



Neighborhood Enhancement Program  
Policy and Compliance Handbook  
Effective Date: April 2022

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# Section 1: NEP Overview

## Purpose

The program's intent is to fund tangible housing-oriented activities that are: implementation ready; highly visible; impactful to the neighborhood and resident's quality of life; and where there is buy-in and demonstrated support within the neighborhood and where people are engaged and facilitating change. The funding is designed for innovative, neighborhood housing-oriented activities that benefit area residents.

## Eligible Applicants

- **Non-profit 501(c)(3) agency:** Defined as an agency that is currently actively servicing a neighborhood; have at least one paid full-time agency employee; is not operating the agency via their sole principal residence; and has an operating budget exceeding \$30,000 per year.
- **Local Units of Government:**
  - **Rural** – less than 10,000 in population
  - **Non-Rural** – population between 10,001 – 49,999 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 (not including relief funding).

## Eligible Neighborhood Components

Activities 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:

### Required:

A. Housing Enhancements/Exterior Rehabilitation (minimum 50% of total request)

### Optional:

B. Neighborhood Public Amenity Enhancements (up to 50% of total request)

C. Housing Enhancements/Interior Rehabilitation (maximum 25% of total request)

D. Administration (maximum of up to 10% of the approved grant budget)

## Eligible Neighborhoods

A neighborhood is a defined community-based residential area where people live and share amenities/resources.

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

- Area boundaries that are primarily residential
- Census tracts/block groups that have at least 51% low/mod residents
- Households receiving direct assistance must be at or below 120% area median income

**Eligible Occupied Property Definition: 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 proceeding, court-ordered receivership, or nuisance abatement;
- c) has utilities services turned on;
- d) has current Homeowners Insurance;
- e) is permanently occupied by residents that identify the assisted address as their primary residence; and
- f) is affixed to a permanent foundation (No multi-family properties allowed exceeding four (4) units). All assisted properties must be standalone single-family residences with their own unique addresses.

**Project Condition**

A successful place-based project must be in an eligible area and/or result in an eligible beneficiary/recipient.

**Property Condition**

Emergency repairs are restricted to permanent activities required and defined as those necessary when a lack of repair or replacement threatens the safety of occupants and if not addressed will cause structural damage to the home.

The assisted property must be currently occupied and not red tagged or defined as inhabitable based on local code.

This program is not designed to address mold, animal infestations, or other immediate threats to the health and safety of residents.

### **NEP Expectations**

- A determination of licensing, insurance, lead, asbestos, and other local requirements, including but not limited to permits, must be made by the grantee.
- Pre-approval by MSHDA must be secured prior to any work being performed and/or costs being incurred.
- A determination of required inspections and/or confirmation that all other local requirements were met must be made by the grantee.
- Completion and satisfaction with work must be formally signed and dated by the homeowner, grantee, and contractor prior to request and release of funds.

## Eligible Activity Guide

Improvements in the Neighborhood Enhancement Program can be comprised of both exterior and interior activities of a single-family home or as an enhancement to a public amenity that benefits a neighborhood.

Improvements must substantially protect or improve the basic livability of a single-family home. Improvements must be physically attached and be permanent in nature. (Note: restrictions on % of interior and exterior identified in program guidelines, cannot exceed 50/50 within the component).

Homeowners Insurance is required for all activities except emergency situations where the activity is necessary to secure the insurance. Pre-approval is required for emergency situations.

### **Category A. Exterior Eligible Repairs**

Exterior eligible repairs must make a visible impact from the street to the neighborhood and focus on safety, visibility, accessibility, and energy repairs (*Multiple eligible repairs must be undertaken per property. Should not be a standalone item such as windows, doors, or garages unless based on an energy audit*).

Examples:

- Roof, Soffit, Gutters, and Fascia (no partial replacements)
- Siding
- Porch/deck repair and installation
- Ramps
- Private driveways and sidewalks
- Fences
- Doors
- Windows

**Fencing:**

- Allowed when it is located on a corner lot which is impacting the visual aesthetics of the neighborhood.
- Allowed when it is visible from the street and/or in front of the house.
- Activity can be either repair or replacement.
- All fencing must match the neighborhood and therefore can be of any material type, including but not limited to, wood or metal that meets local requirements.
- A written justification of need for fencing is required as part of the pre-approval process.

**Landscaping:**

- Allowed in conjunction with NEP assisted activities being undertaken on the front exterior of a house.
- All landscaping activities undertaken with NEP funding must be visible from the street.
- All landscaping cannot exceed \$2,000 in NEP funding and must be leveraged dollar for dollar with non-NEP funding.

There are two types of landscaping for purposes of this program: Soft Scape and Hard Scape.

- **Soft Scape** is defined in NEP as living elements such as shrubs, perennial flowers, trees, etc. – Note: all activity undertaken for soft scape activities must be undertaken in Spring or Fall planting seasons.
- **Hard Scape** is defined in NEP as non-living elements such as rocks, bricks, planters, pavers, etc. and must be paid with leveraged funds.

A description of the need for landscaping and proof of leveraged funding is required as part of the pre-approval process.

Some green scape references are:

- Michigan Native Plant Producers Association [www.mnppa.org](http://www.mnppa.org)
- Michigan Eco-Turf, Michigan Wildflowers, and Michigan short and tall grass mixes



**Tree/Shrub Removal:**

This activity is only allowed when one of the following is met:

- a. the tree/shrub itself and/or a limb is hanging over and/or in close proximity of the home and removal is identified as needed to address a safety concern;
- b. removal addresses a structural issue for the home i.e. roots getting into pipes and/or impacting the integrity of the foundation;
- c. the removal is necessary to complete other NEP funded activities.

No cosmetic trimming and/or removal is allowed. No dead tree removal is allowed within the public right of way.

If the tree is on a property line – written agreement by all parties is required as part of the pre-approval process. Each request will require pre-approval by MSHDA on a case-by-case basis.

**Board ups:**

Board ups of properties not owned by grantee – NEP will not be financing city owned and/or land bank owned property board ups without 1) formal written permission from the owner regarding accessibility permission **and** 2) a written agreement with the city and/or land bank retaining full liability responsibilities on the site.

**New Technology Systems:**

For all funding rounds through NEP Round 7, we are not approving any exterior system installation(s) including ring doorbells and security lighting due to the additional long-term fees and maintenance costs and needs associated with each system. We are willing to look at other requests and they will be evaluated on a case-by-case basis.

**Category B. Interior Eligible Repairs**

Interior repairs can be used to correct code related structural, plumbing, mechanical, electrical, and/or other health and safety violations. Funds may be used for weatherization and energy efficiency (if based on an energy audit).

Examples:

- Electrical upgrades
- Drywall (relating to an approved improvement)
- Plumbing
- Furnace or Boiler

- Water Heater
- Handicap accessible bathrooms

**Plumbing:**

- Activity is limited to addressing problems with household plumbing needs that are necessary to minimize a health hazard and threat.
- A written justification by the grantee of need for all plumbing activities via a licensed inspector is required as part of the pre-approval process.
- Activities can include, but is not limited to, sewer and water pipes and/or lines via repair or replacement.
- Allowed when a lack of repair or replacement threatens the safety of occupants and if not addressed will cause structural damage to the home.
- Activity cannot be undertaken for remodeling purposes.
- Activity must bring plumbing up to local code conditions.

**Category C. Public Amenity**

Improvements benefitting the entire neighborhood not located on private property but located on publicly owned property (or consent from owner with guidance from MSHDA, refer to [Public Amenity Site Ownership Guidance](#)). Park enhancements must be permanently affixed, if they are not, they must be stored in a secure location on site.

Examples:

- Playground Structures/ Amenities
- Walking path
- Mural
- Pocket park
- Pavilion
- Permanent benches
- Entranceway signage/lighting
- Orchards/Perennials
- Dog park
- Community spaces / raised garden beds
- Gazebo
- Picnic tables

This program will continue to encourage and assist with the repair and/or creation of public amenities focusing on outdoor public enhancement activities such as splash pads, parks, etc. that encourage outdoor events.

### **Category D. Administration**

Planning and Administration can be up to 10 percent of the grant award. Documented and itemized program planning and administration tracking is required. Please use the admin tracking form that is in the attachments at the end of this handbook.

- No generic descriptions.
- Expenses entered must match what you are requesting.
- Date ranges are not allowed.
- Must be signed by the employee and the Authorized Official. If the employee is the Authorized Official, then a signature on the second line is acceptable with a statement on the first line see below – note this is only allowed if the employee and Authorized Official are the same person.

Cost Overruns and/or overall budgeting issues beyond the grant award amount are the responsibility of the grantee and cannot be covered by MSHDA.

### **Key items to pay attention to:**

- Please try to submit the following in one e-mail to your Champion: *Household Income Self-Certification Form, estimate of work to be done, before pictures, and Pre-Approval Request Form.*
- Do not start work and/or the executed contract until you receive the Notice to Proceed from your Champion.
- Grantee is responsible for making sure contractors and sub-contractors are licensed and insured.
- If there is a change in the scope of work or an increase in price; prior approval is needed from your Champion.
- Keep a spreadsheet for all approved activities.
- The Grantee must submit Financial Status Reports for reimbursement. All billing and invoices are approved by the Grantee prior to submission for reimbursement. Checks from MSHDA are made directly to the Grantee.
- Property rehabilitation work – All work should take place on single family occupied properties (Single Family 1 – 4-unit properties only). The NEP Program is allowing assistance to rental properties, parameters and percentage of funding is determined locally, as outlined in the grant agreement. **Note: Work tied directly to non-occupied properties is not allowed. Refer to the [Non-Owner-Occupied Site Ownership Guidance](#) section of this manual.**

- If an activity that was approved does not move forward notify your Champion.

