



## City of Hastings

MSHDA Neighborhood Enhancement Program

Administered from: April 1, 2023 - Dec 31, 2023

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## Introduction to the NEP Grant Program

**Overview:** The City of Hastings has received a grant totaling \$75,000 from the Michigan State Housing Development Authority (MSHDA) to assist willing homeowners in funding improvements to the exterior of their homes. **\$75,000 will be spent directly on owner-occupied, single-family housing improvements in the specified area, briefly described as South Hanover Street from East State Street, south to East Clinton Street, east to East State Street, and East State Street west to Hanover Street.** The City is excited to begin the process to make positive changes in Hastings' neighborhoods.

**Our Goal:** To work with a minimum of seven (7) homeowners on exterior improvements such as siding, painting, front porch repair, accessibility, and safety improvements. Each project address will not exceed \$9,999.99.

**Program Target Locations:** A minimum of seven (7) single-family, owner-occupied homes in the east side of Hastings as delineated by Appendix A. Approximate boundaries are:

**Owner Contribution:** There is no owner contribution/match required for residents to receive this grant.

**Fair Housing:** The City of Hastings 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 area will have equal opportunity to be considered for this grant without discrimination. If there are questions regarding this policy, please contact: Sarah Moyer-Cale, city manager at: smoyer-cale@hastingsmi.org or by phone at: 269-945-2468.

**Conflict of Interest Statement:** No City of Hastings staff member will administer this grant to immediate family or shall act in preference of one candidate over another due to nature of relationship. Council members, donors, agents, and employees and their immediate family members are not eligible to apply for grants under this program.

## COMPLAINT RESOLUTION

### Filing Complaints

Complaints can be filed in writing by any party involved in this grant process and submitted to the City of Hastings in the following manner:

City of Hastings  
Attn: Sarah Moyer-Cale, City Manager  
RE: NEP Complaint  
201 E. State St.  
Hastings, MI 49058

### **Procedures**

Complaints will be investigated and an 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**

Complaints will receive a written response within 10 business days from the Program Administrator.

### **Dispute Resolution**

Further dispute upon the written response will be sent to the Review Committee which shall be comprised of the Community Development Director and City Manager. The claimant shall have the right to a hearing before this committee to discuss their claim. The decision of this committee will be communicated to the claimant within 15 working days of the date of the hearing.

Should the complaint remain unresolved, the Dispute Resolution/Mediation Program services may be used. MSHDA, at its option, may choose to review complaints only after the above process is complete and the dispute remains unresolved.

## **PROGRAM ADMINISTRATION**

**Program Administration:** The City of Hastings will administer the NEP grant for the grant period 4/1/23-12/31/23. Files will be retained at least 3 years after issuance of the grant closeout letter by MSHDA. The files will then be destroyed. All records are confidential and personal information will be protected.

The City will accept and review NEP applications from residents of the City of Hastings between May 22, 2023, and June 19, 2023, at 4:00 p.m. All complete applications fitting income and other requirements 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**

Confidentiality will be taken with all documents relating to this grant and all homeowner information.

## **Files**

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

## **File Retention**

MSHDA-Funded 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 requests, correspondence, progress reports, monitoring reports, and applications.

RETAIN UNTIL: Issuance of the closeout letter to the grantee PLUS: 3 years.

THEN: Destroy

## **Approval Authority**

Final approval on 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. Administration will be handled by the City of Hastings, City Manager's office.

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 in order to complete them prior to the close of the grant on December 31, 2023.

## **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.
- Applicants must provide proof of current payment status on mortgage payments, taxes, and insurance.
- Applicant must be the deed holder to the property and reside at the property
- All applicants must complete a household self-certification form to see if they qualify.

### **Eligibility of Property**

- Home must be within the target area, single-family and owner occupied with property taxes paid. NO LAND CONTRACTS.
- The home must need visible improvements to the exterior.

- Architectural drawings may be required for supporting structures.
- The home must not be involved in a City condemnation process.

## **IMPROVEMENTS**

### **Levels of Assistance**

- Each home will be awarded a minimum of \$1,000.00 and up to \$9,999.99 for agreed upon improvements.

### **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. All projects must be of professional quality. Examples of qualifying projects include the following:

- Front porch
- Accessibility ramps
- Front walks and driveway paving
- Roof
- Siding
- Porch/deck repair and installation
- Private driveways and sidewalks
- Soffit and gutters
- Doors
- Windows
- Concrete steps

### **Ineligible projects:**

- Demolition
- Rubbish
- Interior to enclosed porches unless exterior is visible
- Landscaping
- Fences
- Tree removal unless the tree is causing destruction to the home
- Technology systems
- Individual items like mailboxes, fountains, decorative landscape lighting, etc.

### **Limitations**

- The eligible items for payment will be limited to the projects agreed upon between the owner, MSHDA and City staff. Any additional improvements will be made at the owner's expense.
- Whenever possible, the City will require sustainable construction materials which have the lowest environmental impact as possible.
- All projects must follow local codes. Building permits may be required.

