



MSHDA NEIGHBORHOOD ENHANCEMENT GRANT PROGRAM

Grant Period: May 1, 2022 to December 31, 2022

City of Three Rivers – District 2 Neighborhood

Application Packet includes:

1. Program Guidelines
2. District Map
3. Homeowner's Application Form
4. Household Self-Certification Form
5. Authorization for Release Form



City of Three Rivers
333 West Michigan Avenue • Three Rivers, Michigan 49093
269.273.1075 • www.threeriversmi.org
Fax: 269.273.3132

NEIGHBORHOOD ENHANCEMENT PROGRAM (NEP) GRANT ROUND 7 PROGRAM GUIDELINES

Overview

The City of Three Rivers has selected to receive a grant totaling \$50,000 from the Michigan State Housing Development Authority (MSHDA) to assist willing homeowners in funding exterior improvements to their homes.

The Neighborhood Enhancement Program (NEP) is designed to improve exterior home conditions in the City's District 2 Neighborhood. The NEP program will fund improvements to owner occupied homes/property in the target area that will both benefit the property owner's livability and make an aesthetic improvement to the area.

The grant funds will be used within the City's District 2 Neighborhood consisting of defined boundaries of the residential area: St. Joseph Rivers marks the western and northern boundaries, and the city limits delineate the neighborhood's southern and eastern boundaries.

The City of Three Rivers is an equal opportunity, non-discrimination organization. (See Resolution 45-90 Civil Rights Policy). Any person(s) receiving assistance that has any other relationship with any person(s) with the City of Three Rivers will make said relationships known and clear to avoid any conflict of interest. Any grant awarded that has a conflict of interest will not be eligible to receive funding through the NEP Grant. Any conflict of interest that is not reported prior to grant acceptance is grounds for immediate termination of any and all grant agreements. Any work performed will be the responsibility of the homeowner to pay back.

Our Goal

To work with ten (10) homeowners within the City's District 2 Neighborhood as defined above on exterior improvements such as windows, doors, siding, fences, steps/ramps, and painting. All painting must meet applicable lead safety requirements.

Fair Housing

The City of Three Rivers and MSHDA are committed to fair housing opportunity for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, or disability. All candidates within the target will have equal opportunity to be considered for this grant without discrimination. If there are questions regarding this policy, please contact Joseph Bippus, City Manager at jbippus@threeriversmi.org or by phone at 269-273-1075, ext. 103. This includes any contractor complaints. MSHDA

will be notified within 10 days of the receipt of any complaints and notified of the compliant resolution within 10 days of the resolution.

Conflict of Interest Statement

No City of Three Rivers staff member will administer this grant to immediate family or shall act in preference of one candidate over another due to nature of relationship. Officers, Board Members, donors, agents and employees and their immediate family members are not eligible to apply for grants under this program.

Compliant Resolution

Filing Complaints: Complaints can be filed in writing by a party involved in the grant process and submitted to the City of Three Rivers by submitting complaint in writing as follows:

Three Rivers City Manager
Attn: NEP Grant Complaints
333 W. Michigan Avenue
Three Rivers, MI 49093

Procedures: Complaints will be investigated and attempt to solve them by the Program Administrator and City Manager's office.

If the complaint is filed against a contractor, the contractor will cease work until the complaint is investigated. After investigation, if the complaint has been resolved, the contractor will be reinstated.

Response: The City of Three Rivers will provide a response within 15 working days from the Program Administrator. MSHDA will be notified within 10 days of the receipt of any complaints and notified of the compliant resolution within 10 days of the resolution.

Dispute Resolution: If a resolution cannot be agreed upon, the claimant may request that their case be heard by a review committee. The committee will be composed of the City Manager, a City of Three Rivers staff member and a local individual who has building/construction expertise. The claimant may choose to make a presentation or submit a written description including documentation for the committee to review. The claimant will be notified of the committee's decision by mailed letter dated within 15 working days of the date of the hearing.