**Example #1:**

*You do 15 housing enhancements, there should be a line item for each address with amounts.*

**Example #2:**

123 Apple Street:	Lowe's:	\$100
	Menards:	\$325
	Contractor:	\$400

## Rental Units

### Single-Family Rental Rehabilitation

NEP is going to continue to focus on primarily single-family homeowner occupied neighborhoods and therefore to be eligible to apply at least 51% of the neighborhood must consist of single-family homeowner occupied homes.

This program will continue to focus on neighborhood impact and therefore at least 50% of the funding must be directed to exterior activities.

Interior activities are allowed to be undertaken for safety purposes only.

For all assisted rental/land contract properties (MSHDA Pre-Approved), regardless of the dollar amount of assistance, MSHDA liens will be required and will be in the format of a 5-year 50% forgivable lien with 50% repayment required in yearly installments.

- Landlord Written Participation & Certification Agreement, Mortgage, and Note signed. (See Attached Forms)
- 50% is forgiven after 5 years, can repay in yearly installments or defer until after they sell the home. If they sell prior to the 5 years, all must be paid back but in no event more than 20 years from the date of this Mortgage.
- On the mortgage, the landlords address needs to be identified on pg. 1 (mailing address of Landlord) On Exhibit A Legal Description the rental house address (where the work was done) needs to be listed.
- Landlords can only do one property per funding round.

**Eligible Rental/Land Contract Occupied Property Criteria:** Rental/Land Contract 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 and dated executed 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
- f) is affixed to a permanent foundation;

- g) occupant household is income-eligible; Tenant Household Income Self-Certification form must be completed. (See Attached Forms)
- h) all parties must sign a written participation consent form; and
- i) 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;
- j) copy of signed and dated executed contract between the landlord/land contract holder and occupant has been provided to your NEP Champion;
- k) is not owned by the grantee.

### Ineligible Improvements Activity Guide

MSHDA at its discretion will determine the specific activities it will fund during the review process; all requests will be evaluated on a case-by-case basis and be reasonable. While this funding is flexible, funding is not for the following activities: housing activities already being funded by MSHDA to other entities; rock the block events; demolition; rubbish removal; stand-alone down payment assistance; land acquisition; gravel driveways; downtown oriented activities such as streetscape/façade; non-housing oriented activities; gap financing for multi-family tax credit deals; match for crowdfunding; technical assistance; public infrastructure such as streets, curbs, sidewalks, street lights, and any activities within the public right of way; and any other activities already funded by another entity/agency including but not limited to economic development, direct business assistance, workforce training, etc. This is also not replacement funding; it cannot be re-granted and/or serve as a matching resource for another State and/or Federal Program. **Entities eligible for the Priority Home Repair Program with Habitat for Humanity of Michigan, are only eligible for Component C.**

Interior improvements to enclosed porch areas are not eligible unless exterior visible and tangible neighborhood results will also be made. NEP is designed to provide funding for structural enhancements tied directly to accessibility and/or safety only that positively enhance the neighborhood.

The grantee cannot specify that every house in the program receive the same type of assistance. For instance, a grantee cannot create a program with NEP funds that only replaces roofs.

**NEP does not reimburse for event food and/or event-oriented items (paper/plastic products, cleaning/office supplies, etc.).**

## **Section 2: NEP Action Steps All Components**



### **Public Amenity Site Ownership Guidance**

Public Amenity is defined as improvements benefiting the entire neighborhood not located on private property but located on publicly owned property which is utilized by the residents on an ongoing basis at no charge.

#### Recommendation:

If you will be undertaking work on a site that is:

- a) not owned by the grantee based on the current recorded deed
- and**
- b) the assisted property is not an owner-occupied single-family structure

Then the following action steps will be required by your agency:

1. Develop a scope of work and timeline that is agreed to in writing by all parties.
2. Obtain formal written authorization and a Notice to Proceed from the current owner.
3. Obtain verification that there is current liability insurance, and all taxes are current on the site prior to any work taking place.

Examples: park improvements, such as pavilions, basketball courts, playgrounds, walking paths, dog parks, entranceway signage/lighting, orchards, community spaces/gardens, and murals.

Your agency will need to obtain written sign-off/approval by the property owner, on a per invoice basis for work completed, prior to being reimbursed by MSHDA.

### Non-Owner-Occupied Site Ownership Guidance

A single-family property which is zoned residential that has:

- a) has no unaddressed mortgage and/or tax delinquencies
- b) is not subject to a foreclosure proceedings, court-ordered receivership, nuisance abatement
- c) has utilities services turned on
- d) is permanently occupied by tenants that identify the assisted address as their primary residence and have a formal written lease agreement
- e) is affixed to a permanent foundation
- f) occupant household is income-eligible
- g) all parties must sign a written participation consent form
- 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

#### Recommendation:

If you will be undertaking work on a site that is:

- a) not owned by the grantee based on the current recorded deed  
**and**
- b) the assisted property is not an owner-occupied single-family structure

Then the following action steps will be required by your agency:

1. Develop a scope of work and timeline that is agreed to in writing by all parties.
2. Obtain formal written authorization and a Notice to Proceed from the current owner.
3. Obtain verification that there is current liability insurance, and all taxes are current on the site prior to any work taking place.

### NEP Checklist for Grantees

The following is a checklist of steps that represents what MSHDA expects all grantees to complete. Documents must be maintained in local project files. The list of required documents is generally organized in a chronological order and broken into key phases of the life cycle of a specific project. *Note: There should be a separate file set up for each component and/or project.*

Step	Task	Date Completed
1. ___	Partnership Profile Creation and Submission	_____
2. ___	Staff Report Creation and Submission	_____
3. ___	Grant Documents signed and returned to MSHDA <ul style="list-style-type: none"> <li>-Grant Agreement</li> <li>-Certified Resolution (Non-Profits only)</li> <li>-Grant Closing Statement (Non-Profits only)</li> <li>-Authorized Signature Form (Local Units of Government only)</li> <li>-Exhibit A (Budget and Description)</li> <li>-Exhibit B (Household Self Certification Template)</li> <li>-Media Kit</li> </ul>	_____
4. ___	Program Guidelines Creation by the grantee includes: <ul style="list-style-type: none"> <li>-Complaint Procedure</li> <li>-Procurement Process</li> <li>-If work is being undertaken on property not owned by the grantee, then written Owner Authorization/Approval Required</li> </ul>	_____
5. ___	Application sent out to homeowners (if applicable)	_____
6. ___	Completed Household Self-Certification Form signed and returned from selected homeowners	_____
7. ___	Verification of Property Eligibility (taxes and insurance)	_____
8. ___	At least two bids/quotes obtained for work being performed (Housing and Public Amenity enhancements)	_____
9. ___	The selected bid/quote must be accepted by the homeowner. An approval confirmation must be formally signed and dated by the homeowner, grantee, and contractor.	_____

Step	Task	Date Completed
10.____	Pre-Approval Request Form is sent to Champion: (per address) - Household Self-Certification form - Two bids/quotes that contain documentation of comparable scope of work components – three bids if equal to or greater than 25% cost difference	_____
11.____	Notice to Proceed issued by the Champion to grantee (per address)	_____
12.____	Prior to the start of work, a determination of required inspections and/or confirmation that all other local requirements were met must be made by the grantee.	_____
13.____	Energy Audits scheduled and performed (if available for free in your area)	_____
14.____	Issuance of Contract with an Effective Date, Scope of Work, Completion Date, and Dollar Amount.	_____
15.____	If Change order to the Contract is required (submit a modified Pre-Approval form to Champion for approval)	_____
16.____	Issuance of modified Notice to Proceed from MSHDA to grantee	_____
17.____	Homeowner Certification (if applicable) for projects equal to or greater than \$7,500 that require a lien	_____
18.____	Copy of Mortgage and Note for your file (originals must be sent to MSHDA and only the Mortgage should be recorded).	_____
19.____	Financial Status Report (FSR) entered in MATT 2.0 that includes: - Program Administration Report filled out, signed and uploaded if billing admin - Upload invoices for all work performed that identifies contractor name, description of the work performed, dates work was performed (start and end) uploaded in MATT 2.0	_____
20.____	Retain in file all checks issued and received for each invoice.	_____
21.____	Completion sign-off/approval by owner and inspection report from city prior to releasing the five-percent holdback.	_____
22.____	Final billing from contractor: Itemized summary listing all project costs.	_____
23.____	Final Outcome Report entered in MATT 2.0 that includes: - uploaded before and after pictures / video - uploaded MSHDA Surveys (Grantee and Homeowner)	_____

### NEP Project Checklist for Grantees

#### Submission of NEP Pre-Approval Request

Address: \_\_\_\_\_ Date App Received \_\_\_\_\_

Homeowner(s) \_\_\_\_\_ Phone \_\_\_\_\_

Email Address(es) \_\_\_\_\_

- SIGNED copy of NEP application and Income Self-Certification form
- TWO written bids with language that guarantees price for 45 days
- Before pictures, including one that shows front of house with address numbers
- Copy of insurance cert and license for builder (hold in file)
- Proof of current homeowner insurance (hold in file)
- Proof that taxes are up to date (hold in file)

\_\_\_\_\_ Pre-Approval form sent to MSHDA  
Date

\_\_\_\_\_ Notice to Proceed form sent to homeowner  
Date

\_\_\_\_\_ Permission granted for signage \_\_\_\_\_ Sign installed  
Date Date

#### Completion of Work

- After picture
- Completion form
- Invoice

\_\_\_\_\_ FSR completed  
Date

## Program Guidelines

Program Guidelines are a requirement for HID's Neighborhood Enhancement Program funds. They are used by HID grantees as an outline of program offerings, program and compliance requirements, eligibility requirements, selection criteria, complaint procedures, and program processes. They are intended to inform potential participants of the program's rules, expectations, and requirements.

