



141 S. Matteson Street | Bronson, MI 49028
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www.bronson-mi.com

2020-21 NEP Program Guidelines

General Provisions

The goal of the Neighborhood Enhancement Program is to assist the most in-need residences of the City of Bronson, by partnering with MSHDA to repair owner-occupied homes that are in violation of International Property Maintenance Code (2018 edition) as adopted by the City of Bronson. The 2020/2021 NEP is designed to target homes in the “Buchanan, Washington, Winona and North Lincoln Street Neighborhoods” which are both located north of US-12 and terminate at E. Railroad Street (North Lincoln terminates at Raymond Street).

As a partnership, the City of Bronson is offering interest free loans (limited funds available) from the City’s Community Development fund that may be accessed by the homeowner in addition to the NEP Grant Funds for the rehabilitation projects. Each project address will not exceed \$7,499.99.

The NEP Program will be administered by City of Bronson Staff and overseen by the City Manager, Brandon Mersman.

Eligibility Requirements

Eligibility of Property

- Single Family – owner occupied homes in the target area of Buchanan, Winona, Washington, & North Lincoln Streets, that are considered blighted or have a safety hazard.
- The home must need visible improvements to the front yard/exterior.
- The home must not be involved in a city condemnation process.

Eligibility of Applicants

- The homeowner must be the applicant and have a household income of at or below 120% of the area median income.
- Homeowners must have owned their home for at least six months prior to applying.
- Applicants must provide proof of current payment status on mortgage, taxes and insurance.
- Applicant must have a clear title to the home.
- Have not been the prior owner of any property transferred to the Treasurer/local government as a result of tax foreclosure proceedings.

- All applicants must complete a self-certification form to confirm that the household is income eligible according to the Chart below. Household income limit includes all adults living in the home who are 18 years and older:

City of Bronson	Branch County							
Household Size	1	2	3	4	5	6	7	8
Income Limits 120% AMI	\$53,760	\$61,440	\$69,120	\$76,680	\$82,920	\$89,040	\$95,160	\$101,280

Eligible Activities: Projects that address a plan to remedy blight and safety issues will be considered and includes the following items:

- Exterior Painting
- New Siding, gutters, soffits
- Walkways (on private property)
- Roofs
- Front Porches
- Windows (if done with at least one other exterior improvement component listed above)
- Exterior Doors (if done with at least one other exterior improvement component listed above)

However, projects which only include windows or doors will not be considered. Maximum site funding is not to exceed \$7,499.99. Any project that tests positive for lead will be disqualified from participating.

Application Process

Any person(s) interested in applying for the NEP program can do so by email at b.mersman@bronson-mi.com or by mail at 141 S. Matteson Street, Bronson, MI 49028. Each application will be reviewed to verify location, income, property tax status, and scope of work. A copy of the application and program guidelines can be found at <http://www.bronson-mi.com/MSHDA-NEP>. If you have questions you can contact City Hall at 517-369-7334 or b.mersman@bronson-mi.com. Applications are currently available and are due **January 31, 2021, 2020.**

Application Selection

After each received application has been reviewed to verify that it meets the criteria to participate in the NEP program, the accepted applications will be scored on the basis of severity/necessity of projects and safety concerns. The greatest scoring project will be first, and so on. The goal of the program is to improve the exterior appearance of the eligible neighborhood properties and successful projects will have a large impact on the visual appearance of the neighborhood.

Contractor/Vendor Selection

A minimum of two bids (the City recommends more) will be secured for the defined scope of work. Bids will be sought from the homeowner and accepted from all licensed contractors.

Proposals for the Blight/Safety Enhancement projects will be requested per property. Contractor Licenses and insurance certifications will be required where necessary for the scope of work. Proof will be submitted prior to awarding the contract.

The vendors for the homeowner repair projects will be required to have appropriate licenses and insurance. Vendors will be selected without regard to race, color, religion, sex, handicap, familial status, national origin or other projected status contained in state or local statutes.

All contractors will be provided a Notice to Proceed upon approval from MSHDA.

All construction work will be subject to the local permit process and the county building department inspections in accordance with the State of Michigan and the International Property Maintenance Code (2018).

All inspections and work must be completed prior to the September 30, 2021 grant deadline.

Fair Housing

The City of Bronson 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: Brandon Mersman, City Manager and Fair Housing Officer at b.mersman@bronson-mi-com or by phone 517-369-7334.

Conflict of Interest Statement

No City of Bronson employee or Board Member or immediate family member shall qualify for the grant. In addition, no grant award shall be made in preference of one candidate over another due to nature of relationship.

Any person(s) receiving assistance that has any other relationship with any persons with the City of Bronson, will make said relationships known and clear to avoid any conflict of interest. Any grant awardee that has a conflict of interest, will not be eligible to receive funding through the NEP grant. Any conflict of interest that is not reported prior to work commencement, will be the responsibility of the homeowner to reimburse the City of Bronson for all work performed.

Complaint Resolution

All written complaints will be addressed in an expedited manner. For any complaints, the process will begin with the City Manager, meeting with the complainant to hear their concerns and explain the Program Guidelines. If the complaint is concerning work that has already been completed, City Manager will meet with the homeowner and the contractor at the job site. The City Manager will work as a mediator between the homeowner and the contractor to resolve the complaint or concerns. If there is no resolution at this point the City Council will review and resolve the dispute/complaint, keeping in mind not to violate any MSHDA regulations or City Policies. MSHDA will be notified of any written complaints within 10 days of the complaint.

Administration/File Retention

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.

All files will be retained by City of Bronson until: Issuance of the closeout letter to the grantee, PLUS 3 years, then destroy.