

Program Guidelines

HOPE Village Neighborhood Enhancement Program (NEP) Minor Home Repair Program



Hope Village Revitalization (HVR) is pleased to announce the availability of a minor home repair grant program for 2021 for the Hope Village neighborhood.

HVR's Minor Home Repair Program is directly tied to a neighborhood-driven process to preserve older housing stock and support homeowners and renters to flourish. This program provides positive, direct housing improvement support to income-qualified homeowners and renters in the Hope Village neighborhood. Home repair services can often make the difference long-term and preserve the equity and presence of a longtime family in a neighborhood such as ours. In addition, the neighborhood as a whole benefits from the preservation of a building that adds value to surrounding property, is less at risk for a tragic event like fire and is less likely to end up blighted or abandoned and contributing to neighborhood decay. The program works towards the Hope Village goal of becoming an equitable, sustainable neighborhood with a high quality of life for all.

As funds allow, grants of up to \$4,500 are available to eligible homeowners for eligible home improvements to ensure residents have safe, accessible, healthy housing, and to support a stable neighborhood. (In unusual circumstances (e.g., hidden conditions, safety concerns, etc.), the maximum grant assistance will be \$7,400.) Subsidies or donations from contractors may allow additional work to be done at this cost.

Funds may be used for the following exterior repairs and improvements

- Repair or replace porches, stairs, and/or railings
- Exterior painting
- Repair or replace gutters, soffits, eaves or fascia (or other exterior wood integral to the weatherization of the home)
- Repair or replace siding
- Repair of private walkways

To qualify for the Minor Home Repair Program, the applicant and property must meet the following requirements:

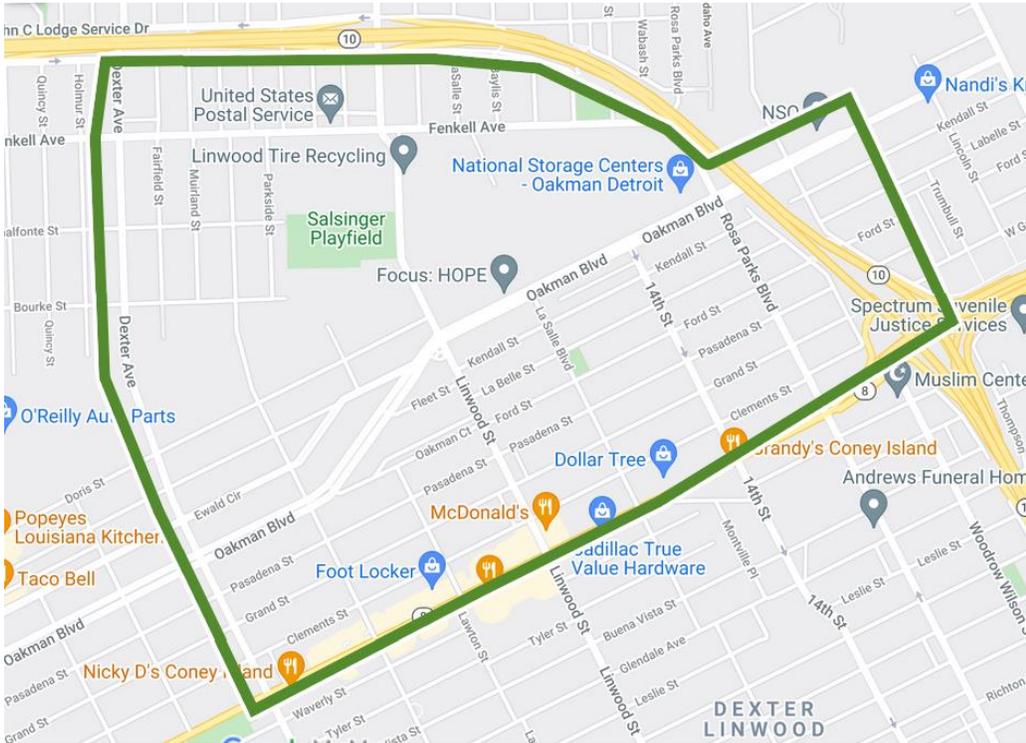
- Household income (total of income of all adults 18 years and older) must be at or below 120% of the area median income.

Household Size	1	2	3	4	5	6	7	8
Income Limit	\$67,200	\$76,800	\$86,400	\$96,000	\$103,680	\$111,360	\$118,500	\$126,720

- The applicant must be the homeowner or renter and occupy the property and have occupied the property as

their primary residence for at least the prior six (6) months. (Owners are required to sign the self-certification form. Tenants are required to complete the Household Self Certification form and provide a copy of a signed, dated and executed formal written lease agreement. The landlord must commit not to increase rent during the first year after completion of the project, and must read and sign the written participation consent form and certification form.)

- The property must be located in the HVR service area – the alley first west of Dexter on the west, the Lodge Service drive and abandoned rail corridor on the north, the Lodge Service drive and abandoned rail corridor on the north, the Detroit border on the east and Davison Avenue on the south.