Ultimately, Program Guidelines protect the grantee from claims of discrimination, favoritism, or other unfair treatment. Program Guidelines should spell out in plain terms the substantive requirements of the program, so that if an applicant is denied, the reason is clearly supported by the written rules of the program. Program Guidelines should also be directed at potential participants of the NEP program.

The below information is meant to provide guidance in the formulation of the Program Guidelines. All items might not pertain and therefore will not be included.

### General Provisions

- Neighborhood Enhancement Program Goals/Purpose/Desired Outcomes
- Program Location (Target Area with boundaries identified)
- Leveraged Resources (if applicable) – All needed resources need to be committed prior to project start.
- Owner Contribution (if applicable) – Must be placed in Grantee's escrow fund prior to project start. Lines of credit are not secure. (Can be nullified by the time project starts.)
- Fair Housing/Equal Opportunity/Non-Discrimination – Statement of Nonprofit Agency's Policy, Identity of Contact Person.
- Conflict of Interest provisions – no employee or paid individual associated with the entity can participate in the program (refer to Conflict of Interest Memo)
- Complaint Resolution – Review committee, Procedures, Filing Complaints/Appeal Process, Response, Dispute Resolution, Final Recourse, Reinstatement
- Program Administration – Confidentiality, Files, File Retention, Approval Authority, Grant Agreement and Program Compliance

## Eligibility Requirements

### *Applicants*

- Eligibility of Applicants – Household Income Self Certification Form

### *Property*

- Building Types Assisted
- Ownership criteria and eligibility
- Property Condition Criteria
- Architectural Drawings (if applicable for design of public amenity/infrastructure only)
- Historical Property – SHPO recommendations, local historic review (if applicable)
- Lead Based Paint/Asbestos Compliance (if applicable)

### *Eligible Activities*

- Clear definition of the scope of work
- Minimum/Maximum Levels of Assistance – minimum assistance is \$1,000
- Eligible/Ineligible activities
- Minimum Requirements and Standards must follow local code
- Materials – including “green” standards utilized (if applicable)

### *Application Process*

- Notice of Available Funds
- Application Intake Process/Review – all activities must be clearly stated, and a written application form must be used (no carryover of non-NEP waiting lists)
- Project Selection Process/Inspections (i.e., site selection: prioritization of properties and percentage distribution of homeowners vs. single-family rental)

### *Applicant Selection*

- Selection Process/Eligibility

### *Pre-Approval Process*

- Form and Required Attachments - Household Self-Certification form, photos, and cost estimates
- Photographs (before and after – similar angle/location/reference)
- Scope of Work/Cost Estimates – minimum two estimates/quotes required

*Contractor/Vendor Selection*

- Procurement/Small Purchase Procedures for Contractor/Vendor Solicitation
- Contractor Verification of Eligibility (State Licensing, Insurance Certifications, etc.)
- Contract Approval, Award, and Notification
- Pre-Construction Meeting (if applicable)
- Notice to Proceed
- Contractor Performance
- Change orders
- Permits and Inspections/Notification Procedures (local and state code)
- Construction and Contractor Payment Provisions (holdback provisions – minimum 5%)
- Contract Extensions
- Damages
- Recognized Participants Clause

*Lien Requirements*

- Lien Provisions
  - Housing Enhancement: 5-year; 100% forgivable, non-prorated
- Lien Execution
- Lien Recording
- Pay-off Requests – consult NEP Champion



## Licensing Requirements

Each grantee must ensure that the work is undertaken by a knowledgeable, experienced, and capable individual. Grantee assumes responsibility and oversight of all work performance and to ensure cost reasonableness.

**Note: The activities outlined below are not all eligible under NEP, please refer to the Eligible Improvements Activity Guide.**

**You should be aware that all contractors offering to do work, which totals \$600 or more in labor and materials must be licensed by the Department of Licensing and Regulatory Affairs.**

A **Residential Builders license** allows a contractor to build a complete residential structure and to do maintenance & alteration (remodeling) work on a residential structure.

A **Residential Maintenance & Alteration license** indicates that the holder has met requirements for one or more of the following trades:

- Carpentry
- Concrete
- Excavation
- Insulation Work
- Masonry
- Siding
- Roofing
- Screens and Storm Sash
- Gutters
- Tile & Marble
- House Wrecking
- Swimming Pools
- Basement Waterproofing

The trades for which a Maintenance & Alteration contractor is qualified to practice are listed on the license.

The holders' state license must be displayed in the place of business and all contractors, and their salespersons must carry a pocket card which you should ask to see. If they cannot show you a license, check the department's License Information database or call the Licensing Division at 517-335-9700.

Generally, we suggest you look at the definition of a Residential Builder and the list of specialty trades for a Residential Maintenance & Alteration Contractor to see what is required to be licensed. You may wish to review Article 24 of the Occupational Code and read sections 339.2401, 339.2403, and 339.2404. However, over the years some specific services have been removed from the licensing law or rules.

### **Activity License Requirements**

#### Required

- New Construction/Remodeling of Homes, Apartment Buildings, Condominiums, Townhouses, etc.
- Carpentry
- Concrete
- Excavation
- Insulation Work Requiring Masonry
- Painting & Decorating
- Siding
- Roofing
- Screen & Storm Sash
- Gutters
- Tile & Marble
- House Wrecking
- Swimming Pools
- Replacement Windows/Doors /Garage Doors
- Laying Wood Floors
- Basement Waterproofing

#### Not Required

- Drywall
- Awnings
- Pavers Without Mortar
- House Moving
- Carpeting & Vinyl Floors (Not Wood)
- Fences
- Sewer & Septic, Water Lines, Sprinklers
- Asphalt Paving
- Plaster & Lath

## Procurement Requirements

Procurement – small purchase procedures are used to provide written documentation on how your agency will validate that the expenses made are reasonable and necessary. The purchase procedures should be part of your program guidelines and followed when selection of contractor(s) occur.

A minimum of two written quotes/cost estimates obtained via phone, internet, etc., that are comparable in scope for each activity are needed in order to obtain a Notice to Proceed. If the gap between the two quotes/cost estimates is equal to or greater than 25% (rounded) of the lowest quote/cost estimate you must seek a third quote/estimate.

The estimates can be from:

**Stores** – dated receipts/invoices, activities itemized by type and cost

**Contractors** – can be verbal quotes on telephone if clearly documented with the date, time, parties on the call, activities itemized by type and cost

The grantee must follow procurement procedures, obtain bids for all necessary work (labor and materials), and determine reasonableness prior to issuing a Notice to Proceed.

### Volunteers

We will allow volunteer labor for work not requiring a licensed contractor, based on local requirements as long as lead/asbestos testing is conducted upfront, and property does not have Lead/Asbestos issues identified based on test results.

***If a property owner is a licensed contractor and requests to complete the work on their own property, then all purchases including supplies and equipment must be purchased and completed by the grantee on their behalf based on the procurement requirements outlined above.***

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
NEIGHBORHOOD HOUSING INITIATIVES DIVISION  
Subject: COMPLAINT PROCEDURE**

**Effective Date: November 1, 2018**

The purpose of this policy bulletin is to outline requirements for HID Grantees to establish a client complaint procedure for consistent resolution of conflicts. Complaints may come from applicants for assistance, owners, dissatisfied with work, participating contractors, or other interested parties.

**A GRANTEE'S CLIENT COMPLAINT PROCEDURE MUST**

1. **Be outlined in Grantee's Program Guidelines.** Clients and contractors must be informed of the complaint procedure when they are selected to participate in the program or upon receipt of a written complaint.
2. **Establish a timely response.** Ensure that a client's initial complaint is responded to by the program administrator within 15 working days of the date of the complaint.
3. **Require that the Chief Executive Officer (CEO) or Executive Director** of the grantee be informed of any complaint the program administrator fails to resolve. The grantee (at its option) may ask the CEO to review the case and recommend a resolution.
4. **Provide for the establishment of a review committee**, to be comprised of at least three people, which must hear all cases that cannot be successfully resolved by the program administrator (and CEO if he/she is part of the complaint procedure). It is recommended that the committee members serve a specified number of years.  
**The review committee should be comprised of:**
  - A person with building/construction expertise (completely separate from the contractor who is part of the complaint);
  - A local community representative; and
  - A representative of the grantee (but should not be administrator or staff member of housing program)**The claimant** may choose to make a presentation or submit a written description (including documentation) to the committee for review.
5. **Establish process to notify the client in writing of the review committee's decision** within 15 working days of the date of the hearing.

