

CITY OF DETROIT

Housing & Revitalization Department

Housing Rehabilitation and Development Program



NOTICE OF FUNDING AVAILABILITY (NOFA)

AND

APPLICATION PACKAGE

January 2026 NOFA

Mary Sheffield, Mayor
Julie Schneider, Director

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INTRODUCTION

The City of Detroit's Housing and Revitalization Department (HRD) is pleased to release this Notice of Funding Availability (NOFA) to provide affordable housing developers and owners the opportunity to apply for financial support for projects that address housing challenges in Detroit neighborhoods. Through this NOFA, HRD is making up to \$13,000,000 of funding available to support the preservation, rehabilitation and/or development of affordable housing units in the city of Detroit.

This notice specifically relates to the availability of financing tools made available through the City of Detroit's Affordable Housing Development Program (AHD & PF) and through funding received from the U.S Department of Housing and Urban Development (HUD) including:

- the HOME Investment Partnership Program (HOME),
- the Community Development Block Grant Program (CDBG), and
- the Community Development Block Grant Disaster Recovery Funds (CDBG-DR) Program, and
- the HOME – American Rescue Plan (HOME-ARP) Program.

This NOFA round includes the following programs, categories, and available funding amounts:

1. Affordable Housing Development Program

a) Multifamily Development Category \$8,000,000

Multifamily Development funds are available to support projects that will construct new multifamily housing and projects that will rehabilitate and preserve existing multifamily housing projects in Detroit that include affordable units. HOME funds are the primary source used to fund awards in this category.

b) Supportive Housing Category \$5,000,000

Permanent Supportive Housing (PSH) funds are available to support high-quality projects that will construct, rehabilitate, and/or preserve multifamily developments in Detroit that are deeply affordable and provide intensive tenant-centered services for the residents. PSH is an important intervention for a subset of households experiencing homelessness. The goal of PSH is to provide deeply affordable housing, with an array of services that are designed to foster housing stability and improve the health and quality of life of PSH tenants.

PSH project partners must bring a shared understanding of Housing First and Harm Reduction and that must be reflected within the Attachments and responses. The project must pay the cost of all utilities for the PSH units. High quality PSH ensures housing stability by engaging households in voluntary, flexible and coordinated supportive services, and attending to households' connections to community. PSH projects are required to take all applicant referrals through the Continuum of Care's Coordinated Entry process and will be required to obtain a letter of support from the Continuum of Care. Additionally, projects will be required to enter PSH tenant level data into the Homeless Management Information System (HMIS). HOME, AHDPF, and HOME-ARP funds are the primary sources used to fund awards in this category.

HOUSING REHABILITATION AND DEVELOPMENT PROGRAM APPLICATION AWARD PROCESS SCHEDULE

Tentative Schedule (Dates Subject to Change)

EVENT	DATE
NOFA Published	Friday, January 16, 2026
HRD Pre-Submission Public Meeting*	Tuesday, January 20, 2026 at 11 am (See meeting information below) *
Pre-Application Project Review Meetings**	Wednesday, January 21 – Thursday, February 5, 2026
Program Compliance Information Meeting***	Tuesday, February 3, 2026 (See meeting information below) ***
Final Submission Deadline	Tuesday, February 24, 2026
Threshold Approval Letters Issued	Tuesday, March 24, 2026
City Support Letters Issued (9% & 4% LIHTC)	Wednesday, March 25 – Monday, 30, 2026
Commitment Level Documents Due****	Monday, April 6, 2026 ****
Conditional Award Letters Issued (9% LIHTC Projects)	June 2026 – Date TBD
Conditional Award Letters Issued (All Other Projects)	TBD

*THE HRD NOFA PUBLIC MEETING WILL BE HELD VIA TEAMS ON January 20, 2026 at 11:00 am
Please use the following information to join the Teams Meeting:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 288 163 418 228 71

Passcode: Q764Dx6n

Dial in by phone

[+1 469-998-6602,,988792526#](#) United States, Dallas

[Find a local number](#)

Phone conference ID: 988 792 526#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

**** The project team must provide the documents shown on page 21 at the time a meeting is requested using the [Pre-Application Project Review Meeting](#) Smartsheet link.**

