

Sworn Statement - Part 1

MI Neighborhood New Unit Required Project Documentation

Subrecipient Agency Name: _____

Project Address: _____

Project Address Assisted Amount: \$ _____

Directions: One form must be completed for each project address. Complete all items. Attach documentation as needed. Sign, date, and return this document to MSHDA-MINeighborhoodMailbox@michigan.gov.

1) Executive Summary.

A narrative description of the project which includes type of project; leverage funding sources and/or local financial support, bedroom mix; local, federal, or state subsidies.

Documentation below

Documentation attached

2) Scope of Work.

Submit a detailed description of the planned scope of work including sidewalks, landscaping, garages or outbuildings, façade drawing and floorplans. Include a visual layout of the various buildings on the proposed site(s); include names of local streets in or near the site(s).

Documentation below

Documentation attached

3) Site Control.

Documentation signed by all applicable parties, in the form of a warranty deed, exclusive option to purchase, which evidences the ability to maintain site control. Documentation must clearly identify the location of the property (i.e., property address, full legal description or plat map identifying street names) and clearly identify the property.

Documentation below

Documentation attached

4) Zoning Documents.

Documentation from the appropriate local municipality on official letterhead, identifying the address of the project, the property's current zoning designation and an explanation of if the project is permitted under the zoning ordinance. If the project is not currently properly zoned, what, if any, steps are in process to obtain proper zoning for the proposed development. Provide verification property address is located within a qualified census tract.

Documentation below

Documentation attached

5) Single Family Environmental Study (To be completed prior to project set-up)

Applicable

Not Applicable (proceed to item 6)

If not a residential infill site, then a Phase I ESA or Phase 2 (if applicable) must be performed by an Environmental Professional. Non-scope” items such as FEMA floodplain evaluation and wetland identification are a local determination.

Documentation below

Documentation attached

6) Proposed Housing Concept Design and Visit-Ability Demographics

Project housing type:

Single Family

Other (Proceed to item 7)

Part 1

All single-family new construction projects are required to meet type C or visitable units. Type C units are applicable to newly built single-family homes and duplexes. The intent of the type C is planning for persons with mobility impairments to visit the home and/or occupants to age-in-place.

Documentation below

Documentation attached

Part 2

The following 6 items are required for all Neighborhood Housing Initiates Division (NHID) single family new unit projects.

1. At least one zero-step entrance approached by an accessible route on a firm surface no steeper than 1:12, proceeding from a driveway or public sidewalk.
2. 32 inches or more of clear passage space through interior doors, including bathrooms.
3. At least a half bathroom on the main floor
4. Reinforcement in bathroom walls and showers for future grab bars
5. Accessible placement of electrical and heating controls
6. Use of lever door handles

7) Proforma.

Construction sources and uses.

Documentation below

Documentation attached

8) Trade Payment Breakdown, Sources & Uses.

Trade Payment Breakdown detailing the projected construction costs by trade line item.

Documentation below

Documentation attached

9) Construction Schedule.

Submit a detailed month-by-month schedule of the construction period. See Example.

Documentation below

Documentation attached

The information provided is accurate and complete. My organization understands and agrees to the NHID new unit requirements.

Authorized Signer – Printed Name

Authorized Signer – Signature

Date