This policy covers the following processes:

- The grantee's client compliant procedure
- Referrals to Dispute Resolution Services
- MSHDA review of complaint
- Resolution determined by MSHDA

## **REFERRAL TO DISPUTE RESOLUTION SERVICES REQUIRED IF CONFLICT NOT SATISFACTORILY RESOLVED**

Should the above listed efforts fail to resolve all outstanding issues, grantees must seek the services of the closest Dispute Resolution/Mediation Program. The costs, if any, for using mediation to seek resolution of the dispute are eligible administrative costs under MSHDA's Neighborhood Housing Initiatives Division grant agreements. A list of Community Dispute Resolution Program (CDRP) Mediation Centers may be found at <http://courts.mi.gov/administration/scao/officesprograms/odr/pages/community-dispute-resolution-program.aspx> . Attached is a process map for a typical complaint procedure (**Attachment A, *Client Complaint Procedure***).

**MSHDA will review complaints only after the above process is complete and dispute is still unresolved.**

In the event that MSHDA is contacted directly by a complainant, he/she will be referred to the grantee for implementation of policy procedures. After all previously outlined steps have failed to resolve the complaint, the grantee may contact MSHDA in writing, detailing the complaint and verifying its compliance with the above listed steps.

**NOTE:** All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the grantee in the performance of its HID- funded grant agreement shall be the responsibility of the grantee, and not the responsibility of the Authority, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the grantee, any subcontractor, anyone directly or indirectly employed by the grantee, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the grantee or its employees by statute or court decisions.

If you have questions, contact your Champion.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
735 EAST MICHIGAN AVE • P.O. BOX 30044  
LANSING, MICHIGAN 48909  
MICHIGAN.GOV/MSHDA

M E M O R A N D U M

**TO: Neighborhood Enhancement Program Grantees**

**FROM: Tonya Young and the Neighborhood Enhancement Team**

**DATE: September 17, 2020**

**RE: Conflict of Interest**

Any grantee (local unit of government or nonprofit) receiving MSHDA's Neighborhood Enhancement Program (NEP) funds must comply with MSHDA's Conflict of Interest Provisions when assisting households.

**Conflict of Interest Provisions**

Officers, Board Members, donors, agents, and employees and their immediate family members are not eligible to apply for home repair grants under this program.

Officers, Board Members, donors, agents, and employees and their immediate family members are not to receive assistance for home repair grants under this program.

**PENALTIES FOR VIOLATIONS**

The penalty for violations of these provisions could include repayment of NEP funds and/or ineligibility for future participation. Other penalty, sanction, or disciplinary action shall be determined by MSHDA.

If you have questions, contact your Champion/Housing Specialist.

I attest that our organization has and will abide by MSHDA's NEP Conflict of Interest Provisions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

**FSR Tracking Template – for Internal Grant Management Tracking Purposes**

*NOTE: For each FSR submitted, list each activity address/description. Attach receipt(s) identifying what is eligible for MSHDA reimbursement. Cross off items not reimbursable by MSHDA. Be sure the amount on this spreadsheet equals the amount you are asking on your FSR.*

GRANTEE NAME: \_\_\_\_\_

GRANT #: \_\_\_\_\_

FSR #: \_\_\_\_\_ REQUESTED AMOUNT: \_\_\_\_\_

Address/description	Public Amenity	Housing Enhancement
Ex. 123 North St.		\$2,000.00
456 South Ave.	\$500.00	
Partnership Park - playground equipment, sand	\$300.00	
<b>TOTAL NON-ADMIN</b>	\$800.00	\$2,000.00
<b>ADMIN</b>		

*\*If Admin is being requested, attach a completed NEP Program Administration Report.*

# Section 3: NEP Housing Enhancement Component



### Home Energy Analysis/Audit Component Recommendation

- An energy analyst will inspect and identify the best opportunities to save energy and money while improving comfort within the home
- Identify target areas of opportunity to make valuable home improvements
- Provide a better understanding of homes' energy efficiency

#### Recommended Action Steps

- Step #1: Identify Utility company servicing the home  
Step #2: Determine what is currently being offered as a service by the utility company  
Step #3: Have assessment completed by an industry professional  
Step #4: Review and evaluate results  
Step #5: Plan project parameters

## Housing Enhancement Quick Finder

<b>Eligible Applicants</b>	
Eligible Applicants	Refer to Funding Notice
<b>Eligible Households &amp; Properties</b>	
Eligible Households	Targeted to households with incomes at or below 120% of Area Median Income (AMI)
Eligible Owner-Occupied Properties	Single family, rental/land contract, condominium, modular and manufactured homes on fee simple lots that are permanently affixed to real estate
<b>Eligible Costs</b>	
Rehabilitation Costs	The actual cost of rehabilitating housing, including: <ul style="list-style-type: none"> <li>• Costs to meet applicable rehabilitation standards</li> <li>• Energy audit and/or related repairs or improvements</li> <li>• Improvements necessary for persons with disabilities</li> <li>• Abatement or reduction of lead-based paint hazards</li> </ul>
Project Soft Costs	Reasonable and necessary costs associated with rehabilitation (limits described under administrative fees below)
Administrative Fees	<ul style="list-style-type: none"> <li>• NEP – Capped at 10% admin costs.</li> </ul>
Housing Quality	<ul style="list-style-type: none"> <li>• Local codes, ordinances and standards</li> <li>• If no local standards, must meet Section 8 Housing Quality Standards (HQS)</li> <li>• Grantee must have a formal written rehabilitation policy</li> <li>• Grantee must meet code standards for each specific activity undertaken.</li> </ul>
<b>Resale/Recapture Requirements</b>	
Document Required	Note and mortgage or other approved and recorded lien instrument
Compliance Requirements	<ul style="list-style-type: none"> <li>• Continued owner-occupancy until activity is complete and grant is closed</li> <li>• If sale, subject to recapture as noted below under Loan Terms</li> </ul>
<b>Compliance Requirements</b>	
Policy & Procedures	Refer to MSHDA Neighborhoods website and citations within written agreement.
Project Completion	All units must be completed within contract terms.
<b>Parameters of MSHDA Assistance</b>	
Loan Terms	<ul style="list-style-type: none"> <li>• No lien is required if total NEP assistance does not exceed \$7,499 for owner-occupied single-family units. See NEP guidance if property is rental/land contract and/or not owned by the nonprofit agency or local unit of government</li> </ul>
Minimum HID Investment Per Assisted Unit	\$1,000 per HID-assisted unit

## Grantees Lien Requirements

The attached guidance will mostly pertain to NEP grantees with housing enhancement activities that expend NEP dollars equal to or greater than \$7,500 on a specific address. The \$7,500 and above is comprised of all material and labor costs and/or the total NEP investment whichever is greater for a specific address.

- MSHDA liens will be required for all single-family properties that receive \$7,500 or above in NEP funds and will be in the format of a 5-year 100% forgivable lien.
- For all assisted rental/land contract properties (MSHDA Pre-Approved), regardless of the dollar amount of assistance, MSHDA liens will be required and will be in the format of a 5-year 50% forgivable lien with 50% repayment required in yearly installments.
  - Landlord Written Participation & Certification Agreement, Mortgage, and Note signed. (See Attached Forms)
  - 50% is forgiven after 5 years, can repay in yearly installments or defer until after they sell the home. If they sell prior to the 5 years, all must be paid back but in no event more than 20 years from the date of this Mortgage.
  - On the mortgage, the landlords address needs to be identified on pg. 1 (mailing address of Landlord) On Exhibit A Legal Description the rental house address (where the work was done) needs to be listed.
  - Landlords can only do one property per funding round.

The Mortgage and Note for the housing enhancement component for projects that are \$7,500 or above can be found below. These fillable PDF documents are to be completed by the grantee. The completed forms must be approved by an NEP Champion before homeowner signature. After the forms have been approved, the grantee will provide the forms to the homeowner(s) for signature. Once signed, the Mortgage only, will be sent by the grantee, to the County Register of Deeds office for recording.

You will also be required to have the homeowner(s) sign the attached Homeowner Certification document, which is also fillable.

Please make copies of all documents for your files. The original recorded mortgage, original signed note, and the original signed Homeowner Certification should be returned to your NEP Champion.

For consistency purposes, all NEP liens should contain the name of the NEP Champion and all documents should be forwarded to the Neighborhood Housing Initiatives Division for intake and mortgage log entry.

### Approval and Request for Contractor Payment

**Financial Status Report (FSR) #:**

**DATE:**

Name of Owner:  
Property Address: **address, city, state zip**

Name of Contractor:  
Total Contract Amount: \$  
Amount Being Approved for Payment: \$

**Description of Work Performed:**

**Notes, Corrections:**

**Workmanship:**  Acceptable  Unacceptable

**Grantee Approval:** I hereby certify that I have reviewed the work completed and find it acceptable as described in the Contract Work Specifications. At this time, the Contractor has completed \_\_\_\_\_% of the project and  may  may not be paid \$\_\_\_\_\_.

Date: \_\_\_\_\_  
\_\_\_\_\_ Grantee Signature

### Request for Contractor Payment

I hereby express approval of the work performed and hereby agree the specified work has been performed to satisfaction by above Contractor. Further, I authorize the above payment in an amount of \$\_\_\_\_\_ as the \_\_\_\_\_ draw on this project.

