

MSHDA Neighborhood Enhancement Program (NEP)

Administered by
City of Beaverton
September 2020

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SECTION I

GENERAL PROVISIONS

PURPOSE: The City of Beaverton has secured a grant totaling \$40,000 from the Michigan State Housing Development Authority (MSHDA) to assist homeowners in exterior improvements to their homes. This grant will be used strategically within the following neighborhoods:

1. **North Ross Lake Neighborhood:** Commencing at the west end of Lang Rd near North Branch Drive following Lang Road east to the intersection of N. Ross St (M-18) inclusive of all parcels on the south side of Lang Rd.
2. **City of Beaverton Central District:** Commencing at the west end of Tonkin St, proceeding directly north to W. Brown St, east to the end of East Brown St. at Fourth Street, south on a line extending to Glidden Road then west to the point of beginning at the east end of Tonkin Street inclusive of all parcels adjacent to defined boundaries.

The City is working in partnership with the Beaverton Downtown Development Authority (DDA) to fund this program, contributing \$10,000 toward the program.

The desired outcome is to increase the sustainability of housing so those homeowners can make needed exterior enhancements and increasing value and safety in their homes. This Program is intended to provide funds for improvements of eligible households at or below 120% AMI. This application must have prior MSHDA approval.

All MSHDA funded construction activities must conform to the current City of Beaverton Ordinances, the current Michigan Rehabilitation Code for Existing Housing and UPCS. The program will comply with local zoning ordinances. Examples of eligible improvements are:

- Roof
- Painting
- Siding
- Porch/deck repair and installation
- Ramps
- Private driveways
- Fences
- Soffit and gutters
- Doors
- Windows

SECTION II

PROGRAM REQUIREMENTS

PROGRAM ACTIVITIES:

A maximum amount up to \$10,000 of MSHDA NEP funds can be used on each project. Under this activity, the home will be improved using selected contractors to meet code requirements of the program. The project will include five (5) houses to be improved by the City of Beaverton's selected contractors.

PROGRAM ELIGIBILITY:

All homes must be improved per specifications under the program and will adhere to all local building codes. Each house will be improved with households at or below 120% of AMI. The site for these homes is on Lang Road off M-18 and within the boundaries identified throughout the City:

The boundaries are identified in the map that is attached (insert MAP).

1. All homes will be improved to make visible improvements to the front yard & exterior. Photos of all completed improvements and inspections will be required.
2. Architectural drawings may be required for supporting structures.
3. The home must not be involved in a city condemnation process, zoning ordinance violation or pass due on City utilities, taxes or other related debts.

PROGRAM ELIGIBILITY PRIORITY:

Priority is given to persons or households whose income is less than or equal to 120% of the Area Median Income for Gladwin County.

The income guidelines adopted by the City of Beaverton are in accordance with the Income Limit guidelines as established by the Department of Housing and Urban Development (HUD). Income eligibility will be determined using these guidelines. The limits change on an annual basis, and current values will be used in eligibility determination.

PROGRAM GUIDELINES:

1. The maximum amount of MSHDA NEP funds available to be used per unit is \$10,000. The maximum project budget, including leveraged funds, will not exceed \$10,000. The breakdown of the funding per site:
 - \$7,499 - NEP
 - \$2,501 - Match from Downtown Development Authority
2. The applicants must provide proof of current payment status on mortgage/land contract

3. Applicant must have clear title to the home.
4. Applicant and contractor must enter into a contract for agreed improvements. Sign off of all improvements (applicant & contractor) must be included with final pay request.

APPLICATION PROCESS:

1. Applications will be selected based on the most significant neighborhood impact, in addition, priority will be given to the neighborhood near the MSHDA MOD property located at 455 Lang Street.
2. The applicant must be the owner and occupy the assisted property.
3. The applicant must not have been the prior owners of any property transferred to the county treasurer or to a local government as a result of tax foreclosure proceedings.
4. Applications will be accepted from residents of the City between October 1, 2020 and December 1, 2020. All completed applications fulfilling the program requirements will be considered by a selection committee comprised of City/DDA officials on a first come, first served basis. The homeowners must be the applicant. In order to be considered eligible, income verifications for the household residents must be completed by the City and approved by MSHDA.