- The applicant must not own any property that is tax or mortgage delinquent or subject to any citation or violation of the state and/or local codes and ordinances or the like and must not have 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 must carry current insurance on the property, and have the utilities turned on

Application Process & Selection:

Round 1 Applications are due by July 25, 2021

Return application forms via email to hopevillage@hopevillagecdc.org or by mail to Hope Village Revitalization, or contact Julie Rice at 313.403.6230 to make other arrangements.

Receipt of applications will be acknowledged by phone or email (via applicant's preferred form of contact) within one week of submission.

Applications will undergo preliminary review to determine eligibility according to the above requirements. HVR staff may contact you if further information or clarification is required.

HVR will arrange site visits with eligible applicants and take photos to submit before/after photos

to MSHDA.

Qualifying applications will be reviewed by the HVR Program Committee in early August and scored based on the following chart. The scoring metric was designed to select projects based on visibility, overall impact and applicants' commitment to the neighborhood.

Scoring Criteria (15 points maximum)

Length of Residency	Exterior Visibility of Improvements	Health & Safety Impact*
Less than 10 years 1 point		From 1-5 points with 1 being minor cosmetic improvements to 5 representing blight elimination, accessibility, or hazardous condition elimination
10-20 years 3 points	Minor exterior visibility 3 points	
Over 20 years 5 points	Significant exterior visibility 5 points	

*Health & Safety Impact score from two evaluators will be averaged to create the overall score in this category.

Top scoring applicants will be notified (via their preferred form of contact), and must confirm intent to participate in the program within a reasonable time frame. If confirmation cannot be established within a reasonable timeframe the successful applicant will cede their place and other qualified applicants will be moved up the list.

A minimum of two bids will be secured for the defined scope of work. Bids will be accepted from all licensed contractors.

If funds remain available after Round 1 is complete, the application process may reopen.

Nondiscrimination and Fair Housing Policy:

HVR does not discriminate on the basis of race, color, creed, national origin, age, disability, sex, or sexual orientation, and is committed to following the letter and spirit of all federal, state, and local fair housing laws by providing equal service to all.

Contractor/Vendor Selection:

The vendors for Minor Home Repair Program projects will be required to have appropriate licenses and insurance. Vendors will be selected without regard to race, color, creed, national origin, age, disability, sex, sexual orientation or other projected status contained in state or local statutes. However, preference will be given to Detroit residents, particularly those residing in the area of Hope Village as well as contractors that are willing to donate or discount services in order to help HVR provide positive, direct housing improvement support to as many applicants as possible.

Per MSHDA requirements, a minimum of two (2) bids will be secured for each project. Bids for Minor Home Repair projects will typically be requested per property; however, in the case where multiple properties require similar work or materials/equipment bids may be requested per type of work/equipment. Contractor Licenses and insurance certifications will be required where necessary for the scope of work. Proof will be submitted prior to awarding the contract.

Upon notification of bid award, all contractors will be provided a Notice to Proceed upon approval from MSHDA. A pre-construction meeting will be held at the HVR office or at or near the subject property. HVR staff or program personnel will monitor the contractor's performance and attempt to address any issues during

construction/clean up phases.

All construction work will be subject to any applicable local permit process and the city inspections in accordance with the State of Michigan and City of Detroit building codes and ordinances. Final payment will be made after final inspection and Certificate of Acceptance is issued by the City of Detroit if required for the scope of work. All inspections of permitted work will be completed on or before November 30, 2021.

Contracts and payments will be between HVR and vendors. Participating homeowners are the end- users and any and all warranties of work and/or equipment are to be placed in their names.

Program Funding:

A grant of \$50,000 from the Michigan State Housing Development Authority (MSHDA) makes this program possible.

Confidentiality & File Retention:

Paper records will be kept locked at HVR's offices. Electronic files will be accessible only to HVR staff and Minor Home Repair personnel. HVR will not share personal information with any third party except as required to demonstrate program eligibility to MSHDA.

MSHDA FUNDED HOUSING RESOURCE GRANTS

The records for this program 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. These will be retained until three years after issuance of the closeout letter to HVR, and then destroyed.

Conflicts of Interest:

HVR staff, paid contractors, and members of the HVR Board of Trustees and their immediate family members may not apply for or receive funds through this program.

Complaint Resolution:

All complaints will be addressed in an expedited manner. For any complaints, the process will begin with Stephanie Johnson-Cobb (Deputy Director HVR) meeting with the complainant to hear their concerns and explain the Program Guidelines. If the complaint is concerning work that has been completed, Stephanie Johnson-Cobb will meet with the homeowner and the contractor at the job site. Stephanie Johnson-Cobb, acting on behalf of HVR, will work as a mediator between the homeowner and contractor to resolve the complaint or concerns. If there is no resolution at this point, the HVR Program Committee, composed of the Executive Director, a board member and a third party will review and resolve the dispute/complaint, in accordance with MSHDA regulations and HVR policies. The complainant may choose to make a presentation or submit a written description to the committee for review. Responses to complaints will be timely, within 15 working days of the complaint or hearing. Contact person: Stephanie Johnson-Cobb, 313-403-6231.

This Program Guideline Sheet and the Program Application Form are available on the HVR website at hopevillagecdc.org. Digital and/or printed copies may be requested by emailing Julie Rice at Julie.Rice@hopevillagecdc.org or by calling 313.403.6230.

