

Community Eligibility

1. Within which Housing Partnership is your project located?

A. Western Upper Peninsula - Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon

B. Central Upper Peninsula - Alger, Delta, Dickinson, Marquette, Menomonee, Schoolcraft

C. Eastern Upper Peninsula - Chippewa, Luce, Mackinaw

D. Northwest - Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford

E. Northeast - Alcona, Alpena, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon

F. West Michigan - Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Muskegon, Oceana, Osceola, Ottawa

G. East Central - Arenac, Bay, Clare, Gladwin, Gratiot, Isabella, Midland, Saginaw

H. East Michigan - Genesee, Huron, Lapeer, Sanilac, Shiawassee, St. Clair, Tuscola

I. South Central - Clinton, Eaton, Ingham

J. Southwest - Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren

K. Southeast - Hillsdale, Jackson, Lenawee, Livingston, Monroe, Washtenaw

L. Oakland - Oakland

M. Macomb - Macomb

N. Wayne - Wayne including Hamtramck and Highland Park

O. Detroit - City of Detroit

2. Community, Starting With County, Where Project Will be Located.

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3. Community Population

4. Are you a Rural or Urban Community?

Rural Community is defined as less than 10,000 in total community population

Rural

Urban

5. Are you a Qualified Non-Profit Agency or a Qualified Local Unit of Government?

*Note: If you are not one of the two listed below you are not eligible for this program.

Qualified Non-Profit Agencies are defined as entities that are currently actively servicing a neighborhood; have at least one full time equivalent employee(s), is not operating the agency via their principal residence; and has an operating budget exceeding \$30,000 per year. (must attach 501c3 certificate to be eligible)

Qualified Local Unit of Government are defined as entities that are not direct recipients of U.S. Department of Housing and Urban Development federal funds exceeding \$500,000 total allocations combined per CDBG and/or HOME program. **For purposes of this program please select this option if you are a Land Bank.*

6. All proposed activities are restricted to income qualified areas (see Eligibility Guidance via website), they must also be “designed to improve the quality of life of the residents of low- or moderate income housing or of an area undergoing neighborhood conservation or renewal” and meet criteria:

- Area boundaries are primarily residential and are at least 50% low/moderate income areas
- Census tracts/block groups that are in 120% or below area median income areas
- Households receiving direct assistance must be at or below 120% area median income

[Download Neighborhood Enhancement Program Low Mod Eligibility Form](#)

Percent Low / MOD Area Utilizing Census Data %

NEP Eligibility Form- Attach the completed NEP Eligibility Form.

Funding Request Information

MSHDA amount is limited to funding requests between \$25,000 - \$75,000 which can include up to 10% for administration.

Component A

Housing Enhancement – Exterior only (requires) minimum of 50% of total request

Component A Requested Amount:

Component A Proposed Number of Units:

Neighborhood Boundaries.

Briefly describe the types of exterior repairs eligible for homeowners to request.

Briefly describe the exterior activities that will be completed including the proposed types of assisted units and the overall impact of the project.

Component B

Neighborhood/Public Amenity Enhancement maximum of 50% of total request

Component B Requested Amount:

Component B Proposed Number of Public Sites:

Site Boundaries

Site Ownership

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Briefly describe the activities that will be completed.

Briefly describe the overall impact of the project.

Public Amenity Project Budget and Overview (UPLOAD)

Component C

Housing Enhancement (Interior only) maximum or 25% of total request

Note: Component C activities are limited to water heaters, furnaces/boilers, electrical, and plumbing.

Component C Requested Amount:

Component C Proposed Number of Units:

Neighborhood Boundaries

Briefly describe the types of internal repairs eligible for homeowners to request.

Briefly describe the interior activities that will be completed including the proposed types of assisted units and the overall impact of the project.

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Component D

Administration maximum of 10% of total request

Component D Requested Amount:

Activity Description Including Agency Representative and Roles & Responsibilities

Example: \$50,000 NEP REQUEST/PROJECT CAP IS \$45,000 ADMIN CAP IS \$5,000 -TOTAL GRANT REQUEST OF \$50,000

Note: Admin is not automatically disbursed and requires formal submission of a tracing form. Disbursement is incrementally made contingent upon actual project dollar expenditures.