NOTE: Due to the Covid-19 pandemic—all in-person interactions related to this program will be limited when possible. Phone/email/mail options are preferred. If drop-off is needed, you must call the City of Beaverton administrative offices to schedule an appointment.

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: three years.
THEN: Destroy

SECTION III

ALLOWABLE AND UNALLOWABLE COSTS

Allowable costs are necessary to implement the NEP program as approved by MSHDA.

1. Homeowner, contractor and City must all develop a scope of work and timeline that is agreed to, in writing, by all parties.
2. All improvements must be completed to current building code and standards.
3. Exterior eligible repairs must make a visible impact from the street to the neighborhood and focus on safety, visibility, accessibility and energy repairs. Examples:
 - Roof
 - Painting
 - Siding
 - Porch/deck repair and installation
 - Ramps
 - Private driveways and sidewalks
 - Fences
 - Soffit and gutters
 - Doors
 - Windows
4. Funds may not be used to:
 - A. Finance any items not approved by MSHDA.
 - B. The replacement of doors and/or windows cannot be a standalone activity. NEP is designed to provide funding for comprehensive improvements to doors, windows, railings, light fixtures, paint, concrete steps, etc.
 - C. Dead trees - NEP will not remove trees that are located within the public right of way. Unless two criteria are met, NEP funds cannot be utilized: 1) the tree is located on private property and 2) the tree is posing an immediate threat to the occupants and/or neighborhood based on its close proximity to the house. Each request will require pre-approval by MSHDA on a case by case basis.

SECTION IV

BIDS

Request for Qualifications (RFQ) will be issued for qualified professionals to partner with the City and eligible homeowner. The City will select a pool of qualified contractors to work on the approved houses. The selected contractors will be required to secure three (3) different quotes/cost estimates for all materials detailed in the scope of work. The City will accept the lowest bid; however, if the applicant chooses a higher quote, the applicant will pay the difference.

SECTION V

GENERAL CONTRACTORS

CONTRACTOR ELIGIBILITY REQUIREMENTS

1. Contractor must ensure that work complies with current Michigan Residential Code and City of Beaverton Local Ordinances.
2. Contractor must comply with all federal, state and city fair housing ordinances, be an equal opportunity employer, and solicit participation from female and minority sub-contractors.
3. Contractor will be licensed by the State of Michigan and provide a copy of their current license to City of Beaverton. All subcontractors must hold a current license for their trade if required by the State of Michigan.
4. If building, electrical, mechanical, or plumbing permits are necessary, the Gladwin County Building Department requires contractors to register under an active license.
5. Contractor will provide a copy of their current insurance policy covering liability and worker's compensation coverage to City of Beaverton.
6. Contractor must sign and comply with the provisions of the NEP Program Contract.
7. Contractor will be required, upon request, to provide copies of all invoices and bills showing the price, quantity, and quality of materials used on all projects.
 - a. Procurement: All products needed for renovations will be purchased by contractor. A minimum of three (3) quotes/cost estimates will be obtained.
 - b. 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.
 - c. The City of Beaverton and the homeowner will review all bids for labor prior to the project being awarded. The City will notify the contractor by phone with 24 hours of

the award of the bid. Bids will be awarded based on the scope of the work and lowest cost.

- d. All contractors ultimately chosen and quotes will be approved by MSHDA prior to utilization.
- e. Pre-Construction meetings will be offered as necessary based on the scope of the work to be completed.
- f. Any change orders must be approved and authorized by the City and by MSHDA prior to being completed.
- g. The contractor must pull all required permits and authorize inspections for all permit-eligible work being performed. The costs of permits will be factored into the grant amount.
- h. Contractor must be willing to be paid 50% at project start and 50% at project completion.

SECTION VI

COMPLAINT PROCEDURE

FILING A TITLE VI COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services as required by statute.

II. Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. Roles and Responsibilities

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect information and prepare a fact-finding report based upon information obtained from the investigation.