If the above listed efforts fail to resolve all outstanding issues, the City of Three Rivers will seek the services of the closest Dispute Resolution/Mediation program.

Any agreed upon resolution will be documented in writing and signed by the appropriate parties.

PROGRAM ADMINISTRATION

Program Administration: The City of Three Rivers will administer the NEP grant for the grant period 5/1/2022-12/31/2022. All records are confidential and personal information will not be released.

The City of Three Rivers will accept and review NEP applications from residents of the City of Three Rivers between May 31, 2022, and July 15, 2022. All complete applications meeting the income requirement will be considered in a lottery process for choosing grant recipients.

The homeowner(s) must be the applicant. All records retained by the City will be reviewed to determine eligibility including, but not limited to, tax records, code enforcement records and legal records.

Confidentiality: Files with personal information will be kept confidential and retained in accordance with State of Michigan retention guidelines.

Files: A file for each address will be kept for each address with the application and all related documents of renovations.

File Retention: MSHDA-Funding Housing Resource Fund Grants – These records document housing resource fund grants that are provided by MSHDA. They may include, but may not be limited to, grant agreements, payment request, correspondence, progress reports, monitoring reports, and applications.

Documents will be retained until the issuance of the closeout letter to the grantee PLUS three (3) years and THEN are destroyed.

Approval Authority:

Final approval of funds lies with the Program Administrator and MSHDA.

Grant Agreement and Program Compliance:

The Grantee must submit a signed Grant Agreement to the Program Administrator and comply with all program requirements.

Third Party Administration Procurement/Policies and Procedures/Roles and Responsibilities

There will be no Third-Party Administration for this grant. The City of Three Rivers will handle administration of the grant.

Once approved, the applicant will be notified and expected to attend all meetings with a city representative to determine the scope of the project, bid review, etc. The projects will be undertaken as soon as possible to complete them prior to the close of the grant on December 31, 2022.

APPLICANTS

Eligibility of Applicants

- The homeowner (no land contracts) must be the applicant and have a household income of at or below 120% of the area median income.
- All applicants must complete a household self-certification form to see if they qualify.
- Applicant is the owner and occupies the assisted property.
- Applicants must provide proof of current payment status on mortgage payments, property taxes and homeowner's insurance.
- Applicant does not own any property that is subject to any citation of violation of the state and/or local code and ordinances.
- Applicant has not been the prior owner of any property transferred to the Treasurer or to a local government because of tax foreclosure proceedings.

Eligibility of Property

- Home must be within the target area, single-family and owner-occupied with property tax paid. **NO LAND CONTRACTS**
- The home must need visible improvement to the front yard/exterior.
- The home must need exterior repairs.
- Architectural drawings may be required for supporting structures.

IMPROVEMENTS

Levels of Assistance

The maximum amount of grant assistance is \$7,499 per house. There is no owner contribution/match required for residents to receive this grant for projects up to \$7,499.

However, project may be approved for greater than \$7,499 and the homeowner will be responsible for 100% of the project costs that exceed \$7,499.

Eligible Projects

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 stand-alone item such as windows or doors or garages, unless based on an energy audit). All projects must be of professional quality.

Examples:

- Roof
- Soffit, Gutter, and Fascia (no partial replacements)
- Siding
- Painting (All painting must meet applicable lead safety requirements)
- Porch/deck repair and installation
- Ramps
- Private driveways and sidewalks

Eligible Projects Continued

- Concrete steps
- Doors (should not be a stand-alone project unless based on energy audit – can be combined with other repairs/improvements such as paint, gutters, etc.)
- Windows (should not be a stand-alone project unless based on energy audit – can be combined with other repairs/improvements such as paint, gutters, etc.)
- Fencing
 - Activity can be either repair or replacement
 - All fencing must meet local requirements

Ineligible Projects

- Landscaping
- Demolition
- Rubbish
- Interior to enclosed porches unless exterior is visible.
- Doors & windows that are stand-alone.
- Tree removal unless the tree is causing destruction to the home
- Technology systems such as ring doorbells or security systems
- Individual items like mailboxes, fountains, decorative landscape lighting, etc.
- The funding will not be used to enlarge the structure or expand on what is already installed or in need of being replaced. (i.e., windows and doors will not be enlarged to accommodate a larger window or door with grant dollars. This work can be done at the owner's expense and included in the project description and will be used in the project selection process.)

