



Village of Paw Paw

MSHDA Neighborhood Enhancement Program

Administered from: May 1, 2021-December 31, 2021

Table of Contents

Introduction	2
Complaint Resolution	2
Program Administration	3
Applicants	4
Improvements	4
Application Process	5
Preapproval Process	6
Procurement/Contractor Selection	6

Introduction to the NEP Grant Program

Overview: The Village of Paw Paw has received a grant totaling \$75,000 from the Michigan State Housing Development Authority (MSHDA) to assist willing homeowners in funding improvements to their homes. ***\$70,000 will be spent directly on owner occupied, single family housing improvements in the east side of Paw Paw.*** The Village is excited to begin the process to make positive changes in Paw Paw's neighborhoods.

Our Goal: To work with fourteen (14) homeowners on exterior improvements such as siding, painting, front porch repair, accessibility, and safety improvements.

Program Target Locations: Fourteen (14) Single-family, owner-occupied homes in the east side of Paw Paw as delineated by Appendix A. Approximate boundaries are: Kalamazoo St to the west, Davis to the North, Marcelleti/Village limits to the East, and I-94 to the South.

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

Fair Housing: The Village of Paw Paw 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, Village Manager at: s.moyer-cale@pawpaw.net or by phone at: 269-657-3148.

Conflict of Interest Statement: No Village of Paw Paw 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.

COMPLAINT RESOLUTION

Filing Complaints

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

Village of Paw Paw
Attn: Sarah Moyer-Cale, Village Manager
RE: NEP Complaint
111 E. Michigan Ave, P.O. Box 179
Paw Paw, MI 49079

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 Coordinator and the Economic and Residential Opportunity Committee. 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 Village of Paw Paw will administer the NEP grant for the grant period 5/1/21-12/31/21. 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 not be released.

The Village will accept and review NEP applications from residents of the Village of Paw Paw between June 16, 2021 and July 12, 2021. All complete applications fitting income requirements will be considered in a lottery process for choosing grant recipients.

The homeowner(s) must be the applicant. All records retained by the Village 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 Village of Paw Paw, Village Manager's office.

Once approved, the applicant will be notified and expected to attend all meetings with a Village 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, 2021.

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 have a clear title to the home.
- 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 front yard/exterior.
- Architectural drawings may be required for supporting structures.
- The home must not be involved in a village condemnation process.
- The home must be in need of exterior repairs.

IMPROVEMENTS

Levels of Assistance

- Each home will be awarded a minimum of \$1,000 and up to \$7,499 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 (should not be a standalone item such as windows or doors, unless based on an energy audit). All projects must be of professional quality.

- Front porch
- Accessibility ramps
- Front walks and driveway paving
- Roof
- Siding
- Porch/deck repair and installation
- Private driveways and sidewalks
- Soffit and gutters
- Doors (should not be stand alone project)
- Windows (should not be stand alone project)
- Concrete steps

Ineligible projects:

- Demolition
- Rubbish
- Interior to enclosed porches unless exterior is visible
- Doors, windows that are stand-alone.
- 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 village staff. Any additional improvements will be made at the owner's expense.
- Whenever possible, the village will require sustainable construction materials which have the lowest environmental impact as possible.
- All projects must follow local codes.

APPLICATION PROCESS

Application Process: The Village will make the application for the Neighborhood Enhancement Project available to all Village residents. Each application will be reviewed by the Village 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 **June 16, 2021-July 12, 2021** with an ending grant period of December 31, 2021. ALL WORK MUST BE COMPLETED BY DECEMBER 31ST WITH NO EXCEPTIONS.

Applicant Selection

- Applicants that meet the eligibility requirements will be entered into a pool.
- On **Wednesday, July 14, 2021 at 9:00am,** 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 (before and after) for publication on the city's website.
- 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 Village 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, house wrecking, insulation, masonry, painting, siding, roofing, screen & storm sash, gutters, tile & marble, swimming pools, replacement windows/doors, any other work as required by Michigan Law. The trades for which a Maintenance & Alternation contractor is qualified to practice are listed on the license.

