

Neighborhood Enhancement Program (NEP)-Round 8 RFP

Q&A

1. Q. Can a Church apply and what entity would they choose?
A. Yes, a church can apply, and they would apply as an entity type of non-profit agency. Qualified non-profit agencies are defined as entities that are currently actively serving 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. You will need to attach a 501C3 certificate to be eligible.
2. Q. We have a population of 33,300. How much grant funds can we apply for? What does need and entity type/capacity mean?
A. The amount of funds you apply for is not capped by population. The funding amounts is between a minimum of \$25,000 and a maximum of \$75,000. Entity type is if you are a nonprofit agency, or local government. Capacity is the number of staff your agency has designated to this program, along with experience your staff or agency has had administering grants currently or in the past. You should not apply for the maximum award if your agency does not have the capacity to administer the funds. This will all be considered when we review and score applications.
3. Q. The “Pictorial Overview” is this a mandatory requirement to submit for the NEP grant?
A. Yes
4. Q. Letter of Support – Can these letters of support be in the form of email from participants that DAAA has serviced in the past and had a good experience?
A. Three Letters of Support are required. 1.) from the applying agency, 2.) from any neighborhood supporting agencies (this can include past participants), and 3.) from the local government where services are rendered. If applying in Detroit the letter must come from the Economic Development Director Heather Zygmuntowicz via e-mail zygmuntowicz@detroitmi.gov.
5. Q. We would like more clarification & elaboration on the entire exterior & interior percentage process.
A. Component A (Exterior enhancement) is a mandatory component, all other components are options. Component A must be a minimum of 50% of the grant award. Component B (Public Amenity) can also be a maximum of 50% of the award. Component C (Interior Enhancement) is a maximum of 25% of grant award. Component D (Admin) is a maximum of 10% of the grant award. For example, if you applied for \$75,000, Component A would be \$37,500, and Component C would be \$18,750. The system should give you errors if you go over these amounts.
6. Q. Income Qualification – Can you provide clarity on this criteria?
A. Applicants must be at or below 120% AMI for the area. Income limits are set at the begging of the grant award, we use Federal HOME Income limits for eligibility based on county and they will be given to each grantee as an exhibit to their grant agreements. In addition to applicant income, the area in which you apply for grant dollars must also meet the Low/Mod eligibility, 50% of the residents are persons or families whose income does not exceed 80% of area median income as determined by the U.S. Department of Housing and Urban Development (“HUD”), adjusted for family size. There are three methods to determine this and they can be found here [NEP-Low-Mod-Eligibility-Form-\(002\).pdf](#)

michigan.gov). Please let me know if you have questions and we can schedule a call to walk through the form.

7. Q. I am trying to create a new account on MSHDAs IGX system in order to begin the application for the Neighborhood Enhancement Program grant. I do not know what to enter in the field for 'System Type'.
 - A. First, ALL Authorized Officials (AO) must request access through the new user link on the login screen [Login \(michigan.gov\)](http://michigan.gov). If your agency has had access to MATT 2.0 in the past, please select the request type of "New Agency Authorized official". If your agency is new to the NEP program, please select a request type of "New Organization and Authorized Official". Please select system type "NHID". For further guidance please click [New User Access](#). (hyperlink). This can take up to two days for a new user to be approved. When approved, the Authorized Official will receive an email with their username and password. Please check your inbox and spam folders. If you do not receive anything, please email HIDMAILBOX@michigan.gov.
8. Q. As part of Component A, does a rental property need to be occupied by a tenant in order to qualify for exterior rehab funding?
 - A. Yes, all rental properties must be occupied by an income eligible tenant.
9. Q. Is there a leverage requirement for Public Amenity from the community?
 - A. Leverage is not a requirement for a Public Amenity, but it would help your application.
10. Q. The submission guidelines state "MI-HOPE funding cannot be used in conjunction with NEP Round 8 assistance." Does this refer to MI-HOPE funds being ineligible as leveraged funds, households cannot receive NEP Round 8 funds and MI-HOPE funds, organizations that received MI-HOPE funds are ineligible from receiving NEP round 8 funds, or a combination of the three?
 - A. MI-HOPE funds cannot be used as leverage for NEP grants. MI-HOPE grantees can apply for the NEP program. If both funding types are used on the same house, they cannot go over \$25,000 combined. Both funding types cannot be used for a house at the same time, they can only be combined if one was used in the past.
11. Q. The guidelines stipulate "if you currently have an open NEP grant, the maximum allocation amount requested cannot exceed the original existing NEP grant award amount." I'm a little confused by this clause. Since the new round of funding opens before the current round closes, as written it appears that we could never apply for more than \$37,500. That would be disappointing if it meant we could never apply for the full amount again. Could you please clarify if I am understanding this correctly?
 - A. The intent of this statement is so that we do not fund grantees who have large balances recaptured from previous rounds. If you are on track for you round 7 grant and expect to close at the original grant end date of December 31, 2022, and all funds spent, then you are fine to apply for the maximum amount. We do not review applications and make funding decisions until after round 7 has ended. We will evaluate balances and make necessary cuts during our scoring reviews.
12. Q. How does the program define full-time employees? Are there tax documents the applicant will need to provide to fulfill the FTE requirement?

