



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 PROGRAM GUIDELINES

### GENERAL PROVISIONS

The Neighborhood Enhancement Program (NEP) is designed to improve exterior home conditions in the City’s District 4 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. NEP funds will be used within the City’s District 4 Neighborhood consisting of defined boundaries of the residential area north of the St. Joseph River and east of the Portage River. The City will prioritize projects along the E. Michigan Ave. corridor (west to east from Business 131 to Jefferson Street).

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.

### ELIGIBILITY REQUIREMENTS

Property - Single family, owner-occupied homes that are in need of exterior/façade beautification, where the household income is at or below 120% of the County’s median income will be considered for direct funding assistance.

City of Three Rivers	St. Joseph County								
	Household Size	1	2	3	4	5	6	7	8
Income Limits 120% AMI	\$51,360	\$58,680	\$66,000	\$73,320	\$79,200	\$85,080	\$90,960	\$96,840	

The applicant must be willing to complete a household income self certification form to qualify for the program and provide documentation of their annual income with paystubs or other evidence as requested.

Eligible applicants must not be delinquent on property taxes. Eligible applicants have not been the prior owner of any property transferred to the County Treasurer or to a local government as a result of tax foreclosure proceedings.

Eligible applicants must not own any property within the City Limits that is subject to any citation of violation of the state and/or local code and ordinances.

### **Eligible Enhancement Projects**

The NEP program will fund improvement projects for owner-occupied properties including windows, doors, siding, fences, steps/ramps, and paint. The replacement of doors and/or windows cannot be a standalone activity. They can be included in conjunction with other repairs/improvements such as paint, etc. The NEP program is designed to provide funding for comprehensive improvements to doors, windows, railing, light fixtures, paint, concrete steps, or other permanent façade enhancements.

The work to be completed with this funding will not be used to enlarge the structure or expand on what is already installed or in need of being replaced. (i.e. Window 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.)

### **Ineligible Enhancement Projects**

The NEP program will not pay for individual items such as mailboxes, fountains, decorative landscape lighting, etc.

### **Funding Available**

The NEP grant program will begin on August 1, 2019 and all projects will be awarded no later than July 31, 2021. All enhancement projects MUST BE COMPLETED no later than September 30, 2021.

The minimum grant from NEP program is \$500 and no grant from the NEP shall exceed \$7,400 per site. Each project will require a homeowner's match on a 1 to 4 matching ratio or 25% of the total approved project (i.e. a \$1,000 match from the applicant will qualify for a \$4,000 grant; and to qualify for the maximum \$7,400 grant, the applicant must contribute \$1,850).

### **APPLICATION PROCESS**

Any person(s) interested in applying for the NEP program must submit an application to the City of Three Rivers City Hall (in-person or by mail). If City Hall is not open to the public due to COVID-19 restrictions, please submit applications in the City Hall drop box, or by mail (333 W. Michigan Ave, Three Rivers, MI 49093). Each application will be reviewed to verify location, income, property tax status and scope of work. The applicant will be required to solicit quotes for their proposed repairs/improvements with their application.

### **APPLICANT SELECTION**

After each application has been reviewed to verify that it meets the criteria to participate in the NEP program, the accepted application will be scored. In order to be the best stewards of the grant dollars

received, the City will give priority preference to homeowner's projects that include one of the components following:

- Complete a project on areas of the home that are not eligible for grant funding. (Example: If a grant is provided for a project that replaces siding, windows, doors on the front or side of the home, then preference would be given to homeowners that can complete the project and complete the same work on the other portions of the house not visible from the street.
- Homeowners that have the qualifications and skills to complete the work themselves in a workmanship manner can be reimbursed for materials cost only. Homeowners must comply with all permits required by state and local codes and ordinances.
- Homeowners must be willing to complete the cleanup and removal of overgrowth weeds, bushes, and other dead vegetation on their property.
- Homeowners that can remove or repair dilapidated out buildings and sheds from the property.

### **CONTRACTOR SELECTION**

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 all permits required by state and local code and ordinances. Contractor will comply with the guidelines of the NEP Program.

The selected contract will be subject to a Construction and Contractor Payment Provision. This requires that 5% of the project cost Improvements will not be paid in full completion and sign off the project is completed by the homeowner, the contractor/vendor and the City of Three Rivers. The Program Administrator shall assist each property owner in arranging for and obtaining an acceptable construction contract.

The City Building Official and the Program Administrator shall inspect the property to be rehabilitated.

### **COMPLAINT RESOLUTION**

All clients and contractors will be informed of the compliant procedure when they are selected to participate in the Neighborhood Enhancement Program.

Participants (client or contractor) must make formal complaints in writing to the City of Three Rivers City Manager (Attn: Joe Bippus, 333 W. Michigan Ave, Three Rivers, MI 49093). The City of Three Rivers will provide a response within 15 working days.

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**

The NEP program will be administered by the City of Three Rivers City Manager's office. Files with personal information will be kept confidential and retained in accordance with State of Michigan retention guidelines.

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