Heath Kaplan, City Manager
 City of Beaverton
 128 Saginaw Street
 Beaverton, MI 48612

Phone: (989) 435-3511
Fax # (989) 435-3223
Email: hkaplan@beavertonmi.org

IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services, including but not limited to the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180-day period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

V. Investigation

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation timeline
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.

Investigation Reporting Process:

- Complaints made against a City of Beaverton's sub-recipient should be investigated by the City following the internal complaint process.
- Within 10 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of the City Manager, Heath Kaplan for review.
- The City Manager reviews the file and investigative report. Subsequent to the review, the City Manager decides of "probable cause" or "no probable cause" and prepares the decision letter.

Retaliation:

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either acted or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint, please contact:

Heath Kaplan, City Manager
City of Beaverton
128 Saginaw Street
Beaverton, MI 48612
Phone: (989) 435-3511
Fax # (989) 435-3223
Email: hkaplan@beavertonmi.org

Reporting Requirements to an External Agency

A copy of the written complaint must be submitted to MSHDA within 10 days of receipt. A copy of the investigation report and final decision letter will be forwarded to MSHDA within 10 days of final decision letter date.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

SECTION VII

CITY OF BEAVERTON TITLE VI NON-DISCRIMINATION POLICY STATEMENT

The City of Beaverton reaffirms its policy to allow all individuals the opportunity to participate in all programs and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance.” In applying this policy, the City and its sub-recipients of federal funds shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual’s receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;

7. Permit discriminatory activity in a facility built in whole or in part with any program funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of any program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English-speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a any service or benefit.

The City of Beaverton will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Beaverton designates Heath Kaplan, City Manager as the Title VI Coordinator. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Beaverton complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Beaverton and Title VI may be directed to the City Manager, 128 Saginaw Street, Beaverton, MI 48612; Phone: 989-435-9343; Fax: 989-435-3223; E-Mail: hkaplan@beavertonmi.org.

SECTION VIII

FAIR HOUSING POLICY

The City of Beaverton is committed to Fair Housing and will work aggressively to ensure that housing programs comply fully with all state, federal and local Fair Housing laws. The City of Beaverton has appointed Heath Kaplan, City Manager, as their Fair Housing contact person.

The City of Beaverton will consider all applicants and contractors based on qualifications. No applicant or contractor will be denied housing, or a contract based on his or her race, color, national origin, religion, age, sex, marital status, familiar status and/or disability. Persons raising concerns regarding discrimination will not be retaliated against.

The City of Beaverton is committed to affirmative marketing and will identify their Fair Housing needs and barriers. The City of Beaverton will address these needs and barriers by establishing a plan to resolve and meet Fair Housing needs.

The City of Beaverton will establish a fair housing log of all documents and advertisements. The Fair Housing Log will be maintained by Heath Kaplan and will disclose information regarding any and all concerns and their outcomes.

Persons wishing to file a Fair Housing Complaint will be referred to the Mi Dept. of Civil Rights, HUD and their local Fair Housing Center.

Persons wishing to file a complaint or concern that is employment related will be referred to the Equal Employment Opportunity Commission and the Mi Department of Civil Rights.

The City will post a Fair Housing poster in a place visible to the public. The City of Beaverton will secure and distribute Fair Housing material provided by MSHDA, RD and other Fair Housing agencies and organizations.

The City of Beaverton will notify MSHDA of all written complaints within 10 days of receipt.

The City of Beaverton is committed to providing safe, affordable, decent, and sanitary housing located in areas where people choose to live.

SECTION IX

CONFLICT OF INTEREST POLICY

The following policy is established by the Beaverton City Council to avoid any conflicts of interest related to any transactions involving:

The award of City contracts, purchasing goods and services, grant monies or any other transaction involving City or State funds to any City of Beaverton employee including the Mayor and City Council members who has any decision making or involvement with NEP grants is prohibited.

SECTION X

MARKETING

The City is eager to raise awareness of this incredible opportunity for residents and to encourage as many homeowners as possible to participate. To market the program locally, we are sending a letter to every homeowner-occupant within the North Ross Lake Neighborhood & Central District, sending a press release to local media outlets, and sharing updates and calls to action on our social media/website pages.