- Per the EPS's Renovation, Repair, and Painting (RRP) rule, anyone performing painting renovation on pre-1978 homes must have lead-safe work practices training and obtain EPA certification before working on pre-1978 homes.
- Contractors are responsible for OSHA compliance with worker safety provisions pertaining to asbestos.

## **APPLICATION PROCESS**

**Application Process:** The City will make the application for the Neighborhood Enhancement Project available to all City residents within the target area. Each application will be reviewed by the City Manager's office and will be reviewed for administrative completeness and accepted/denied based on how the proposed scope of work fits into grant goals. Should more applications be received than available funds, applications will be accepted and awarded through a lottery system until all grant money has been utilized. Applications will be accepted between May 22, 2023 – June 19, 2023, with an ending grant period of December 31, 2023. ALL WORK MUST BE COMPLETED BY DECEMBER 31<sup>ST</sup> WITH NO EXCEPTIONS.

### **Applicant Selection**

- Applicants that meet the eligibility requirements will be entered into a pool.
- On Tuesday, June 20, 2023, at 9:00 a.m., applications will randomly be drawn until all grant slots are full.
- If additional funds remain after the lottery is held, the application window will remain open until all funds are used on a first come first served basis.
- The applicant must agree to periodic inspections of the project.
- The applicant must be willing to allow a free energy audit to be performed on their home if requested.
- The applicant must allow photographs of the project.
- The homeowner must be willing to keep the yard clean and free of debris before, during and after project completion.
- The homeowner must be available for periodic necessary communication.
- 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 the grant dollars and any further work will be at the cost of the homeowner.
- The City does not discriminate on any protected basis.

## **PREAPPROVAL PROCESS**

Before any work may 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.

## PROCUREMENT/CONTRACTOR SELECTION

**Contractor Requirements:** A licensed contractor is required for the following projects: carpentry, concrete, excavation, demolition necessary for eligible projects, insulation, masonry, painting, siding, roofing, screen & storm sash, gutters, tile & marble, replacement windows/doors, any other work as required by Michigan Law. The trades for which a Maintenance & Alteration contractor is qualified to practice are listed on the license. **A licensed contractor cannot submit a bid for a project on their own dwelling.**

Volunteer Help: Volunteer labor for work is only allowed for work that does not require a licensed contractor. If volunteers are being utilized, lead/asbestos testing must be conducted up front with a finding of no lead or asbestos to proceed.

Contractors must follow the rehab standards established in the Neighborhood Enhancement Program Handbook.

**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 may be obtained in writing, by telephone, email, or online. 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 contractor 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 Hastings 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 cost.
4. All contractors ultimately chosen, and quotes will be approved by MSHDA prior to utilization.
5. Pre-construction meetings will be offered as necessary based on the scope of the work to be completed.
6. Any change orders must be approved and authorized by the City and by MSHDA prior to being completed.
7. The homeowner must pull all required permits and authorize inspections for all permit-eligible work being performed. The permit costs will be factored into the grant amount.



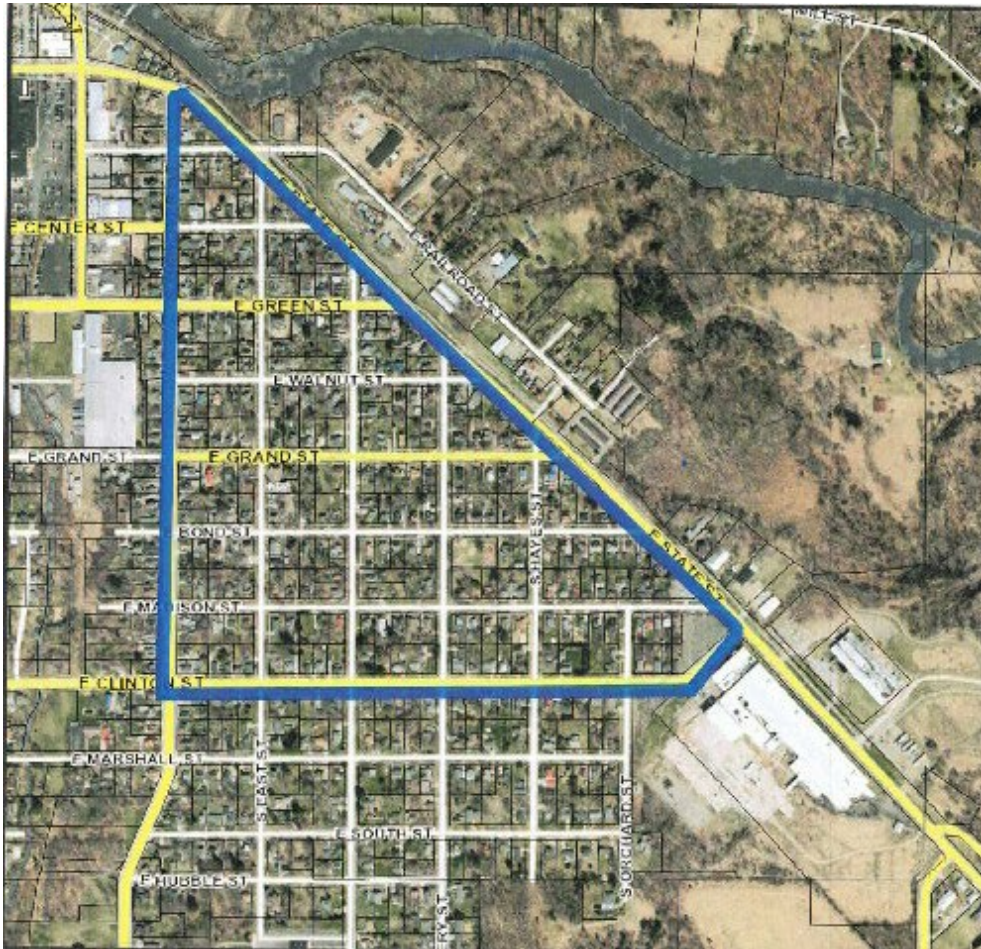
8. Extensions to complete projects must be approved and authorized by the City prior to being completed. All work must be completed by December 31, 2023. No extensions will be considered after that date.
9. Contractor must be willing to be paid 100% at project completion.
10. The contractor must agree to provide company liability insurance.