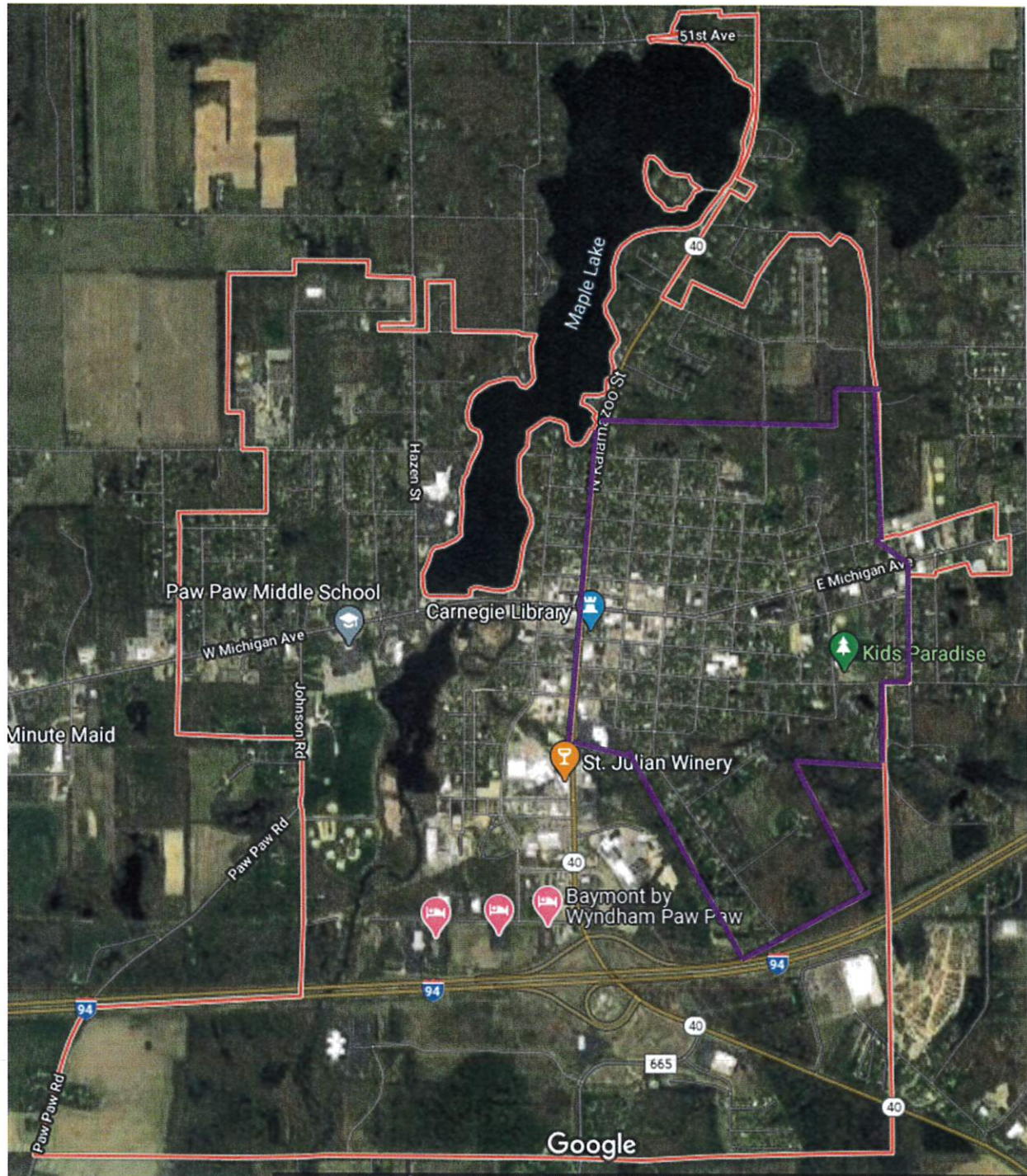
Volunteer Help: Volunteer labor for work is only allowed for work that does not require a licensed contractor. If volunteers are being utilized, lead/asbestos testing must be conducted up front with a finding of no lead or asbestos to proceed.

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 Village of Paw Paw 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 Village 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 Village prior to being completed. All work must be completed by December 15, 2021. No extensions will be considered after that date.
9. Contractor must be willing to be paid 50% at project start and 50% at project completion.
10. The contractor must agree to provide company liability insurance.

Homeowner Completion: If the property owner is completing the work themselves, they must demonstrate competencies to do so. If the homeowner is cleared to do the work themselves, all supplies and equipment must be purchased by the Village of Paw Paw based on the approved procurement process.

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



The purple boundary line is the
Project Target Area.

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

Grantee Name: Village of Paw Paw

Grant Number: HDF-2021-9966-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**.
- ☐ 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** median income (located below).

Village of Paw Paw	Village of Paw Paw (Population: 1,000 - 1,500)							
	1	2	3	4	5	6	7	8
Household Size								
Income Limits 120% AMI	\$66,360	\$75,840	\$85,320	\$94,800	\$102,480	\$110,040	\$117,600	\$125,160

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, HUD 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 _____ Housing Initiative 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 Housing Initiative 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

Village of Paw Paw
2021 Neighborhood Enhancement Project

HOMEOWNER APPLICATION

To apply for the Neighborhood Enhancement Program, please fill out and turn in the following to: Sarah Moyer-Cale, Village Manager, 111 E. Michigan Ave, P.O. Box 179, Paw Paw, MI 49079

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 Village of Paw Paw 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 Village Use Only Date Received _____ Application Reviewed _____ Lottery # _____

Application Accepted _____ Application Refused and Reason _____