***** A Program Compliance Information Meeting to review compliance requirements of the HOME, CDBG, and other funding sources awarded through the NOFA and to explain the application submission process. WILL BE HELD VIA TEAMS ON February 3, 2026 AT 10:00 am. Development teams applying for funding through this NOFA must register to attend the meeting [HERE](#). POINTS ARE AWARDED FOR ATTENDING THE MEETING.**

******Commitment Level Documents ARE REQUIRED for ALL projects that receive a Threshold Approval Letter.**

DESCRIPTION OF FUNDING SOURCES USED IN THIS NOFA

HOME Investment Partnerships Program (HOME) through HUD

The majority of projects funded through this NOFA will receive HOME dollars. The general purposes of the Federal HOME program are: expanding the supply of decent and affordable housing, particularly rental housing, for low- and very low-income households. All federal requirements for the HOME program are listed in [Title 42, Chapter 130 and CFR Title 24 Part 92](#) and the [Final Rule](#). All projects supported by HOME funds must comply with the associated statutory and regulatory requirements for the HOME program. Please note the HOME guidelines and restrictions referenced in this NOFA are not exhaustive and all requirements listed within the HOME regulations and subsequent award documents will need to be met.

Community Development Block Grant Program (CDBG) through HUD

Subject to all City approvals, the City of Detroit may utilize CDBG funds to reimburse applicants for CDBG-eligible activities, including reasonable and necessary soft costs incurred on the project and costs associated with the rehabilitation of a building. A Community-Based Development Organization (CBDO) may use CDBG funds to pay for eligible new construction costs associated with a project. Although limited, these funds may be used as a supplement or substitute for HOME funds. Any project supported by CDBG must comply with the associated statutory and regulatory requirements outlined in [Title 24, Part 570](#), of the Code of Federal Regulations.

Community Development Block Grant Disaster Recovery Program (CDBG-DR) through HUD

Subject to all City approvals, the City of Detroit may utilize CDBG-DR funds to reimburse applicants for reasonable and necessary costs incurred for eligible expenses that meet CDBG-DR requirements, aligned to the City of Detroit [CDBG-DR Action Plan](#) as amended and approved on February 25, 2025. Any project supported by CDBG-DR must comply with the associated statutory and regulatory requirements outlined in [87 FR 31636](#), [88 FR 319](#), and the [Universal Notice found at 90 FR 6489](#) as well as of the Code of Federal Regulations.

Affordable Housing Development and Preservation Fund (AHD&PF) through the City of Detroit

The City of Detroit's Affordable Housing Development and Preservation Fund is used to create and preserve affordable homes for households with incomes up to 50% AMI, with a directive that not less than 70% of the funding serve households at or below 30% AMI. The fund is capitalized through at least 40% of net receipts of all City-owned commercial property sales as well as developer contributions committed to the fund through community benefits processes. Although limited, these funds may be used as a supplement or substitute for HOME or CDBG funds.

HOME-American Rescue Plan Program (HOME-ARP) through HUD

Permanent Supportive Housing projects funded through this NOFA may receive HOME-ARP funds. The purpose of the HOME-ARP funds is to address the need for homelessness assistance and supportive services. HOME-ARP funds awarded through this NOFA must be used for the development of affordable housing that primarily benefits qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations.

Currently Detroit prioritizes permanent supportive housing for those experiencing chronic homelessness. As such, applicants should expect that if awarded, all units must be filled with this population.

PROGRAM GOALS AND GUIDELINES

General Program Goals

The Housing Rehabilitation and Development Program aims to strengthen public-private partnerships in order to achieve the following goals:

- Produce mixed-use, mixed-income multifamily housing developments in the City's neighborhoods through both new construction and adaptive reuse or rehabilitation of existing structures.
- Preserve affordability in both rent restricted and naturally occurring affordable multifamily housing.
- Develop supportive housing for homeless individuals and families.
- Prepare for, prevent, and respond to coronavirus.
- Provide opportunities for and support development to first-time, small-scale, community-based organizations/entities.

Funds awarded through this NOFA can only be used for the development of housing that includes units for extremely low-income, very low-income, low-income, and moderate-income households. All new production projects (new construction, adaptive reuse, vacant building rehabilitation) must be located in the target areas identified in the [2024 Targeted Multifamily Housing Area](#) (Multifamily Target Areas) unless a waiver is granted at the sole discretion of the City. In contrast, preservation projects can be located throughout the city of Detroit. City funds are only available to be used as part of the permanent financing sources of a development.