Date: \_\_\_\_\_  
\_\_\_\_\_ Signature of Owner

Date: \_\_\_\_\_  
\_\_\_\_\_ Signature of Owner

**Homeowner and Contractor Contract (Sample)**  
**(This document can be modified to reflect Agency criteria)**

THIS CONTRACT, dated month, day, year between **PROPERTY OWNER NAME** hereinafter referred to as "Homeowner") and **CONTRACTOR NAME** hereinafter referred to as "Contractor"), sets forth the terms and conditions for work to be performed on the premises located at:

Street Address: address , city , county , Michigan zip code

FOR PURPOSES of this Contract, **GRANTEE NAME** (hereinafter referred to as "Administrator") shall assume the role of intermediary between the Homeowner and the Contractor in order to provide assistance in completing the work to be performed under the Contract.

**ARTICLE I**

THE SPECIFICATION entitled "Bid Specifications for Home Improvement Project # , are hereby incorporated into this Contract and made a part hereof (hereinafter referred to as "Work Specifications") for the purpose of setting forth the work to be performed under this Contract. All work specifications must be pre-approved by the administrator via a written Notice to Proceed.

**ARTICLE II**

IN CONSIDERATION of the work performed by the Contractor according to the Work Specifications, the Contractor shall receive a payment in full the sum of dollar amount spelled out , (**\$ numeric amount** ), Dollars, which may be paid at the Contractor's option, as follows:

- Option 1:** A sum equal to 100% of the total Contract amount paid upon completion and approval of the work.
- Option 2:** A sum equal to % of the total Contract amount at one-half Completion and, % of the total contract amount at three quarter completion and, at completion and final approval of work by the homeowner, an additional %.

### **ARTICLE III**

THE WORK to be performed under this Contract shall begin within\_\_\_\_days from the date of the "Proceed to Work Order" issued by Homeowner. The work shall be completed within\_\_\_\_ days from the start of the work, unless the Contractor can show just cause for the delay of completion and obtains an extension of time in writing and signed by the Homeowner and approved by the Administrator.

### **ARTICLE IV**

IF THE CONTRACTOR fails to complete the work within the specified time, the Administrator (with the consent of and on behalf of the Homeowner) will send the Contractor a letter by Certified Mail requesting completion of the work within a reasonable number of days from the date of the letter. If the Contractor fails to complete the work within the time stipulated, the Homeowner will hire another contractor to complete the work. The second contractor will be paid first. The first Contractor will only be entitled to the difference between the balance of the Contract amount and what is paid to the second contractor, if any, providing that the first and second contractors performed acceptable work.

### **ARTICLE V**

THE CONTRACTOR will provide all materials, equipment and labor necessary to perform the work stated in the Work Specifications. All work performed under this Contract will be completed in a good and reasonably workmanlike manner in strict adherence to the Work Specifications. "Workmanlike" will include reasonable aesthetic standards. Any work performed by the Contractor which is not stated in the Work Specifications and Work Change Orders authorized by the Administrator will not be paid under this Contract.

### **ARTICLE VI**

THE CONTRACTOR will keep the premises clean, orderly, and safe during the course of the work. It is understood that the premises are to be occupied by the Homeowner during the performance of the work. The Contractor will be responsible for removing the debris from the work site at the completion of the work. Unless otherwise stipulated in the Work Specifications, materials and equipment which are to be removed and replaced as part of the Work Specifications shall become the property of the Contractor. The

Contractor shall not use or cause to be used any hazardous materials, such as lead-based paint, in the performance of the work.

#### **ARTICLE VII**

IT IS THE CONTRACTOR'S responsibility to obtain any required work permits and arrange for subsequent inspections through the County or City or Township or other Code Departments when applicable. The Contractor will comply with all applicable local codes and ordinances whether or not specifically stated in the Work Specifications and will comply with all applicable State and Federal Codes and Laws, including all applicable licensure laws.

#### **ARTICLE VIII**

THE CONTRACTOR will be required to perform any related work covered by the "Work Change Orders" issued by the Administrator and approved by the Homeowner. The Contract amount and completion date will be adjusted accordingly to allow time and agreeable compensation for the additional work performance.

#### **ARTICLE IX**

THE CONTRACTOR shall furnish evidence of Comprehensive Public Liability Insurance coverage protecting the Homeowner in the event of bodily injury including death for not less than \$300,000. and in the event of property damage arising out of the work performed by the Contractor or subcontractors, of \$100,000. Contractor will further furnish evidence of all other coverage required by Michigan Statutes, including but not limited to Workman's Compensation Insurance, before the start of the work to be performed under this Contract. A statement of Sole Proprietorship must be furnished in cases where Contractor is exempt from Workman's Compensation coverage.

#### **ARTICLE X**

THE CONTRACTOR may not assign this Contract to any other Contractor without the express consent of both the Homeowner and the Administrator.

#### **ARTICLE XI**

UPON COMPLETION OF THE WORK, the premises will be inspected by the Administrator's Housing Inspector to ascertain if the work stated in the Work Specifications has been completed satisfactorily in the opinion of the Administrator. The Homeowner will be also required to give written approval of the work performed even if the Housing Inspector ascertains that the work has been completed satisfactorily. If it is determined by either, that the work has not been completed satisfactorily or not in

accordance with the Work Specifications, the Administrator will, by written notice to the Contractor, advise the Contractor to complete and/or correct the unsatisfactorily work within ten days from the date of receipt of the written notification by the Administrator.

#### **ARTICLE XII**

THE CONTRACTOR expressly and impliedly warrants against any faulty materials or workmanship. The Contractor expressly guarantees and agrees to remedy any defects in the work and to pay for any damage to other work resulting therefrom which shall appear within a period of warranty from the date of final acceptance of the work unless a longer period is specified in writing by agreement of the parties. The Contractor will provide a signed statement of "Contractor's Release of Liens and Claims" upon completion of the work from Contractor and any subcontractors, or material men. The Contractor will furnish the Homeowner with all manufacturers and supplier's written guarantees and warranties covering the materials and equipment furnished in the performance of the work under this Contract.

#### **ARTICLE XIII**

THE HOMEOWNER may not perform any of the work stated in the Work Specifications nor interfere in any way with the work being performed by the Contractor. Homeowner may not remove or alter any of the materials to be used in the performance of work. If the Homeowner is not satisfied with the work being done or the materials being used, the Homeowner will contact the Administrator in writing.

#### **ARTICLE XIV**

THE HOMEOWNER shall supply the Contractor, at no cost, the use of existing utilities such as light, heat, power, and water necessary to the performance and completion of the work. The Homeowner will provide the Contractor access to the property during the hours of 7:00 a.m. and 6:00 p.m., Monday through Saturday, or as otherwise mutually agreed between, Homeowner and Contractor.

#### **ARTICLE XV**

THE ADMINISTRATOR is held harmless by the Homeowner and Contractor as to any and all damages, injuries or losses, claims or cause of action. It is expressly understood by and between the parties that the Administrator does not guarantee the performance of and/or completion of work performed or to be performed pursuant to this Contract, nor does the Administrator warrant either impliedly or expressly the work, products, materials or services provided by this Contract. The Administrator will not be responsible for any oral or written agreements, in addition to the original contracted work as stated in the



Work Specifications, between Contractor and Homeowner. This Contract constitutes the entire agreement between the parties and cannot be in any way altered, modified, or rescinded, except by its own terms or by written agreement of all the parties hereto.

**ARTICLE XVI**

Payment shall be made directly to the Contractor by the administrator with the consent of and on behalf of the homeowner.

**ARTICLE XVII**

IN THE EVENT a dispute arises hereunder between Contractor and Homeowner, the parties hereby agree: That if an impasse is reached between the parties during the construction phase of the project, the Administrator will be contacted and act as intermediary of the dispute; once project completion and disbursement of funds has occurred, Homeowner accepts responsibility for obtaining relief through appropriate channels such as the Michigan Department of Licensing and Regulation.

**ARTICLE XVIII**

DURING THE PERFORMANCE, of any contract under the Housing Program, the Contractor hereby agrees that the Contractor will not discriminate against any employee or applicant for employment because of Race, Color, Religion, Sex, or National Origin. The Contractor will take affirmative action to ensure that applicants are employed, and treated during employment without regard to their Race, Color, Religion, Sex, or National Origin. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to their Race, Color, Religion, Sex, or National Origin. The Contractor shall further comply with all State or Federal laws regarding Disabilities, Age, or other Civil Right Statues.

**ARTICLE XIX**

THE HOMEOWNER AND THE CONTRACTOR agree they have read and understood the terms of this Contract. In the event the Contractor has demonstrated non-compliance with any of the above clauses or those attached to the Contract, the Contract may be canceled, terminated or suspended, in whole or part, and the Contractor may be declared INELIGIBLE for future work by this program.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract this date  
day of month, year .

**WITNESS:**

\_\_\_\_\_   
witness name

**HOMEOWNER(S):**

\_\_\_\_\_   
homeowner name

\_\_\_\_\_   
homeowner name

**CONTRACTOR:**

\_\_\_\_\_   
witness name

\_\_\_\_\_   
contractor name and title

DBA Name: \_\_\_\_\_

FEIN # \_\_\_\_\_

**ADMINISTRATOR:**

\_\_\_\_\_   
Name

\_\_\_\_\_   
Contact #

## Grantees Lead and Asbestos Compliance Requirements

The attached guidance will mostly pertain to NEP grantees with housing enhancement activities. With the Neighborhood Enhancement Program there are some judgement calls that need to be made on each component and per each activity. These judgement calls would be made specifically by each grantee, who knows best what their work involves. To be clear, these are judgements about things like whether lead or asbestos-containing material are likely to be disturbed and to what degree, not judgements on whether or not these laws apply, for they do. The goal of this guidance is to make you aware of the basic tenets of the laws. The determination of the process that will be used should be incorporated into your agency's program guidelines.