Limitations

- The eligible items for payment will be limited to the projects agreed upon between the owner, contractor, city staff and MSHDA.
- Whenever possible, the city will require sustainable construction materials which have the lowest environmental impact as possible.
- All projects must follow local codes and ordinances.

APPLICATION PROCESS

The City of Three Rivers will make the application for the Neighborhood Enhancement Program available to all homeowners in the City's District 2 Neighborhood. Applications will be available in printed format at City Hall, 333 W. Michigan Ave., Three Rivers, MI 49093 and by mail or email upon request to Cathy Lawson, Director of Finance at clawson@threeriversmi.org. Appointments are available as necessary.

Applications will be accepted between May 31, 2022, and July 15, 2022, with an ending grant period of December 31, 2021.

Completed applications should be returned to City Hall, 333 W. Michigan, Three Rivers, MI 49093 in-person, by USPS mail or emailed to Cathy Lawson at clawson@threeriversmi.org.

Each application will be reviewed for administrative completeness and accepted/denied based on how the proposed scope of work fits into the grant goals and eligibility. Should more applications be received than available funds, applications will be awarded through a lottery system until all grant money has been utilized.

ALL WORK MUST BE COMPLETED BY DECEMBER 31st WITH NO EXCEPTIONS.

Application Selection

- Applicants must complete the application including a project description and photos of proposed project areas, household income self-certification form and authorization to release information.
- Applicants must agree to periodic inspections of the project.
- Applicants must be willing to allow a free energy audit to be performed on their home, if requested.
- Applicants must submit photographs of the project after completion for publication on the City's website.
- Homeowner must be willing to keep yard clean and free of debris before, during and after construction.
- Homeowner must be available for periodic necessary information.
- There shall be no change in ownership prior to the final disbursement of the awarded grant. If a change in ownership occurs prior to the final disbursement, the recipient will no longer be eligible for grant dollars and any further work will be the cost of the homeowner.
- The city does not discriminate on any protected basis.

PREAPPROVAL PROCESS

Before any work can commence, the homeowner must complete the household self-certification form, submit "before" photographs of the project site, and submit a minimum of two (2) cost estimates from licensed and insured contractors.

PROCUREMENT/CONTRACTOR SELECTION

Contractor Requirements

The property owner shall be required to solicit at least two quotes from licensed and insured contractors and submit them with their application.

All contractors will comply with permits required by state and local code and ordinances and quotes should include all cost for required permits. Contractor will comply with the guidelines of the NEP program.

The selected contractor will be subject to the Construction and Contractor Payment provision as follows: Contractor must be willing to be paid 50% at project start and 50% at project completion. They may choose to be paid 100% at project completion depending on the scope of the project.

The Program Administrator shall assist each property owner in arranging for and obtaining an acceptable construction contract. The City Inspector and the Program Administrator shall inspect the property to be repair/rehabilitated and completed work.