Development Priorities

City funds are a limited resource, and the City seeks to maximize the leveraging of non-City funds in each project to fund the maximum number of eligible projects within this NOFA round. Therefore, a strong preference will be given to projects that demonstrate appropriate total development costs with strong financial commitments from other sources and a minimal need for gap financing.

As demonstrated through the NOFA's application scoring process, the City will prioritize the following types of projects to ensure the City reaches the goals outlined above:

- Preservation Projects that extend naturally occurring or expiring regulated affordability requirements for existing occupied affordable housing development projects.
- Permanent Supportive Housing for those that experience [chronic homelessness as defined by HUD](#). This type of housing should include well-managed supportive services and reduce tenant screening criteria to the HUD minimum.
- The rehabilitation and/or redevelopment of public housing.
- Projects with affordability commitments of 50% or more of the affordable units being restricted to rents at or below 50% of the area median income (AMI).

- Projects that are a part of a HUD Choice Neighborhood program (CNI).
- Projects that received a Request for Proposal (RFP) Award from the City of Detroit.
- Historic Preservation of buildings that are either listed in or eligible to be listed in the National Register of Historic Places individually or as part of a historic district. This can also include buildings that are designated by the City as a Local Historic District.

Community Housing Development Organization (CHDO) Certification

The City will give special consideration for projects sponsored by a Community Housing Development Organization (CHDO). An organization that has not been certified and seeks funding from this set-aside must submit an application for CHDO certification along with the response to this NOFA. Applicants may find the requirements for the CHDO certification [HERE](#). Additional information on the CHDO process can be found in Appendix A.

Community-Based Development Organization (CBDO) Certification

A Community-Based Development Organization (CBDO) must meet certain requirements pertaining to their legal status, organizational structure, geographic area of work, and mission. For regulatory information on Community Based Development Organizations, see 24 CFR 570.204. A CBDO may use CDBG funds to pay for eligible new construction costs associated with a project.

Emerging LIHTC Developer Initiative

The City may award additional points in the “Development Team Experience and Capacity” category for projects that have established and promote a positive partnership between Experienced Developers and an Emerging LIHTC Developer (ELD). An ELD is defined as:

- An organization with real estate development experience that is seeking to expand to develop affordable housing and/or an organization with limited LIHTC development experience; having not previously received and/or developed more than three (3) LIHTC projects as either General Partner or a Managing Member. While not mandatory to qualify as an ELD, an organization with lead member(s) that have successfully participated in and completed the Capital Impact Partners EDI program or similar programs will meet the real estate development requirement.
- An organization that is not related to nor has a connection with any development entity that can qualify for “Development Team Experience and Capacity points”.
- An organization having insufficient financial capacity to support the development of a project independently contingent upon the City’s assessment of Financial Statements provided as a requirement of applying to this NOFA.

All applicants must provide an ELD package as instructed in this NOFA to be considered for qualifying points; inclusive of but not limited to:

- Providing a summary of the ELD’s participation/role in the development process of the submitted project that details which portion of the project that they have and will be managing.
- Providing a 5-year business plan detailing the ELD’s future plans for developing affordable housing in the City of Detroit. This should be inclusive of past, current, and future developments; and reasonably obtainable goals that will allow enough experience to become an independent LIHTC developer.

- An overview and chart detailing the Development Team’s organization structure identifying the ELD with no less than 25% interest in the General Partnership or as a Managing Member of the partnership (earning a percentage of the paid and deferred developer fee at least equal to their percentage of the ownership).
- Confirmation from both the ELD and/or the Experienced Developer on their letterhead acknowledging the following:
 - Both organizations will be Guarantors should the project receive a City of Detroit Conditional Award through this NOFA.
 - Representatives from both organizations will attend all City of Detroit project meetings, trainings, etc. as required. Additionally, the ELD will attend any additional events as suggested by the Experienced Developer.
 - The Experienced Developer commits to working alongside the ELD to increase their LIHTC experience via training, resources, and support in identifying future LIHTC projects.
 - The ELD is an unrelated party to the Experienced Developer.
 - If one or both organizations are a Minority/Women Nonprofit Organization or Minority/Women-Owned Business or Minority/Women’s Business Enterprise.

