specifications, map, and other information is anticipated to be available. In addition, provide a work plan (either enter plan details into the text box in application form or upload a file) that includes the following: 1. An overview of the Agency’s operations schedule and current staffing (include employment type, FT, PT, paid/volunteer, etc.); 2. An overview of the Agency’s and Staff Experience/Capacity/Qualifications; and 3. An overview of how Agency staffing will implement the proposed activities. Include the name/title of the main grant administrator contact for this project proposal and their applicable experience.

Component C - Community-Based Public Amenity Questions:

- **Project Type:** Answer all questions within the Project Type section.
- **Funding Details:** Select Standalone/Purchase Assistance (DPA) and enter 100%
- **Anticipated Targeted Income Level Data:**
 - Select To Be Determined and Enter Public Amenity Project in Written Narrative Box
 - Enter in Data Source, Community Area Percentage, and Year if unknown enter TBD, 100%, 2024
- **Proposed Construction Type:** Select what framework of construction is proposed if TBD select stick built as the default
- **Project Timeline:**
 - Upload the Projected Timeline (Estimated start date is June 1, 2024, and the Completion date May 31, 2026).
 - Select the Number of Months (maximum 24 months).
- **Production Budget:**
 - Enter the Production Budget include requested dollars, leveraged funds, and unit numbers. Enter in zeros for not applicable numbers.
 - Enter the number of unoccupied existing homeowner units and unoccupied existing increase in rental units.
- **Location:** Include narrative project description within the box provided.
 - Provide a description of the public need and provide support letters (if applicable)
 - Upload activity proposal details not covered in narrative text of other sections entered in for the activity. Upload Project Details (if available) if not available provide a timeline outlining when site, plans, specifications, map, and other information is anticipated to be available. In addition, provide a



work plan (either enter plan details into the text box in application form or upload a file) that includes the following: 1. An overview of the Agency's operations schedule and current staffing (include employment type, FT, PT, paid/volunteer, etc.); 2. An overview of the Agency's and Staff Experience/Capacity/Qualifications; and 3. An overview of how Agency staffing will implement the proposed activities. Include the name/title of the main grant administrator contact for this project proposal and their applicable experience.

For all Activities:

Administration – Specific dollars are not requested within the application.

- A decision regarding yes – 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 a roles and responsibilities description.
- Provide list of grants currently being undertaken and/or anticipated to be undertaken through 9/30/2026 and administered simultaneously to this proposed grant.

NOTE: Developers should select Yes to the Administration Question, Enter in the text “Developer Fee - applicant is requesting maximum, partial or no developer fee” and upload a document stating the need for developer fee. Program Acknowledgement – All boxes must be checked.

We have a provided a place for uploading any additional information as an optional field – we request that data uploads be limited to only concise necessary relevant project specific information.

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

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. If multiple, equally qualified submissions are received, preference will be given to entities that submit organized and complete submissions demonstrating that communities which are qualified, experienced, financially solvent, locally and neighborhood supported, which outline housing-oriented impactful activity proposals and methodology that is reasonable and can be completed within **2025**.

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 30 days from submission**.

All submissions are considered public information and are subject to discover 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

- No specific sites/addresses need to be pre-identified for activities.
- 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-NHID 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.
- 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 NEP 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-MINeighborhoodMailbox@Michigan.gov.

In addition, MSHDA will hold a virtual Q & A Teams Meeting and go over all submitted questions and responses on **Wednesday, April 10, 2024** from 11:00 AM – 12:00 p.m. EST.

Microsoft Teams meeting [Join on your computer, mobile app or room device](#) Microsoft Teams [Need help?](#)

Click on: [Join the meeting now](#)

Meeting ID: 215 191 784 80

Passcode: 6SMktd

Dial-in by phone

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Phone conference ID: 760 297 832#

The Questions and Answers will be posted in writing on the [MI Neighborhood Program webpage](#) under Q & A.

Once I Apply What is Next?

All Submissions will be evaluated based on the following criteria: Eligibility, Timing Feasibility, Local Support, potential selected component(s), need/impact on the proposed area(s), geographical distribution, and capacity. A conference call and/or site visit may be warranted. Funding reservation amounts are contingent on actual responses received and scoring outcomes which may be adjusted by MSHDA at its discretion.

It is anticipated that decisions will be made on incrementally based on submissions and funding availability. 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 a NHID Champion will be designated to assist.

Tentatively Save The Date for upcoming training sessions for all selected entities which will be held remotely via Microsoft Teams on **Wednesday, May 29, 2024, from 1 p.m. – 3 p.m.** to meet your Champion and receive a MSHDA Grant System refresher and compliance overview.

A fully executed grant agreement must be in place prior to **September 30, 2024**. The effective date to begin activities is contingent upon execution of a reservation memorandum. The earliest anticipated award date is **June 1, 2024**, with a completion date of **May 30, 2026**. Note the dates will continually change throughout the grant application submission cycle.