Contractor Solicitation

For any properties that require a contractor, the following process will be mandatory:

1. Procurement: A minimum of two written quotes/cost estimates will be obtained. Quotes must be obtained in writing. If the gap between the two quotes is equal to or greater than 25% (rounded) of the lowest quote/cost estimate you must seek a third quote/estimate.
2. Contractor verification of eligibility: All contractors offering to do work which totals \$600 or more in labor/materials must be licensed by the Department of Licensing and Regulatory Affairs (LARA). The contract must not be named on the state disbarment list. If a contractor is not required based on the work being performed, the person performing the work must be knowledgeable, experienced, and capable, and able to assume responsibility and oversight of their work performance from a cost/completion perspective.
3. The City of Three Rivers and the homeowner will review all bids for labor prior to the project being awarded. Bids will be awarded based on the scope of the work and lowest costs.
4. All contractors ultimately chosen, and quotes will be approved by MSHDA prior to utilization or beginning any work.
5. Any change orders must be approved and authorized by the City and MSHDA prior to being completed.
6. Extension to complete projects must be approved and authorized by the city prior to being completed. All work must be completed by December 15, 2022. No extension will be granted after December 1, 2022.
7. The contractor must agree to provide the City a copy of their liability insurance prior to the project award.



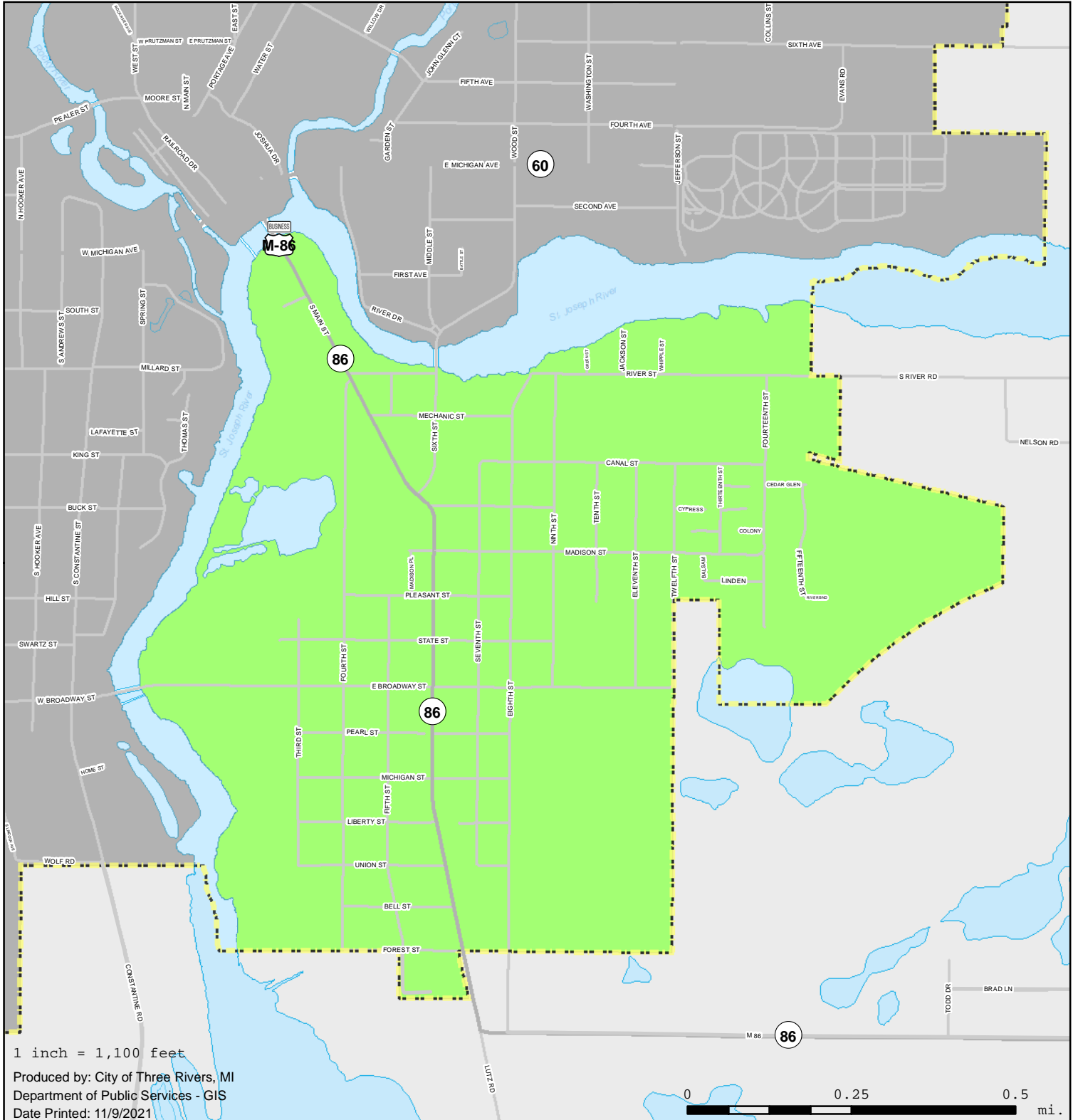
DISTRICT 2

City of Three Rivers

This map is provided by the City of Three Rivers (the "City"). The person or entity receiving this map (the "User") agrees: (1) that there are no warranties of any kind; (2) that use of this map is at the Users sole risk; (3) that the City shall not be liable for any damages to User or any third party; and (4) this map may not be used by any third party without the specific written consent of the City.

MAP LEGEND :

- City District #2
- Other City Districts
- Public Roads
- City Boundary
- Surface Water



**CITY OF THREE RIVERS
NEIGHBORHOOD ENHANCEMENT PROGRAM (NEP) GRANT PROGRAM
HOMEOWNER APPLICATION**

To apply, please fill out and turn in the following to: City of Three Rivers, Attn: Cathy Lawson, 333 W. Michigan Avenue, Three Rivers, MI 49093 Contact Number: 269-273-1075, ext.109 Email: clawson@threeriversmi.org