If you have any questions in regard to the activity you are completing and lead and asbestos, please contact: Tracey Barnes, HID Housing Specialist, 517-241-2588 or [barnest5@michigan.gov](mailto:barnest5@michigan.gov).

### Purpose

To establish MSHDA's expectations for compliance with lead and asbestos regulations for NEP-funded projects.

### Background

Although NEP is not sourced from the Department of Housing and Urban Development (HUD) and therefore not subject to HUD-specific environmental review requirements<sup>1</sup> (e.g. 24 CFR 35, 24 CFR 58), NEP recipients and contractors are responsible for complying with all other applicable regulations, including Environmental Protection Agency (EPA) and U.S. Occupational Safety and Health Administration (OSHA) regulations that apply to lead and asbestos including local and state requirements.

#### 1. Lead Based Paint – EPA's Renovation, Repair and Painting (RRP) Rule

Promulgated in 2008, the RRP rule requires anyone performing renovation for compensation (contractors, landlords, tradesmen, maintenance staff, etc.) to undergo training on lead-safe work practices, testing, and cleaning verification and obtain EPA certification before working in pre-1978 homes, childcare facilities, and schools.

<sup>1</sup> If NEP funds are blended with federal funds, then these additional requirements may apply.

All contractors working on NEP-funded projects in qualifying homes must have a current EPA RRP certification. The grantee shall request and maintain proof of RRP certification in the project file along with documentation of lead-safe work practices and cleaning verification. At least one certified renovator must be at the job site when work is being done and all individuals trained in the use of lead safe work practices, per the RRP rule.

For more information on lead-based paint how the RRP rule applies to your project, please contact the National Lead Information Center at (800) 424-5323.

## **2. Asbestos - National Emissions Standards for Hazardous Air Pollutants (NESHAP) & OSHA worker protection standards**

Promulgated in 1973, the goal of EPA's NESHAP regulation is to minimize the release of asbestos fibers during renovation and demolition activities. Although there is a single-family, homeowner exemption clause in NESHAP, activities funded as part of a larger project, such MSHDA/HUD grants, are not covered under this exemption. Compliance with NESHAP may require an asbestos inspection prior to renovation activities. This inspection will determine whether building components in the scope of work are Asbestos Containing Materials or ACM (material >1% asbestos) and how much ACM is present. It will also determine whether some or all of the ACM is friable or regulated and therefore may require abatement. If abatement is necessary, it must be completed by a currently licensed Asbestos Abatement Contractor.

The Occupational Safety and Health Administration (OSHA) regulates worker protection and exposures to asbestos. Within the Michigan Department of Licensing and Regulatory Affairs (LARA), the Michigan Occupational Safety and Health Administration (MIOSHA) Asbestos Program administers the federal OSHA asbestos standards. The MIOSHA Asbestos Program also accredits and licenses professionals in the asbestos industry and processes asbestos abatement project notifications which require specific procedures that differ from NESHAP notification procedures. Contractors are responsible for OSHA compliance with worker safety provisions.

Although only an inspection can determine whether a building material contains asbestos, some well-known ACM components include:

- Cement shingles
- Roofing felt, coatings, shingles and/or tiles
- Millboard
- Pipeline wrap
- Gaskets
- Boiler wrapped pipes
- Transit siding
- 9"x9" vinyl-asbestos floor tiles
- Vermiculite insulation-attics and walls
- Various plaster material at walls and ceilings
- Various mastics, glue caulks, glazing, etc.

For more information on how NESHAP or OSHA worker protection standards apply to your project, please contact the MDEQ NESHAP Program at (517) 284-6777 or the MIOSHA Asbestos Program at (517) 284-7680.

# Section 4: Documents

## Forms

- [Pre-Approval Request Form](#)
- [Household Income Self-Certification Form](#)
- [Tenant Household Income Self-Certification Form](#)
- [Landlord Written Participation & Certification Agreement](#)
- [Homeowner Certification](#)
- [Homeowner Mortgage](#)
- [Homeowner Note](#)
- [Program Administration Report](#)
- [Household Participation Engagement Survey](#)
- [Grantee Participation Engagement Survey](#)
- [Final Outcome Report](#)

## Useful Links

- [Training Manual/System User's Guide](#)
- [NEP Grantee Press Release Template](#)
- [NEP Grantee Suggested Social Media Posts](#)
- [2021 Contractors by Region](#)
- [2021 Lead Inspectors](#)
- [EPA Lead Backed Paint Program Q & A \(March 2018\)](#)
- [Steps to Lead-Safe RRP Brochure \(March 2021\)](#)



## Pre-Approval Request Form

**TO:** Champion Name \_\_\_\_\_

**FROM:** Contact Agency Name \_\_\_\_\_

Contact Name \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RE:** Grant # \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Homeowner Address: \_\_\_\_\_

- Pre-approval Request
- Update/Revision to Previous Request

**NEP Activity Category Requested:**

- |   |    |       |
|---|----|-------|
| #1 Housing Enhancements/Exterior Rehabilitation                   | #1 | _____ |
| #2 Neighborhood Public Amenity Enhancements                       | #2 | _____ |
| #3 Housing Enhancement/Interior Rehabilitation                    | #3 | _____ |
| #4 Administration - Note tracking form required for reimbursement | #4 | _____ |

**Total Requested (Entry of a dollar amount is required)** Total: \_\_\_\_\_

1. Activity Description/Specific Location (Breakdown each address – attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Provide a description of the procurement method used to determine cost reasonableness (Attach a minimum of two quotes):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



3. Have the specs/work orders been approved by all parties?  Yes or  No  
(If No, Explain):

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4. Are all of the proposed activities being completed by licensed and insured contractors?  
 Yes or  No (If No, Explain):

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5. Has the Household Self-Certification eligibility form been completed by all homeowners/s?  
 Yes or  No or  N/A (If No, Explain):

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6. If utilizing volunteer labor, please provide a written description:

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## Neighborhood Enhancement Program (NEP) Household Income Self Certification Form

Applicant Name \_\_\_\_\_

Home Address \_\_\_\_\_

Project Description \_\_\_\_\_

### NEP Applicant Qualifications Checklist

- The applicant is the **owner** and **occupies** the **assisted** property.
- The applicant does **not** own any property that is **tax delinquent**.
- There is **current insurance** coverage on the property.
- The applicant does **not** own any property that is subject to any **citation of violation** of the state and/or local codes and ordinances.
- The applicant has **not** been the **prior owner** of any property transferred to the Treasurer or to a local government as a result of **tax foreclosure** proceedings.
- The applicant has a household income at or below 120% of the \_\_\_\_\_ median income (located below).

<b>(For Information Only – Do Not Mark)</b>								
Household Size	1	2	3	4	5	6	7	8
Income Limits 120% AMI	\$	\$	\$	\$	\$	\$	\$	\$

**BY MY SIGNATURE BELOW, I CERTIFY THAT MY INDIVIDUAL INCOME OR HOUSEHOLD INCOME IS APPROXIMATELY \$\_\_\_\_\_ ANNUALLY AND \_\_\_\_\_ NUMBER OF PERSONS RESIDE IN MY HOME. I FURTHER CERTIFY THAT I AM ABLE TO DOCUMENT MY ANNUAL INCOME WITH PAYSTUBS, OR OTHER EVIDENCE.**

I CERTIFY ALL THE INFORMATION ON THIS APPLICATION AND ALL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY BELIEF AND KNOWLEDGE. I UNDERSTAND THAT THE GRANTEE WILL REVIEW THIS REQUEST AND DETERMINE IF IT IS IN COMPLIANCE WITH THE PROGRAMS POLICIES, HUD REGULATIONS AND PRIORITIES, AND THE NEIGHBORHOOD ENHANCEMENT PROGRAM. IF THIS APPLICATION IS APPROVED, I WILL CARE FOR AND MAINTAIN THE PROPERTY.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

**To Michigan State Housing Development Authority and Housing Agency (HA):**

I/we, the individual/household member(s) below is/are a current tenant of the residence located at \_\_\_\_\_, \_\_\_\_\_ Michigan and is/are an applicant or participant in the \_\_\_\_\_ Neighborhood Housing Initiatives Program. This program is funded by the Michigan State Housing (MSHDA) and administered by \_\_\_\_\_ Housing Agency (HA). In order to be eligible for this Neighborhood Housing Initiatives Program, my household's income is collected along with other information in my/our program file including my/our address, household size, household member names and photographs. MSHDA and the HA are requesting consent to release this file information for marketing and program purposes. However, the information will not be otherwise disclosed or released outside of MSHDA or the HA, except as permitted or required by law. MSHDA and the HA will protect the file information in accordance with any applicable State privacy law.

Signatures:

Date:

\_\_\_\_\_  
Head of Household

\_\_\_\_\_

\_\_\_\_\_  
Spouse

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_

## Neighborhood Enhancement Program (NEP) Tenant Household Income Self-Certification Form

Tenant Name \_\_\_\_\_

Tenant Address \_\_\_\_\_

Project Description \_\_\_\_\_

### NEP Tenant Qualifications Checklist

- The tenant **occupies** the **assisted** property.
- The tenant does **not** own the property.
- The tenant has a signed lease agreement with the landlord.
- There is **current insurance** coverage on the property, through landlord and tenant renter's insurance.
- The applicant has a household income at or below 120% of the \_\_\_\_\_ median income (located below).

	County							
	(For Information Only – Do Not Mark)							
Household Size	1	2	3	4	5	6	7	8
Income Limits 120% AMI	_____	_____	_____	_____	_____	_____	_____	_____

**BY MY SIGNATURE BELOW, I CERTIFY THAT MY INDIVIDUAL INCOME OR HOUSEHOLD INCOME IS APPROXIMATELY \$\_\_\_\_\_ ANNUALLY AND \_\_\_\_\_ NUMBER OF PERSONS RESIDE IN MY HOME. I FURTHER CERTIFY THAT I AM ABLE TO DOCUMENT MY ANNUAL INCOME WITH PAYSTUBS, OR OTHER EVIDENCE.**

I CERTIFY ALL THE INFORMATION ON THIS APPLICATION AND ALL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY BELIEF AND KNOWLEDGE. I UNDERSTAND THAT THE GRANTEE WILL REVIEW THIS REQUEST AND DETERMINE IF IT IS IN COMPLIANCE WITH THE PROGRAMS POLICIES, HID REGULATIONS AND PRIORITIES, AND THE NEIGHBORHOOD ENHANCEMENT PROGRAM. IF THIS APPLICATION IS APPROVED, I WILL CARE FOR AND MAINTAIN THE PROPERTY.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

**To Michigan State Housing Development Authority and Housing Agency (HA):**

I/we, the individual/household member(s) below is/are a current tenant of the residence located at \_\_\_\_\_, \_\_\_\_\_ Michigan and is/are an applicant or participant in the \_\_\_\_\_ Neighborhood Housing Initiatives Program. This program is funded by the Michigan State Housing (MSHDA) and administered by \_\_\_\_\_ Housing Agency (HA). In order to be eligible for this Neighborhood Housing Initiatives Program, my household's income is collected along with other information in my/our program file including my/our address, household size, household member names and photographs. MSHDA and the HA are requesting consent to release this file information for marketing and program purposes. However, the information will not be otherwise disclosed or released outside of MSHDA or the HA, except as permitted or required by law. MSHDA and the HA will protect the file information in accordance with any applicable State privacy law.

Signatures:

Date:

\_\_\_\_\_  
Head of Household

\_\_\_\_\_

\_\_\_\_\_  
Spouse

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_

\_\_\_\_\_  
Other Family Member/Occupant over age 18

\_\_\_\_\_



**NEIGHBORHOOD HOUSING INITIATIVES DIVISION  
NEIGHBORHOOD ENHANCEMENT PROGRAM  
LANDLORD WRITTEN PARTICIPATION & CERTIFICATION AGREEMENT**

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Eligible Tenant(s) / Principal Occupant(s):

Landlord(s) / Non-Occupant(s):

Property Address:

The parties identified above are receiving rehabilitation assistance. All parties must have read and signed below to certify their understanding and acceptance of the following:

1. The Loan (mortgage and note) is a lien against your property. The Landlord(s) shall execute amended mortgage and note should the amount of assistance change after the original lien documents are executed.
2. The Loan bears no interest.
3. The Loan is NOT a grant or gift.
4. All or a portion of the Loan may be due and payable, pursuant to the terms of the Note, upon the sale, transfer or conveyance of the property and/or upon the death of Eligible Owner and/or when the property is no longer the Eligible Owner's principal place of residence.
5. The following requirements remain in effect until the funds are repaid or forgiven per the terms of the Note.
  - The property has no unaddressed mortgage and/or tax delinquencies.
  - The property is not subject to a foreclosure proceedings, court-order receivership, or nuisance abatement.
  - The property has utility services turned on.
  - The property has a formal written lease agreement and rents cannot be increased during the first year after the completion of NEP Housing Enhancement activities.
  - The property is affixed to a permanent foundation.
  - The occupant household is income eligible. Tenant is required to complete the Household Self Certification form.
  - The rehabilitation or construction contract is between the Landlord(s) and contractor. The Landlord(s) should direct any problems with the work of the contractor to the contractor and resolving such problems is the sole responsibility of the contractor.
  - The rental insurance policy recommendation is to list MSHDA (per Mortgage and Note) as an additional insured.
  - The property may not be used for any illegal activity. The Landlord(s) must keep the home in reasonably good repair and free from code violations. Must keep all debris to a minimum to reduce fire, health, and safety hazards.

I/We, being the Landlord(s) of the property located at \_\_\_\_\_ hereby certify my/our understanding and acceptance of the above-written participation & certification agreement.

**LANDLORD(S)**

Date: \_\_\_\_\_

Print Name

Date: \_\_\_\_\_

Print Name

**GRANTEE NAME**

Date: \_\_\_\_\_

Program Administrator Name and Title



**NEIGHBORHOOD HOUSING INITIATIVES DIVISION  
NEIGHBORHOOD ENHANCEMENT PROGRAM  
HOMEOWNER CERTIFICATION**

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Eligible Owner(s) / Principal Occupant(s):

Co-Owner(s) / Non-Occupant(s):

Persons receiving rehabilitation assistance must read and sign below to certify their understanding and acceptance of the following:

1. The Loan (mortgage and note) is a lien against your property. The Owner(s) shall execute amended mortgage and note should the amount of assistance change after the original lien documents are executed.
2. The Loan bears no interest.
3. The Loan is NOT a grant or gift.
4. All or a portion of the Loan may be due and payable, pursuant to the terms of the Note, upon the sale, transfer or conveyance of the property and/or upon the death of Eligible Owner and/or when the property is no longer the Eligible Owner's principal place of residence.
5. The following requirements remain in effect until the funds are repaid or forgiven per the terms of the Note.
  - The Eligible Owner must occupy the property as their principal place of residence.
  - No portion of the property may be rented.
  - The property may not be used for any illegal activity.
  - The rehabilitation or construction contract is between the Owner(s) and contractor. The Owner(s) should direct any problems with the work of the contractor to the contractor and resolving such problems is the sole responsibility of the contractor.
  - The Homeowner insurance policy must list MSHDA (per Mortgage and Note) as a loss payee.
  - The property must be insured at all times.
  - The Owner(s) must keep real estate taxes paid at all times.
  - The Owner(s) must keep all mortgage payments (if any) up to date and paid on time.
  - The Owner(s) must keep the home in reasonably good repair.
  - The Owner(s) must keep all debris to a minimum to reduce fire, health and safety hazards.
  - The Owner(s) must keep Grantee Name informed as to any changes in the above.



I/We, being the owner(s) of the property located at \_\_\_\_\_ hereby certify my/our understanding and acceptance of the above-written Housing Enhancement requirements.

**HOMEOWNER(S)**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**GRANTEE NAME**

Date: \_\_\_\_\_  
Program Administrator Name and Title \_\_\_\_\_



TO HAVE AND TO HOLD the above-mortgaged premises, together with all buildings, improvements, and fixtures, to the said Mortgagee forever, provided that if the Mortgagor shall keep and perform all of the covenants herein contained, then this Mortgage and the aforesaid Forgivable Note shall be null and void; otherwise to remain in full effect.

NOW, THEREFORE, in consideration of the Mortgage, the Mortgagor hereby covenants as follows:

1. The Mortgagor agrees to comply with the requirements of the homeowner certification form (the "Homeowner Certification Form") and the Forgivable Note, which are incorporated herein by reference.
2. The Mortgagor will not permit or suffer the use of the property for which this Mortgage is given for any purpose other than Mortgagor's principal place of residence.
3. The activities of the Mortgagor will be subject to the review of and, in the discretion of the Authority, audit by Authority staff to ensure compliance with this Agreement, the Act and the Authority's Rules, and the Mortgagor will provide any books, records or documents in such form and at such place as the Authority may request.
4. The Mortgagor will not permit or suffer the alteration of or addition to any structure upon said Property without the prior written consent of the Mortgagee.
5. Prior to the fifth anniversary of the date of this Mortgage, if the Property is sold or transferred without the Mortgagee's prior written consent, or if the Mortgagor fails to perform any obligation required under the terms of this Mortgage (each such noncompliance an "Early Maturity Event"), such act shall be deemed a breach of a covenant in this Mortgage, and the Forgivable Note shall be immediately due and payable in an amount equal to the principal amount advanced under the Forgivable Note. For purposes of this Mortgage, the words "sold or transferred," individually or together, specifically include, but are not limited to, an outright sale, sale on a land contract, sale with an assumption of the Mortgage, sale with wrap around financing, transfer by operation of law either upon the death of the Mortgagor or otherwise.
6. After the fifth anniversary of the date of this Mortgage, the Mortgagor shall be under no obligation to repay any of the principal of the Forgivable Note.
7. After the repayment in full or forgiveness of the indebtedness represented by the Forgivable Note, the Authority will record a discharge of this Mortgage.
8. The Mortgagor will pay before the same become delinquent or subject to interest or penalties, all taxes, assessments, water rates, and all other charges and encumbrances which now are or shall hereafter be or appear to be a lien upon the said premises or any part thereof (unless otherwise agreed to in writing), and that in default thereof, the Mortgagee may, without demand or notice, pay the said taxes, assessments, charges or encumbrances, and pay such sum of money as the Mortgagee may deem to be necessary therefor, and shall be the sole judge of the legality or validity thereof and of the amount necessary to be paid in satisfaction thereof.
9. The Mortgagor will keep the improvements now existing or hereafter erected on the mortgaged Property insured against loss from fire and such other hazards, casualties, liabilities and contingencies as may be required by an Authorized Officer of the Authority, and all such insurance shall be evidenced by a standard fire and other policies required by the Authority, in amounts acceptable to the Authority. All policies shall be endorsed with a standard mortgagee clause with loss payable to the Authority.