AFFORDABLE HOUSING DEVELOPMENT PROGRAM DETAILS AND REQUIREMENTS

Funding Limits and Restrictions

The following restrictions will be placed on funding allocations for the Affordable Housing Development Program:

- Maximum award **per PSH project**: The maximum award amount per PSH project is the total of the maximum HOME per unit subsidy amount for each PSH unit (at the sole discretion of the City of Detroit, this may exceed the HRD NOFA per developer per round maximum award limit)
- Maximum award **per non-PSH project**: \$1,000,000 for 9% LIHTC; \$3,000,000 for all others*
- Maximum award per developer per round: \$3,000,000*
- The maximum number of applications per developer per round may not exceed \$5,000,000
- At the sole discretion of the City of Detroit, developers with outstanding awards from previous NOFA rounds may be subject to a maximum cumulative award limit.

For projects involving multiple phases or building units involving different financing structures, the maximum award amount cannot exceed \$3,000,000 in the aggregate, and any phase or unit financed in part with 9% LIHTC cannot exceed \$1,000,000.

The maximum amount of City subsidy per eligible rental unit cannot exceed the Section 234-Condominium Housing basic mortgage limits as determined by the local HUD Field office. The award will be based on the project's documented need for financing.

Total City funding in any one project shall not exceed per unit maximums, and will be limited by the total amount of funding available. The City encourages applicant Developers to seek additional funds from other State, Federal, and private sources. Whichever funding source—HOME or an alternate funding source—has the more stringent requirements, those must be met.

For the per developer limitations indicated above, projects with co-developers will count against the per-Developer limit based upon the percentage of interest in the cash-paid (non-deferred) portion of the developer fee. For example, if co-developers retain a fifty percent (50%) interest each in the cash-paid (non-deferred) portion of the developer fee, fifty percent (50%) of the project will be counted against each of the developer's per-Developer limits. Parties that have an identity of interest may be treated as a single developer for purposes of the limitations at the sole discretion of HRD.

*Due to rising construction costs, HRD will consider on a case-by-case basis, requests above the \$1,000,000 limit for 9% LIHTC projects and a maximum award above \$3,000,000 per developer, per round if the applicant can demonstrate an increase in score through MSHDA's QAP as a direct result.

Eligible Costs and Activities

Funds are available for the Developer's project-related hard costs and soft costs. All costs must be related to the production of eligible housing units and may include the following:

- Acquisition costs – Acquisition of properties in need of rehabilitation and vacant land for new construction are eligible subject to the property meeting HOME requirements. HOME funds from this NOFA may not be used to purchase properties from the City of Detroit. Acquisition costs are subject to a [Uniform Relocation Act \(URA\)](#) compliant appraisal and related costs must be reasonable and necessary. If requesting funds for acquisition, the Developer must provide documentation evidencing through appraisals or other market studies that the acquisition price was reasonable.
- Construction/Rehabilitation costs – Reasonable and necessary new construction or rehabilitation costs are eligible under this NOFA.
- Demolition – Demolition of an existing structure may be funded only if construction will take place on the project within (6) months of closing of the City loan. An extension may be granted at the sole discretion of the City.
- City legal fees – The City requires Developers of City assisted projects to pay the City’s legal fees, which are currently estimated at \$40,000 per project. More complex projects may incur additional fees. The legal fees are an eligible cost that can be paid out of the City award.
- Operating deficit reserves – In order to facilitate project viability, funds may be used to cover the cost of funding an operating deficit reserve, which is a reserve to meet projected operating deficits of the project during the compliance period. The Developer is required to provide an estimate of operating deficits in the development pro forma as part of the application submission. City staff shall review and determine the appropriate amount of reserve required.
- Operating assurance reserves – In order to facilitate project viability, funds may be used to cover the cost of funding an operating assurance reserve, which is a reserve to meet any shortfall in project income during the period of project rent-up. This reserve is limited to the reasonably projected deficits for a period not to exceed the first eighteen (18) months of project operations after construction completion.
- Additional soft costs – Reasonable and necessary soft costs are eligible for reimbursement. Please note that funding for soft costs is only eligible in collaboration with an eligible hard cost, and must be approved by the City. Examples of eligible soft costs could include financing fees, title commitments and insurance, surety fees, title and recording fees, legal and accounting fees including cost certification, environmental reviews, appraisals, and architectural and engineering fees.

