



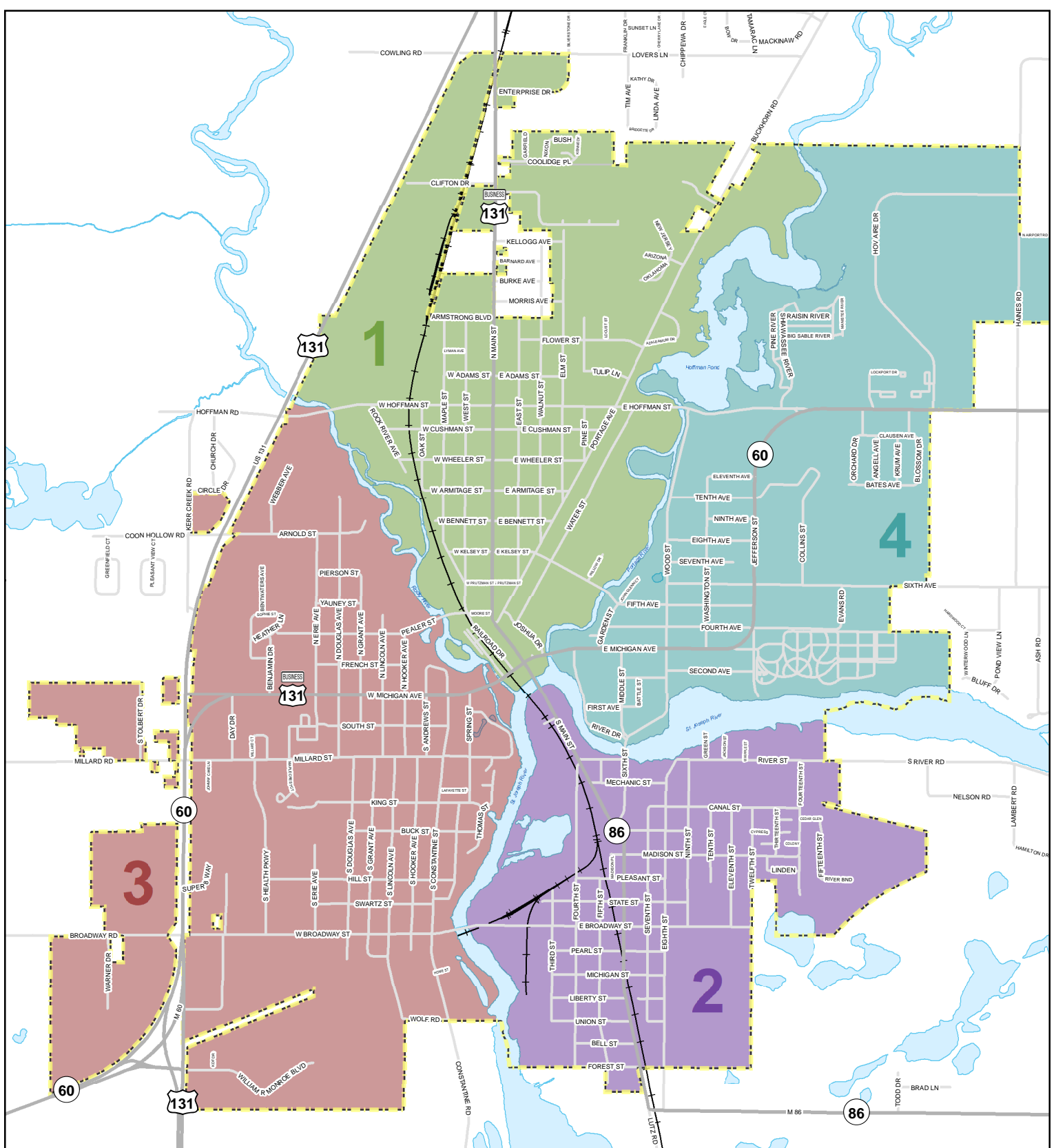
Michigan Housing Opportunities  
Promoting Energy Efficiency Program

MI-HOPE

Grant Period: November 1, 2022 to April 30, 2026

City of Three Rivers – City Limits, 49093 zip

PROGRAM GUIDELINES



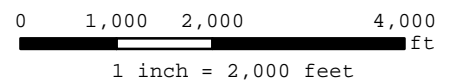
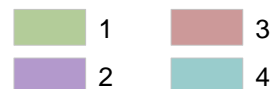
Produced by: City of Three Rivers, MI  
Department of Public Services - JB  
Date Printed: 7/28/2019