Summary

Total NEP Funding Requested Amount:

Assistance Leveraged Funds:

Assistance Leveraged Proposed Number of Units:

Administrative Leveraged Funds:

Total Leveraged Funds:

Describe the other funding sources involved in this project.

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Leverage Funds Documentation- For identified leveraged funds above, please attach supporting documentation.

Sworn Financial Statement: Provide a sworn statement dated, signed, and on letterhead from a Financial Representative, CPA, Accountant and/or Auditor certifying that your agency is either governmentally exempt or not delinquent in relation to any local, county, state or federal taxing jurisdiction property, income, or business taxes (UPLOAD).

Narrative

Focus all responses below on how the assistance will improve the vitality of the community through implementation within a concentrated area for high neighborhood impact.

Narrative

1.

Provide a narrative summary describing the target neighborhood including the name and boundaries.

Upload Labeled Maps- This should be a street level map with the boundaries of the proposed neighborhood or project site clearly labeled.

2.

Identify the rational/reason for the area(s) selection. Identify neighborhood engagement activities/effort that are currently and/or anticipated to occur within the proposed neighborhood boundaries area.

Include information such as:

- **What makes this area important to residents and potential residents?**
- **Who have you talked to?**
- **What have you observed?**
- **Is there any synergy you can capture?**
- **Is the safety of the residents of the area(s) currently an issue? If so, how will this project address those issues?**

3.

Letters of Support- All required letters must be on letterhead, signed, and dated within 120 days.

a. Applicant

b. Member of the community or neighborhood organization.

c. Provide acknowledgement letter(s) 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) verifying that this initiative has local community and neighborhood support. Detroit Non-Profit Agencies must contact a MSHDA designated official to secure a letter of support.

4.

Are the proposed area(s) located in a local and/or state designated investment or incentive target area? If yes, provide details.

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Yes

No

5.

For each proposed area, provide a brief overview of the current neighborhood housing demographic composition: i.e. percentage of rental, homeowner, etc., type of housing stock composition, average structure age, occupancy rates turnover rates, etc.

Pictorial Overview- Attach a Pictorial Overview of the Project. Photographs must be clearly labeled. Video's are also acceptable.

6.

How does housing fit into the organizations mission and how do the proposed activities tie into that mission?

7.

Please describe the organizational history including:

- 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.

8.

Provide a narrative summary describing the staff anticipated to undertake the implementation of the program including:

- Current staffing and their NEP assigned roles (include employment type, FT, PT, paid/volunteer, etc.)
- Current staff's experience with community and neighborhood work.
- Current staff's previous grant management administration/oversight experience.
- The name/title of the main grant administrator for this project proposal, and a list of other projects anticipated to be administered simultaneously.

9.

Provide a work plan that includes the proposed implementation timeline and how Agency staffing will implement the proposed activities.

Program Acknowledgement

Administrative Guidelines. Review the requirements listed below which are relevant to MSHDA NHID funding and certify that you understand that these **guidelines will be incorporated in any Grant Agreement executed pursuant to this submission. Failure to adhere to these guidelines may result in findings, disallowed costs, and/or withdrawal of funding.** If applicant does not understand any of these provisions, contact your NHID Champion.

As an applicant, I acknowledge that the following actions are program requirements:

The submitting entity understands that as part of the formal approval process a partnership profile must be completed, reviewed and approved by MSHDA on the MSHDA Grant system prior to formal funding commitment via a written grant agreement.

Written and approved local program guidelines are required prior to a notice to proceed being issued to commit funds.

All applicants receiving funding must adhere to local, state, and federal requirements and those specified for each Neighborhood Enhancement Program proposed component.

The local program will be in compliance with MSHDA's requirement that all project costs be reasonable and necessary.