**Repayment Provisions:** There is no repayment required by the grantees for this program.

### **Fraud Plan**

- **Audit/Finance:** The City of Hastings has an established financial audit process to review and inspect documents directly associated with individual beneficiary activities on an ongoing basis and a formal quarterly basis
- **Code of Ethics/Structure:** The City has established an applicant intake criteria code of ethics and a structural overview, which includes both formal guidelines and criteria for applicant submission and clearly defined award parameters. This overview is designed to provide transparency to applicants and minimize gray areas of the review, selection, and award process
- **Formal Fraud Policy:** This fraud plan has been adopted as the City of Hastings' fraud policy for the administration of the MSHDA Neighborhood Enhancement Program Grant. Employees who suspect fraud are encouraged to report it via the MSHDA online fraud report form <https://www.michigan.gov/mshda/about/performance/how-to-report-fraud>, or by calling the MSHDA Fraud Hotline 517-335-9953
- **Internal Controls:** To ensure that effective controls are in place and enforced, the City requires two check signatures. Safeguards are in place to ensure the adequate oversight, and separation of duties are in place
- **Document Retention:** All documents, including those for MSHDA's NEP Grant are retained in accordance with the Michigan State Administrative Board Approval General Record Retention and Disposal Schedule #8, which has been formally adopted by the City of Hastings
- **Personally Identifiable Information (PII):** The City of Hastings follows the above-mentioned record retention policy. Personally Identifiable Information carefully stored in an area that is accessible only to staff. Records are retained for three years after the closeout date, according to the written agreement requirements.
- **Whistle Blower (Complaint Resolution) Procedure:** Complaint resolution guidelines are included in the City of Hastings Neighborhood Enhancement Program Grant Guidelines, under Program Administration.

Hastings NEP Round 8 –  
Target Area Map



**City of Hastings**  
**2023 Neighborhood Enhancement Program**

**HOMEOWNER APPLICATION**

To apply for the Neighborhood Enhancement Program, please fill out and turn in the following to: Dan King, Community Development Director, 201 East State Street, Hastings, MI 49058.

Date: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Co-Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please verify 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** the completed household self-certification form.
- I have **attached** photos of the areas where improvements 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 Hastings 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:** \_\_\_\_\_

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**For City Use Only** Date Received \_\_\_\_\_ Application Reviewed \_\_\_\_\_ Lottery # \_\_\_\_\_  
Application Accepted \_\_\_\_\_ Application Refused and Reason \_\_\_\_\_

**Neighborhood Enhancement Program (NEP)  
Household Income Self-Certification Form  
Grantee Name: City of Hastings  
Grant Number: HDF-2023-5860-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 Hastings (For Information Only - Do Not Mark)

Household Size	1	2	3	4	5	6	7	8
Income Limits 120% AMI	\$ 70,080	\$ 80,160	\$ 90,120	\$ 100,080	\$ 108,120	\$ 116,160	\$ 124,200	\$ 132,120

**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 REQUIRED BY THE GRANTEE.**

Under penalties of perjury, I declare that I have examined this certification statement, and to the best of my knowledge and belief, the supporting documentation provided and the household eligibility facts provided are consistent, true, correct, and complete.

I also understand and provide consent for MSHDA and/or its Subrecipient Agency to verify accuracy of the certified information and determine if it is in compliance with the program's requirements and policies.

If this application is approved, I will care for and maintain the property.

In addition, I understand that there is a formal on-line process to report fraud concerns: <https://www.michigan.gov/mshda/about/performance/how-to-report-fraud>

False Statements - Parties signing this certification form understand that making false statements or claims in connection with this award may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages, and penalties, and/or any other remedy available by law.

**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 NEP \_\_\_\_\_ Neighborhood Housing Initiatives Division Program. This program is funded by the Michigan State Housing (MSHDA) and administered by City of Hastings 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

\_\_\_\_\_

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

\_\_\_\_\_