# Districts

## City of Three Rivers

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### Districts



**MICHIGAN HOUSING OPPORTUNITIES PROMOTING ENERGY-EFFICIENCY GRANT  
AMERICAN RESUE PLAN  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS**

**THREE RIVERS MI-HOPE PROGRAM GUIDELINES**

**Overview**

The City of Three Rivers has been selected to receive a grant totaling, \$150,000 from the Michigan State Housing Development Authority (MSHDA) to assist income qualified homeowners with energy efficient improvement to their home. Additionally, the City of Three Rivers has leveraged an additional \$50,000 from our General Fund to further this effort. A total of \$200,000 of funding is available. Funds provided under one federal program may not be used by a recipient to meet the non-federal match or cost-share requirements of another federal program.

The City of Three Rivers seeks to continue its efforts to improve the aging housing stock within the city limits of the 49093-zip code, further stabilizing neighborhoods and increasing home values. The City is focused on assisting residents of low-income neighborhoods, minorities, the unemployed, veterans, formerly incarcerated citizens and persons with disabilities and that all the identified groups living in programmatic eligible households within the city limits can apply. The program is being designed to provide long-term security and housing support to provide impacted and disproportionately impacted communities with services to address the negative economics impacts of the Covid-19 pandemic.

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 MI-HOPE Grant. Any conflict of interest that is not reported prior to grant acceptance is grounds for immediate termination of all grant agreements. Any work performed will be the responsibility of the homeowner to pay back.

**Desired Outcome/Goals**

The City of Three Rivers anticipates the following measurable outcomes stemming from a total of \$200,000 in program funding (\$150,000 MI-HOPE grant, \$50,000 local match). -- 1) Number of homeowners / projects completed: 20 (average financial assistance per project = \$10,000) -- 2) 100% of participating homeowners will complete an energy audit of their homes using the Home Energy Saver tool (<https://homeenergysaver.lbl.gov>) at a minimum, providing justification and baseline information for a subsequent outcome report. -- 3) 100% of participating homeowners will demonstrate improved energy efficiency in their homes, resulting in short-term savings for the homeowner (energy and dollars). -- 4) Long-term, the home values within the City of Three Rivers will increase based on continued neighborhood investments.

**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](mailto: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 their 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: 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 MI-HOPE grant and all grant funds will be obligated at the property level (street address contract fully executed) prior to September 30, 2024, all contracted work must be completed by December 31, 2025, and full disbursement of funds shall be completed no later than April 30, 2026.

The City of Three Rivers will accept and review MI-HOPE applications from residents of the City of Three Rivers between November 1, 2022, and June 30, 2023, or until all funds are allocated. All complete applications meeting the income requirements and other documentation requires will be reviewed will be considered in a lottery process for choosing grant recipients.

All records are confidential and personal information will not be released

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-MI-HOPE Grants – These records document MI-HOPE 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 five (5) years and that in any event recordkeeping file retention shall continue through at least December 31, 2031, 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 April 30, 2026.

## APPLICANTS

### Income Qualifications

To participate, the single-family owner-occupied household income must be at or below 300% of the County's Poverty Federal Level and supported by a completed Household Income Self-Certification Form and supporting documentation.

Income Limits 300% PFG								
Household Size	1	2	3	4	5	6	7	8
Income	\$38,640	\$52,260	\$65,880	\$79,500	\$93,120	\$106,740	\$120,360	\$133,980

### Eligible Homeowners:

- The property owner must have experienced and attest to a Qualified financial Hardship on or after March 3, 2021. The attestation must describe the nature of the financial hardship. (See Household Income Self-Certification Form)
- The homeowner (no land contracts) must be the applicant and have a household income of at or below 300% of the area median income.
- Applicant is the owner and must occupy the assisted property as their primary residence.
- Applicants must provide proof of occupancy of the home for a minimum of twelve months prior to March 1, 2021.
- Applicants must be current in their taxes or be current in a repayment plan.
- Applicants must be insured or provide written verification of insurability post-rehab.
- Applicants must provide proof of current payment status on mortgage payments.