Grant Administration Project Costs must be requested prior to grant execution and are capped at **10% of total project cost.**

Grant Administration Project Costs must be documented and charged for allowable costs within allowable limits. Grant administration pays for the administration of the program (not projects): publications, marketing, office expenses, staff time, for working on the program.

Procurement of Administrative Services.

Employees of the applicant will administer the program.

OR

The program will be administered by non-government third party administrator.
Applicants contracting for grant administration services must complete a Third party Administrator Management Plan.

The applicant will solicit Request for Proposals (RFP) from at least two qualified third party administrative applicants unless the difference between the two proposals exceeds 25% and then a third proposal will be required.
The RFP will include all significant evaluation factors and their importance, including the cost. The RFP will include the method of evaluation. Evaluation of proposals will be documented. The process will provide for maximum free and open competition.

Once a grant is awarded, a Third Party Administrator Management Plan must be completed and signed by the grantee and submitted to MSHDA prior to the disbursement of funds.

A copy of the applicant's contract with the administering government agency must also be submitted to MSHDA prior to the disbursement of funds.

The procurement of an Administrator will meet one of the two criteria listed above and all documentation of the local or third party administrator's previous experience with grant management will be taken into account as part of the selection process. In addition to providing names and titles, the applicant also must also list all current grants and pending applications from MSHDA, HUD, or other housing funding agencies to be administered

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Compliance Acknowledgements.

In regard to Environmental, the applicant will refer to program guidance and ensure (if determined applicable) all lead based paint and asbestos requirements are met.

The applicant will implement a fair housing and equal opportunity complaint procedure within the program guidelines (see NHID Complaint Procedure Policy).

The applicant will provide all prospective program participants and contractors with a copy of its complaint procedure.

The applicant will upon receiving a Fair Housing complaint from a program participant, prospective program participant, or contractor, the applicant will immediately take all of the following required steps:

- Record the complaint in the running log.
- Inform the claimant that he/she may go directly to the Michigan Department of Civil Rights or the local Fair Housing Center (as applicable).
- Forward a copy of the complaint to the NHID Champion at MSHDA.

Applicants must conduct business from a barrier-free facility or make reasonable accommodations for persons with impaired mobility.

Equal access to program benefits will be assured through written outreach strategies to assure fair selection of participating households.

Procurement of Contractors and Activity Implementation Acknowledgements.

Equal access for all qualified prospective contractors is required and will be assured through written outreach methods/strategies to assure fair selection of participating contractors.

A reasonable number of qualified contractors will be invited to bid on the project or appropriate parts of the project. The applicant will solicit bids from at least two qualified sources unless the difference between the two quotes exceeds 25% and then a third quote will be required. Selection of the most responsible bidder must be documented and all costs must be reasonable and necessary.

All work performed throughout the program will be conducted under the direct supervision of a person or company which, at a minimum meets the program's contractor qualifications:

- Holds a valid Residential Builders License.
- Holds a valid license as required by law for any other skilled trades in which they are engaged (electrical, plumbing, etc.).
- Has in force insurance coverage (liability, workers' compensation, etc.) as required by law.
- Has appropriate lead-based paint training and/or certifications.

All contracts exceeding \$50,000 for improvements/activities undertaken on publicly-owned buildings require a performance and payment bond.

The applicant can establish a process where all qualified contractors will be on a master list to be invited to bid a few at a time on a rotating basis either individually or via a multi-unit bid list.

The applicant will secure a building permit for all work for which a permit is required.

Implementation and Capacity.

Progress on the proposed program will meet the requirements for the commitment and expenditure of funds as outlined with in the grant agreement.

The applicant acknowledges that funding may be reduced if expenditures fall behind the above targets.

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Reporting Results.

The applicant agrees to complete the Final Outcome Report and provide requested measurable data and the applicant understands that the report must be submitted prior to the submission of the final Financial Status Report.

By signing the Program Acknowledgement, I certify to the Michigan State Housing Development Authority (the "Authority") that to the best of my knowledge and belief the information provided in the Program Acknowledgment is true, complete, and accurate.

Name of Agency Official:

Date:

Title: