

SUBMISSION REQUIREMENT PART 4 - REQUIRED PROGRAM PARAMETERS ACKNOWLEDGEMENT FORM

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

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

- ✓ The submitting entity understands that as part of the formal approval process a partnership profile must be completed, reviewed and approved by MSHDA on the MSHDA Matt 2.0 system prior to formal funding commitment via a written grant agreement.
- ✓ All expected attachments and all additional items indicated within this submission which are being faxed or e-mailed in separately (if applicable) must be received prior to the deadline.
- ✓ Written and approved local program guidelines are required prior to a notice to proceed being issued to commit funds.
- ✓ All applicants receiving funding must adhere to local, state, and federal requirements and those specified for each Neighborhood Enhancement Program proposed component.
- ✓ The local program will be in compliance with MSHDA's requirement that all project costs be reasonable and necessary.
- ✓ Grant Administration Project Costs must be requested prior to grant execution and are capped at **10% of total project cost.**
- ✓ Grant Administration Project Costs must be documented and charged for allowable costs within allowable limits. Grant administration pays for the administration of the program (not projects): publications, marketing, office expenses, staff time, for working on the program.

Procurement of Administrative Services.

- ✓ Employees of the applicant will administer the program.

OR

- ✓ The program will be administered by non-government third party administrator. Applicants contracting for grant administration services must complete a Third party Administrator Management Plan.
- ✓ The applicant will solicit Request for Proposals (RFP) from at least two qualified third party administrative applicants unless the difference between the two proposals exceeds 25% and then a third proposal will be required. The RFP will include all significant evaluation factors and their importance, including the cost. The RFP will include the method of evaluation. Evaluation of proposals will be documented. The process will provide for maximum free and open competition.
- ✓ Once a grant is awarded, a Third Party Administrator Management Plan must be completed and signed by the grantee and submitted to MSHDA prior to the disbursement of funds.
- ✓ A copy of the applicant's contract with the administering government agency must also be submitted to MSHDA prior to the disbursement of funds.
- ✓ The procurement of an Administrator will meet one of the two criteria listed above and all documentation of the local or third party administrator's previous experience with grant management will be taken into account as part of the selection process. In addition to providing names and titles, the applicant also must also list all current grants and pending applications from MSHDA, HUD, or other housing funding agencies to be administered

Compliance Acknowledgements.

- ✓ In regard to Environmental, the applicant will refer to program guidance and ensure (if determined applicable) all lead based paint and asbestos requirements are met.
- ✓ The applicant will implement a fair housing and equal opportunity complaint procedure within the program guidelines (see HID Complaint Procedure Policy).
- ✓ The applicant will provide all prospective program participants and contractors with a copy of its complaint procedure.
- ✓ The applicant will upon receiving a Fair Housing complaint from a program participant, prospective program participant, or contractor, the applicant will immediately take all of the following required steps:
 - Record the complaint in the running log.
 - Inform the claimant that he/she may go directly to the Michigan Department of Civil Rights or the local Fair Housing Center (as applicable).
 - Forward a copy of the complaint to the HID Specialist at MSHDA.
- ✓ Applicants must conduct business from a barrier-free facility or make reasonable accommodations for persons with impaired mobility.
- ✓ Equal access to program benefits will be assured through written outreach strategies to assure fair selection of participating households.

Procurement of Contractors and Activity Implementation Acknowledgements.

- ✓ Equal access for all qualified prospective contractors is required and will be assured through written outreach methods/strategies to assure fair selection of participating contractors.
- ✓ A reasonable number of qualified contractors will be invited to bid on the project or appropriate parts of the project. The applicant will solicit bids from at least two qualified sources unless the difference between the two quotes exceeds 25% and then a third quote will be required. Selection of the most responsible bidder must be documented and all costs must be reasonable and necessary.
- ✓ All work performed throughout the program will be conducted under the direct supervision of a person or company which, at a minimum meets the program's contractor qualifications:
 - Holds a valid Residential Builders License.
 - Holds a valid license as required by law for any other skilled trades in which they are engaged (electrical, plumbing, etc.).
 - Has in force insurance coverage (liability, workers' compensation, etc.) as required by law.
 - Has appropriate lead-based paint training and/or certifications.
- ✓ All contracts exceeding \$50,000 for improvements/activities undertaken on publicly-owned buildings require a performance and payment bond.
- ✓ The applicant can establish a process where all qualified contractors will be on a master list to be invited to bid a few at a time on a rotating basis either individually or via a multi-unit bid list.
- ✓ The applicant will secure a building permit for all work for which a permit is required.

Implementation and Capacity.

- ✓ Progress on the proposed program will meet the requirements for the commitment and expenditure of funds as outlined with in the grant agreement.
- ✓ The applicant acknowledges that funding may be reduced if expenditures fall behind the above targets.

Reporting Results.

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

Signature of Agency Official

Date