### Eligibility of Property

- Home must be within the target area, single-family and owner-occupied.
- NO rental properties are eligible for this grant program.
- NO land contracts or Mobile Homes are eligible for this grant program.
- The home must need MI-HOPE eligible energy efficiency activities.
- The home must meet criteria MI-HOPE eligible repairs.
- Historical Property improvement within the Three Rivers Historic District are subject to local historic review.
- Lead-Based Paint Compliance will be required for any home rehabilitation on homes built pre-1978.
- Asbestos Compliance will be required.
- Architectural drawings may be required for supporting structures (if applicable).

### Level of Assistance

The maximum amount of grant assistance is \$25,000 per house. There is no owner contribution/match required for residents to receive this funding. If the property was previously assisted with the

Neighborhood Enhancement Program (NEP), the total amount of a combined investment between the MI-HOPE program and all NEP funding assistance cannot exceed a combined total of \$25,000.

#### **Allowable Rehabilitation Activities for the MI-HOPE program**

All MI-HOPE program financed activities were specific and necessary health and safety improvements to an existing structure occupied with a qualified financial hardship based on presumed benefit. All activities will be selected based on inspection, code compliance documented needs, energy assessments/audit recommendations and if needed to comply with certain codes or ordinances per local building official reports.

Improvements in the Housing Opportunities Promoting Energy Efficiency Program can be comprised of both exterior and interior activities of a single-family home.

Improvements must substantially protect or improve the basic livability of a single-family home. Improvements must be physically attached and be permanent in nature.

All projects must bring the assisted component up to federal, state and local code conditions, whichever is stricter.

#### **Eligible assisted projects are limited to:**

- Roof
- Storm Doors and Exterior Doors
- Windows
- Modification for modernization/efficiency purposes or replacements of heating (furnaces/boilers) cooling (full home only) ventilation systems and water heater upgrade including on demand retrofitting.
- Electrical upgrades or replacement of wiring of home, partial or full.

#### **Ineligible projects**

- Insulation
- Functioning and up to date exterior security lighting
- Appliance upgrades to energy start rating (i.e. stove, refrigerator)

### **Pitched Roofs**

#### **Repair Standards**

- Missing and leaking shingles and flashing will be repaired on otherwise functional roofs. Slate, metal, and tile roofs will be repaired when possible. Antennas will be removed.

#### **Replacement Standard**

- No more than 2 layers of roofing are permitted. Install fiberglass, asphalt, 3-tab or architectural, class A shingles with a prorated 25/30-year warranty. When possible, a continuous ridge vent will be installed over 30-lb. felt with new drip edge on all edges. Ice and water shield will be installed per local/state codes and manufacturer's specifications.

**NOTE: MI-HOPE (Roof Only Projects) shall have a comprehensive attic space energy audit** completed to evaluate attic insulation R-Value and proper ventilation to meet the following criteria.

- Attic insulation shall be a minimum of R-49 with soffit baffles installed when there are soffit vents to maintain ventilation at the eaves. All soffit & fascia components shall be in good condition and vented where possible. Gutters and Downspouts **shall be installed** per MI-HOPE standards written within this document.

### **Gutters and Downspouts**

#### **Repair Standards**

- **Gutters & Downspouts** must be in good repair, leak free and collect storm water from all lower roof edges. Concrete or Plastic splash blocks will be installed to move water away from the foundation. The system must move all storm water away from the house/building and prevent water from entering the structure.

#### **Replacement Standards**

- **K-Style Aluminum Gutters & Downspouts** will be installed to collect storm water from all lower roof edges and upper roof areas where needed. Leaf guards will be installed, color to match new gutters & downspouts. Concrete or Plastic splash blocks will be installed to move water away from the foundation. The system must move all roof component storm water away from the house/building and prevent water from entering the structure. Downspout outlets shall project a minimum of 3 feet away from the foundation.

### **Exterior Doors & Storm Doors**

#### **Repair Standards**

- **Exterior Doors-** shall be solid, insulated, weather-stripped, and will operate smoothly. They will include a peep hole or light panel, a dead bolt, and an entrance lock set keyed to match.
- **Storm Doors-** shall be in good working condition, sealed tight when closed and ventilated with either one screen for full view or two screens with double glass windows.

#### **Replacement Standards**

- **Replacement doors-** at the front of the property for historically significant buildings will be historically sensitive. Local Historic District approval may be needed.
- **Exterior Doors-** Steel, six-panel doors with lite panels may be installed on homes that are not historically significant. Dead bolt locks and entrance lock sets will be installed on all exterior doors keyed to match. All new doors shall be insulated, weather-stripped and airtight.
- **Storm Doors-** shall be insulated, sealed tight when closed and ventilated with either one screen for full view or two screens with double glass.

### **Windows**

#### **Repair Standards**

- All windows will operate, remain in an open position when placed there, lock when closed and the open section will be covered with a screen.

#### **Replacement Standards**



- Windows that are not repairable may be replaced and will meet the ENERGY STAR standard for this geographic region.
- [http://www.energystar.gov/index.cfm?c=windows\\_doors.pr\\_anat\\_window](http://www.energystar.gov/index.cfm?c=windows_doors.pr_anat_window)
- Windows on key façades of historically sensitive properties will be of the style, size and profile of the existing windows and building type. New windows on other properties may be vinyl and double-glazed.
- Windows that are not repairable may be replaced and will meet the ENERGY STAR standard for this geographic region.
- [http://www.energystar.gov/index.cfm?c=windows\\_doors.pr\\_anat\\_window](http://www.energystar.gov/index.cfm?c=windows_doors.pr_anat_window)
- [Consumer Guide to Energy-Efficient Windows](#)
- [ENERGY STAR Program Requirements for Windows, Doors & Skylights](#)

## Heating Systems

### Repair Standards

- Workable existing heating systems will be inspected and serviced to operate in a safe manner with the highest energy efficiency possible for the heating unit.
- Boiler Systems shall be inspected for proper operation and repaired as applicable for good operation and energy efficiency.
- Electric heating systems shall be removed and replaced unless such units have a current energy star approved rating.

### Replacement Standards

- Gas-fired heating plants will be rated at  $\geq 97\%$  AFUE or better. Oil-fired boilers will be rated at  $> 85\%$  AFUE or better. All heating units shall be properly sized utilizing the climate zone & area square footage to determine British Thermal Units (BTUs). A professional Heating & Cooling Contractor shall perform all calculations and provide them to the homeowner.
- Metrics for HVAC Systems & IECC Climate Zone Map; [IECC climate zone map | Building America Solution Center \(pnnl.gov\)](#)
- Programmable Thermostats shall be installed on all new heating systems regardless of type.
- (Smart) Heat Pump Thermostats work on Wi-Fi internet. For customers in rural areas that have intermittent internet or simply bad internet service, the installer shall provide a separate thermostat installed on the outside within the condenser to allow natural means of temperature measurements triggering heat or cooling, allowing your home to lose heat energy to the surrounding environment more slowly especially at very low temperatures.
- Companies with specially designed programmable thermostats for heat pumps are acceptable, which make setting back the thermostat cost-effective. These thermostats typically use special algorithms to minimize the use of backup electric resistance heat systems. NOTE: Specially designed heat pump thermostats may still need additional exterior thermostats installed where internet service is poor.
- Wood and Pellet Heating units cannot be installed as the main heating furnace without prior approval by NHID and/or MI-HOPE Program/Construction Manager. See more information on Wood and Pellet Heating types; [Wood and Pellet Heating | Department of Energy](#)

**Boiler Systems:** Energy Star boiler systems have annual fuel utilization efficiency (AFUE) ratings of 87% or greater for oil boilers and 90% or greater for gas boilers. AFUE is the measure of heating equipment efficiency. They achieve greater efficiency with features, including:

- Electronic ignition, which eliminates the need to have the pilot light burning all the time
- New combustion technologies that extract more heat from the same amount of fuel
- Sealed combustion that uses outside air to fuel the burner, reducing drafts and improving safety
- Furnaces and Boilers: See more information on Furnaces and Boilers.  
[Furnaces and Boilers | Department of Energy](#)
- Michigan Boiler Codes:
  - [Microsoft Word - R 408.30501 to 408.30547 \(state.mi.us\)](#). Specifically, Page 40

## **Air Conditioning**

### **Repair Standards**

- Non-functioning, non-repairable air conditioners will be removed and drained of all CFCs. Existing central air conditioning will be inspected, serviced, and refurbished to operate safely and efficiently. If the existing system cannot conform with the AC (replacement) standard, the system shall be replaced.

### **Replacement Standards**

- **Energy Star Cooling Systems:** The installation of whole house air-conditioning shall conform to the following most common Energy Star rating for AC Systems.

#### **DAY & NIGHT - 13 SEER N SERIES R410A AC**

Type: Split System

Cooling Capacity: 17,000 - 47,000 BTUs (1.4 - 3.9 tons)

SEER: 15.0

EER: 12.5 - 13.0

- Heat Pump Systems as written within these standards are acceptable for both air-conditioning and heating.
- For more information on Energy Star Heating and Cooling Systems:  
[www.ceedirectory.org/site/1/Home](http://www.ceedirectory.org/site/1/Home)

## **Water Heaters**

### **Repair Standards**

- Each housing unit will have a working water heater less than 5 years old with a minimum capacity of 40 gallons if it is gas-fired. Gas water heaters more than 3 years old may be repaired if a repair will make it operable. All electric water heaters will be replaced with a gas-fired model or demand electric heater, or gas heater as described within the Replacement Standard.

### **Replacement Standards**

- All New Water Heater units shall meet Energy Star Certification. Tank type units shall be a minimum 40-gallon, 40,000 BTU natural or propane gas-fired water heater with a 10-year warranty, installed to the mechanical code and electrical code as applicable.
- NOTE: For homes that use 41 gallons or less of hot water daily, demand type water heaters can be 24% to 34% more energy efficient than conventional storage tank water heaters; therefore, homes that use 41 gallons or less, electric or gas (demand) type fired systems can be installed.

[Tankless or Demand-Type Water Heaters | Department of Energy](#)

- Energy Star Certified Heat Pump Water Heaters can be installed when feasible. See Energy Star Savings & Pay Back Link-[Save Money and More with ENERGY STAR Certified Heat Pump Water Heaters | ENERGY STAR](#) & [Super-Efficient Water Heater | ENERGY STAR](#)

### **Electrical Upgrades**

Partial or Full Electrical Upgrades: All MI-HOPE projects involving electrical wiring upgrades shall meet all (current) Michigan Residential Electrical Building Codes and associated Local Codes. All projects shall have electrical permits, associated approved progress and final inspections.

[Michigan Residential Electrical Building Codes \(legalbeagle.com\)](#)

## **Residential Environmental & MIOSHA**

### **Lead Based Paint (LBP)**

#### **Repair Standards**

- For all houses constructed prior to 1978 and investment of \$5,000 or more, grantees must perform a Combination Inspection Risk Assessment. Post Rehabilitation Clearance Testing Protocol and associated sampling must be submitted to an Environmental Protection Agency (EPA) accredited lead analytical laboratory and the dust samples must pass a dust wipe test for lead content as per the protocol in the HUD Guidelines.
- EPA Certified Firms shall perform Lead-safe Work Practices on Interim Control projects.  
[BSR-STD- \(michigan.gov\)](#)
- All Lead Related Topics: [Lead](#) | [US EPA](#)

#### **Replacement Standards**

- When stabilization of surfaces containing LBP is impractical, the most affordable solution for abatement of the component will be chosen. Walls containing LBP may be covered with drywall or gutted and replaced with drywall. Trim and other wood or metal components containing LBP may be removed and replaced with similar materials. Lead-safe work practices must be followed, and only Certified Abatement Contractors used to perform the work.
- [Lead Exposure in Construction \(michigan.gov\)](#)
- [Preambles to Final Rules | Occupational Safety and Health Administration \(osha.gov\)](#)
- [Fact Sheet: EPA and HUD Move to Protect Children from Lead-Based Paint Poisoning; Disclosure of Lead-Based Paint Hazards in Housing](#)

## **Asbestos**

#### **Repair Standards**

- Non-friable intact Asbestos materials that are not creating a hazard such as cementitious exterior wall shingles may be left intact and painted if appropriate. Asbestos-resilient floor tiles may be labeled as such and covered with underlayment and new resilient flooring. [MIOASHA Asbestos Fact.pdf](#)

#### **Replacement Standards**

- Friable asbestos components such as boiler or pipe insulation, badly deteriorated cementitious shingles or deteriorated flooring will be removed and, if necessary, replaced with non-hazardous materials.
- [2020-055 LE CS Part 602 Asbestos in Construction \(print version\) \(michigan.gov\)](#)



MIOSHA Asbestos  
Fact.pdf



MIOSHA Lead Paint  
Fact\_C012.pdf

## **Mold**

### **Repair Standards**

- Any presence of mold is unacceptable and must be addressed per the National Center for Healthy Housing protocol “Creating a Healthy Home.” [A Brief Guide to Mold, Moisture and Your Home | US EPA](#)

### **Replacement Standards**

- NOTE: Mold Remediation for the MI-HOPE is required when directly associated and tied to approved activities. Standalone mold projects are not permitted.

## **APPLICATION PROCESS**

The MI-HOPE program is available to all homeowners within the City's limits and 49093 zip code. Applications are required to be submitted through the MI-HOPE applicant portal located at <https://arp.michigan.gov/p/home>. Assistance with the application is available from City staff as needed. Please contact our offices to set an appointment for assistance at 269-273-1075, ext. 106.

Applications will be initially accepted between November 1, 2022, and June 30, 2023, or until all funding has been allocated. All MI-HOPE funds must be obligated and under a fully executed contract by September 30, 2024, associated with a specific property and address and activity. All rehabilitation projects must be completed by December 31, 2025.

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 by March 31, 2023, applications will be awarded through a lottery system until all grant money has been utilized.

## **ALL WORK MUST BE COMPLETED BY DECEMBER 31, 2025, 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, demographic information, and authorization to release information.
- Applicants must agree to inspections of the project by City staff or staff of the City's Third-Party Inspection firm, SAFEbuilt.
- 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, one picture must include a street view with the house numbers visible, and submit a minimum of two (2) cost estimates from licensed and insured contractors. If the gap between two quotes/cost estimates is equal to or greater than 25% (rounded) of the lowest quote/cost estimate, you must provide a third quote/estimate.

## **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. If the gap between two quotes/cost estimates is equal to or greater than 25% (rounded) of the lowest quote/cost estimate, you must provide a third quote/estimate.

**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 (LARA).**

A residential builder 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 requirement for one or more of the following trades: Carpentry, Concrete, Excavation, Insulation Work, Masonry, Siding, Roofing, Screens and Storm Sash, Gutters, Tile & Marble, Housing Wrecking, Swimming Pools, Basement Waterproofing. The trade for which a maintenance alteration contractor is qualified to practice are listed on the license.

**All contractors will comply with permits required by federal, state, and local code and ordinances and quotes should include all cost for required permits.**

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 repaired/rehabilitated and also, inspect the 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 federal 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, if exceeding 10% of the original contract amount, prior to additional work being completed.
6. Extension to complete projects must be approved and authorized by the city prior to being completed. **All MI-HOPE contracts must be completed by December 31, 2025.**

7. The contractor must agree to provide the City a copy of their license and liability insurance prior to the project award.
8. Contractors are required to comply with all City permit requirements.
9. Contract agree to attend pre-construction meeting, if applicable.

**Contract Approval, Award, Notification**

Once a completed application and all required documentation is received, the project will be submitted to MSHDA for their review and approval. They will issue a notice to proceed to the City.

The City will issue a contract between the homeowner and contractor with an effective date, scope of work and estimated completion date and approved contract amount. Additionally, the city will issue an approved purchase order to the contractor for the approved amount of the contract. The contractor will submit invoice and proof that the work has been completed and passed inspection by the City's inspectors (if a permit is required).

Upon completion of the project, the homeowner will be required to provide pictures of the completed improvements, complete a MSHDA Homeowner survey and provide yearly billing analysis to support that the improvement made resulted in energy savings.

Guidelines Reviewed and Approved

  
\_\_\_\_\_  
Catherine Lawson  
City of Three Rivers

1-11-2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Tonya Joy  
MSHDA

\_\_\_\_\_  
Date

☐**Monitoring**

- Monitoring of files at the local level will not occur until after the first draw and prior to closeout
- Additional on-site monitoring if drastic deficiencies/issues are found during file monitoring visits(s)

***Refer to the MI-HOPE Program Policy and Compliance Handbook for further details, all Subrecipient Program Guidelines are subject to MSHDA approval.***

Acknowledgement:

Catherine Lawson

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Subrecipient Printed Name

*Catherine Lawson*

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Subrecipient's Signature

1-10-2023

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Date

MSHDA Approval:

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MSHDA NHID DIRECTOR

DATE

