

MI NEIGHBORHOOD TEN STEPS – GRANT PROCESS SUMMARY

1. Read **Application Instruction** document. Each organization may submit one application at a time; the application can contain multiple activities. Within the application is a section where the applicant will indicate a prioritization of activities.
2. Three **funding levels** based on the applicant's grant management oversight and housing experience within the past five years have been established:
 - Beginner** (i.e., 0-2 grants or developer units implemented by applicant): Up to \$200,000
 - Intermediate**: (i.e., 3-4 grants or developer units implemented by applicant): Up to \$400,000
 - Advanced**: (i.e., 5+ grants or developer units implemented by applicant): Up to \$2 Million
 Plus up to 18% Administration funds based on documented expenditures or up to 18% developer fee or a combination of both, up to 18% total. Administration funds/Developer fee will be calculated and determined by MSHDA. Requests over \$400,000 require 1:1 leverage. Source of leverage subject to MSHDA approval. Each organization will provide an agency's five-year grant list to assist with determining the applicable funding level. If the information is not provided, the submitting agency will automatically be categorized as a Beginner.
3. Determine the activities the organization is applying for; any or all of the choices may be selected. The application is dynamic and additional questions will populate within the application after selection.

Activity Choices: Community Based Public Amenity; Rehabilitation, and/or New Unit (Refer to term sheet for additional details.)
4. **Access the Application** within IGX to start the submission.
5. **Complete the Application** within IGX. Applicants can save and then return at a later time to complete the application. Any items with an explanation point on the left side navigation bar need to be addressed in order to submit. In addition, the attention item errors identified on the right-hand side of the screen must also be addressed. Submission confirmation may be found within IGX by logging in and going 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".
6. MSHDA staff may contact the applicant for **clarification** of application content either through e-mail, conference call, formal presentation of the submission, and/or site visit.
7. If the application is approved, a **reservation memorandum** will be prepared and a meeting will be held to review the offer terms and conditions, including any additional requirements that would be necessary to be completed prior to a formal award. This may include public hearings, resolution execution, the Annual Partnership Review process within MSHDA IGX, environmental review, etc.
8. Execution of a formal **grant agreement**.
9. Completion of **program guidelines**.
10. Issuance of a **notice to proceed with defined benchmark activity requirements** to ensure that the grant activities will be fully completed and closed in its entirety within 24 months. Benchmarks will be activity specific and outlined within the reservation memorandum. Once the reservation memorandum is executed by all parties, an award agreement will be issued to the agency. Once the agreement is fully executed, program guidelines are required to be submitted and approved prior to issuance of a notice to proceed. Once a notice to proceed is issued, the organization will be able to implement the project scope, draw down funds, and a formal monitoring process will be undertaken upon 50% completion. Upon 100% completion of the program scope, a final outcome report will be required as part of the final draw submission. Upon submission and approval of the final documents a formal closeout will be undertaken by MSHDA.