A. You will not need to provide tax documents to fulfil the FTE requirement. Multiple part time staff can be used to fulfil the FTE requirement. Combined hours must equal 40. If you have questions about your eligibility to apply as a new non-profit the NEP manager will review this with the agency on a case-by-case basis. Please contact the HIDmailbox@michigan.gov.

13.Q. Last Round our agency requested \$45,000. We were awarded \$22,500. The submission guidance states maximum allocation cannot exceed the original existing NEP grant award amount. Would we be able to request more than the \$22,500 or is this the max allowed?

A. You can request more than you were awarded in the last round. If you do not spend all your grant funds from the current round it will affect the amount you receive. Refer to question 11.

14.Q. Are you required to get a letter from the local unit of government if you don't work with them.

A. Yes, the letter from the local unit of government is a requirement regardless of whether you partner with them. If applying within the City of Detroit the letter must come from the Economic Development Director Heather Zygmuntowicz via e-mail zygmuntowicz@detroitmi.gov.

15.Q. Does an employee have to be paid to count as an FTE?

A. Yes, the employee must be paid.

16.Q. Does it affect our likelihood of funding if we request funds for just one component such as only Component B.

A. You cannot apply for only component B. Component A is mandatory component and you can apply for Component A only.

17.Q. If we just updated our partnership profile in MATT 2.0 for MI-HOPE do we still need to register as a new organization?

A. Yes, and partnership profiles will have to be done again in the IGX system if you are applying for NEP Round 8 funds.

18.Q. What is the cap amount for projects before a lien?

A. This is changing for round 8. During round 7, liens are required if the MSHDA paid portion is \$7,500 or more. Starting with round 8, liens will be required if the MSHDA paid portion is \$10,000 or more.

19.Q. Do rental still have to contribute 50% up front and the rest goes on the lien?

A. Liens are required on all rental properties regardless of amount. The landlord must contribute 50% up front. All Rental requirements remain the same as last round.

20.Q. If an employee is paid by the agency but typically donates the money back to the agency, would that count as an FTE?

A. If an employee is paid, we would just need to see documentation that they are paid. If they choose to donate it back that is their choice, but we would need to see that there is an established process in place.

21. Q. Does concrete flat work such as driveways or sidewalk require a license?
- A. If the work is over \$600, they must follow the LARA requirements. Concrete flat work does require a license.
22. Q. Do painters need a lead certification
- A. If they are working with hazardous paint materials that is higher than the action levels than they do need to be a certified lead abatement contractor. If it is regular maintenance or they are working with lead levels below actionable levels than they can be an RRP certified contractor.
23. Q. Can you clarify more about why Rock the Block is excluded?
- A. This is not a Rock the Block type of program. This is an ongoing program through the grant term. If you want to blitz a neighborhood and do all the work at once that is fine, but we don't pay for the actual Rock the Block event. Each address will have to be pre-approved before.
24. Q. Is there a direct line if we do have questions?
- A. You can send them to the HIDmailbox@michigan.gov.
25. Q. Can we use a waitlist created for round 7 for round 8?
- A. Yes, you can use waitlists from past NEP rounds but not waitlists from other programs.