10. The Mortgagor will not permit or commit any waste on said premises and will keep the buildings thereon and all equipment therein mortgaged, if any, in good repair, and promptly comply with all laws, ordinances, regulations, and requirements of any governmental body affecting the said mortgaged premises, and should said premises or any part thereof require inspections, repair, care, or attention of any kind or nature not provided by the Mortgagor, or by another party responsible therefore the Mortgagee, being hereby made sole judge of the necessity therefor may, after notice to the Mortgagor, enter or cause entry to be made on said property, and inspect, repair, protect, care for or maintain said property as the Mortgagee may deem necessary, and may pay such sum of money as the Mortgagee may deem to be necessary therefore and shall be the sole judge of the amount necessary to be paid.
11. Should any default be made in the covenants of this Mortgage, the Mortgagee may cause the abstract or abstracts of title, or Title Insurance Policy and the tax histories of said premises to be certified to date, or may procure new abstracts of title or Title Insurance Policies and tax histories or title search in case none were furnished to the Mortgagee, and may pay therefor such sums as it may deem to be necessary, and if unpaid, may pay the Mortgage tax on this instrument, and shall be the sole judge of the amount necessary to be paid therefor.
12. Should any default be made in the performance of any covenants of this Mortgage or the Forgivable Note, or any part thereof, when the time of performance has arrived, as above provided, then all sums due hereunder shall, at the option of the Mortgagee, without notice, become immediately payable thereafter, although the period above limited for the payment thereof may not have expired, anything herein contained or contained in the Forgivable Note to the contrary notwithstanding, and any failure to exercise such option shall not constitute a waiver of the right to exercise the same at any other time with respect to the same default or any subsequent default.
13. No forbearances on the part of the Mortgagee and no extension of the time for the payment of the debt hereby secured, given by the Mortgagee, shall operate to release, discharge, modify, change or affect the original liability of the Mortgagor herein either in whole or in part.
14. NOTICE: THIS MORTGAGE CONTAINS A POWER OF SALE AND UPON AN EVENT OF DEFAULT MAY BE FORECLOSED BY ADVERTISEMENT AS HEREIN PROVIDED. Upon default being made in the payment of the sums of money herein agreed to be paid, or in the performance of any of the covenants or agreements herein contained according to the terms hereof or of the Forgivable Note secured hereby, the holder of the Forgivable Note is hereby authorized and empowered to sell the Property or cause it to be sold and to convey the same to the purchaser in any lawful manner, including but not limited to that provided in Section 49 of the Act 346 of the Public Acts of 1966 (MCL 125.1449, *et seq.*) entitled "Foreclosure of Mortgage by Advertisement," which permits the mortgage holder to sell the Property without affording the Mortgagor a hearing, or giving the Mortgagor personal notice; the only notice required is to publish notice in a newspaper of general circulation in the county in which the Property is located and to post a copy of the notice on the mortgaged premises.

IN WITNESS WHEREOF, the Mortgagor has caused these presents to be signed as of the day and year first above written.

By: \_\_\_\_\_

By: \_\_\_\_\_

STATE OF MICHIGAN )  
County of )

Before me personally appeared \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_

Notary Public, State of Michigan  
County of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Form Drafted by:  
Kara Hart-Negrich  
Michigan State Housing Development Authority  
735 East Michigan Avenue, P.O. Box 30044  
Lansing, MI 48909

Form Completed by:

And when Recorded, Return to:

Michigan State Housing Development Authority  
Neighborhood Housing Initiatives Division  
735 East Michigan Avenue, P.O. Box 30044  
Lansing, Michigan 48909

**EXHIBIT A  
LEGAL DESCRIPTION**

Commonly known as:

Parcel/Property ID #:

**HOUSING DEVELOPMENT FUND GRANT FORGIVABLE NOTE**  
**Grant # HDF-2021-                      -NEP**  
**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**  
735 East Michigan Avenue, P. O. Box 30044  
Lansing, Michigan 48909

\$ \_\_\_\_\_, Michigan

FOR VALUE RECEIVED, \_\_\_\_\_, whose address is \_\_\_\_\_ (herein called the “Mortgagor”), promises to pay the Michigan State Housing Development Authority, a Michigan public body corporate and politic (herein called the “Mortgagee” or the “Authority”), whose address is 735 East Michigan Avenue, P. O. Box 30044, Lansing, Michigan 48909, or order, the principal sum of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_, bearing no interest, or fraction thereof provided that:

- A. If, before the fifth anniversary of the date of this mortgage note (the “Forgivable Note”), the Mortgagor shall fail to comply with the terms of the mortgage (the “Mortgage”) entered into between the parties on the same date as this Forgivable Note and recorded in the office of the County Register of Deeds (each such noncompliance an “Early Maturity Event”), then this Forgivable Note shall be immediately due and payable in an amount equal to the principal amount advanced under this Forgivable Note.
  
- B. On and after the fifth anniversary of the date of this Forgivable Note, the Mortgagor shall have no further repayment obligation.

In the event of Early Maturity, principal shall be payable at 735 East Michigan Avenue, P.O. Box 30044, Lansing, Michigan 48909 or such other place as an Authorized Officer of the Mortgagee or holder of this Forgivable Note may designate in writing.

In the event of default in the payment of this Forgivable Note, and if the same is collected by an attorney at law, the undersigned hereby agree(s) to pay all cost of collection, including a reasonable attorney’s fee.

All parties to this Forgivable Note, whether principal, surety, guarantor or endorser, hereby waive presentment for payment, demand, protest, notice of protest, and notice of dishonor and consent to any number of renewals or extensions of the time of payment thereof. Any such renewals or extensions may be made without notice of any of said parties and without affecting their liability.

This Forgivable Note shall be the joint and several obligation of all makers, sureties, guarantors and endorsers, and shall be binding upon them and their heirs, personal representatives, successors, and assigns.

Any notice to Mortgagor provided for in this Forgivable Note shall be given by mailing such notice by regular or certified mail addressed to Mortgagor at the Property Address stated in the first paragraph of this Forgivable Note, or to such other address as Mortgagor may designate by notice to the Forgivable Note holder. Any notice to the Forgivable Note holder shall be given by mailing such notice by certified mail, return receipt requested, to the Forgivable Note holder at the address stated in the first paragraph of this Forgivable Note, or at such other address as may have been designated by notice to Borrower.

This is the Forgivable Note described in and secured by a Mortgage of even date in the same principal amount as herein stated.

Signed as of the \_\_\_\_\_ th day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_

By: \_\_\_\_\_



**EXHIBIT A  
LEGAL DESCRIPTION**

Commonly known as:

Parcel/Property ID #:



## Program Administration Report

Grantee: \_\_\_\_\_

Grant # \_\_\_\_\_

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Report Period: \_\_\_\_\_

Date	Task Description	Hours	Pay Rate	Total
<b>Total</b>				

\_\_\_\_\_  
Employee Signature

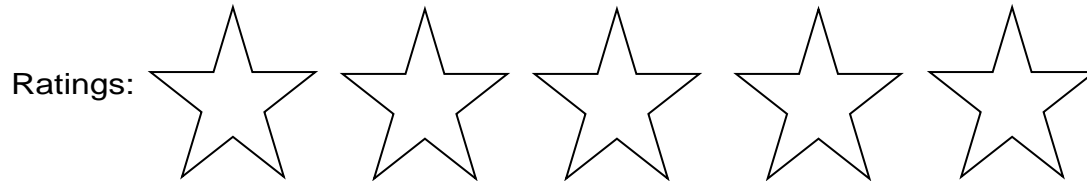
\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Supervisor Signature

\_\_\_\_\_  
Date



## NEP Household Participation Engagement Survey



1. Overall, how would you rate the experience out of 5 stars (5 is the best rating and 0 is the worst)
2. Suggestions on how the process could it be improved?
3. How would you describe the overall benefit/impact of this grant on your household and neighborhood?
4. Did you receive any energy efficiency assistance? If so, was this beneficial?



## NEP Grantee Participation Engagement Survey

Overall Ratings: 

(5 is the best rating and 0 is the worst)

1. Suggestions on how the process could be improved?

2. How would you describe the overall benefit/impact of this grant on the neighborhood and community?

# Final Outcome Report

**Date:**

The Final Outcome Report must be submitted at the same time as the Final FSR by the Grantee.

Grant #:	
Grant Begin Date:	Grant End Date:
Grantee:	
Contact:	Phone:
Email Address:	Fax:

**Questionnaire**

<b>Project Results Summary</b>	<i>(SAMPLE RESPONSE) As a result of the NEP in Smithvale neighborhood, property values will increase.</i>
<b>What indicators were used to measure results?</b>	<i>(SAMPLE RESPONSE) Home sale prices in the neighborhood.</i>
<b>How were the indicators measured?</b>	<i>(SAMPLE RESPONSE) Compared the average sale price at the start of the NEP to the average price at the end of 2-1/2 years.</i>



**IF YOU HAVE ANY QUESTIONS REGARDING THE  
CONTENTS OF THIS HANDBOOK  
PLEASE CONTACT YOUR  
NEIGHBORHOOD HOUSING INITIATIVES DIVISION  
NEP CHAMPION**