Date: _____ Owner(s) Name: _____

Co-Owner Name: _____

Address: _____

Phone: _____ Email: _____

Please verify and check the following:

_____ I am the homeowner of this property and can produce a deed, if deemed necessary.

_____ I have **attached** proof of current payment status on mortgage, taxes, and insurance for my home.

_____ My home is in the designated target area for this project (See attached map.)

_____ I have read the grant program guidelines and promise to comply with all requirements.

_____ I have **attached** and signed household self-certification form.

_____ I have **attached** photos of the areas where improvement will be made on my home.

_____ I have **attached** at least two quotes for the proposed project elements.

_____ I am not an officer, board member, donor, agent, or employee of the City of Three Rivers nor am I an immediate family member to a person who is.

_____ The property is not being used for any illegal activity.

The project that I am proposing for my property is _____

Owner Signature: _____ **Date:** _____

Co-Owner Signature: _____ **Date:** _____

For City Use Only: Date Received: _____ Application Reviewed: _____ Lottery #: _____

Application Accepted: _____ Application Refused and Reason: _____

Purchase Order Issued to Approved Contractor: _____ Date: _____

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

Grantee Name: City of Three Rivers

Grant Number: HDF-2022-5829-NEP

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 **County's** area median income (located below).

City of Three Rivers	St. Joseph County (For Information Only - Do Not Mark)							
	1	2	3	4	5	6	7	8
Household Size								
Income Limits 120% AMI	\$54,240	\$61,920	\$69,720	\$77,400	\$83,640	\$89,880	\$96,000	\$102,240

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 STAFF WILL REVIEW THIS REQUEST AND DETERMINE IF IT IS IN COMPLIANCE WITH AGENCY POLICIES, NHID 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 or prospective owner, resident or occupant of the residence located at _____, _____ Michigan and is/are an applicant or participant in the _____ Neighborhood Housing Initiatives Division Program. This program is funded by the Michigan State Housing Development Authority (MSHDA) and administered by _____ Housing Agency (HA). In order to be eligible for this Neighborhood Housing Initiatives Division 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