Ineligible Activities and Costs

In accordance with [24 CFR Part 92.214](#) of the HOME regulations, applicable Office of Management and Budget (OMB) Circulars at [2 CFR Part 200](#), and the City’s own local requirements, the following activities and costs are prohibited under this NOFA:

- General planning / Administrative costs (i.e. rental or other costs associated with project community events such as ground breakings or ribbon cutting ceremonies)
- Relocation costs (unless specifically approved by the City)
- Refinancing of pre-existing debt on property
- The payment of delinquent property taxes or utilities
- Purchase of equipment, furniture, and fixtures
- Entertainment costs

- Other ineligible costs per the OMB Cost Principles ([2 CFR Part 200](#))
- City funding may not be used as a permanent mortgage on a property for homebuyer projects
- Lead-based paint inspection (Unless the City's award letter explicitly states that the City will reimburse Lead-based paint inspections, the Developer will be responsible for these costs, and they will not be eligible for City funding)
- Payments to the City of Detroit for the purchase of City-owned real estate.
- Any additional items payable to the City of Detroit incurred by other departments (i.e. permit fees payable to BSEED).

For projects receiving CDBG-DR funding:

- Does not tie-back or correspond to an identified disaster-related impact
- Is restricted by the appropriate legislation
- Is ineligible according to the CDBG-DR requirement
- Is not identified as eligible in the approved Action Plan
- Is located in a floodplain
- Fails to meet an appropriate national objective (LMH).

Financing Terms

City funding may be offered in the form of project financing loans to successful applicants of this NOFA. A mortgage agreement shall be signed at closing and a lien shall remain on the property for the full term of the Affordability Period. As detailed in the development and loan agreement, the Affordability Period will not terminate upon the repayment of the funds or transfer of the property during the Affordability Period. Prior to execution of the Development and Loan agreements the City of Detroit shall conduct a subsidy layering analysis to ensure that it will not invest any more City funds, alone or in combination with other governmental assistance, than is necessary to provide affordable housing.

Rental Project Loans will have a fixed interest rate of 1%, or higher if required by first position lender. Based on a review of the rental pro forma and the needs of the project, financing terms will be determined on a project-by-project basis, but will generally be structured as a cash-flow contingent loan of up to 50% of net cash flow with a 30-50 year term. The minimum annual repayment is \$2,500.

Loans that mature at the end of the Affordability Period, or a longer period specified by other project lenders, may be required to pay a balloon payment. The Affordability Restriction Agreement (Restriction Agreement) shall be a restrictive covenant against the property and the affordability obligations shall pass to subsequent owners during the affordability period (running with the land). The affordability period in the Restriction Agreement shall survive foreclosure and the compliance obligation will be binding on the foreclosing lender.

REQUIREMENTS TO RECEIVE FUNDING THROUGH THIS NOFA

Household Income and Rent Restrictions

The acquisition and improvement of property for affordable rental units assisted with HOME funds must be rented to households who are at or below sixty percent (60%) of the Area Median Income (AMI). At least 20% of those HOME-assisted units must be rented to households at or below fifty percent (50%) of the AMI.

Please see Appendix B for more information on rental and utility restrictions.

Applicants must also comply with the City of Detroit's [Inclusionary Housing Ordinance](#) (Section 1. Chapter 14 of the 1984 Detroit City Code, 14-12-1 through 14-12-16). Applicants requesting over \$500,000 of NOFA Funds for *rental projects only*, where the project includes 20 or more units, must comply with the City of Detroit's Inclusionary Housing Ordinance. The Inclusionary Housing Ordinance requires that projects with City funds over \$500,000 and 20 units or more provide at least 15% of its total dwelling units for lease to households earning up to 60% AMI. Additionally, at least 5% of the total dwelling units are required to be leased to households earning up to 50% AMI.

Income limits and maximum rents are further charted in **Appendix B**. Due to the regulations outlined in the [Inclusionary Housing Ordinance](#) (Section 1. Chapter 14 of the 1984 Detroit City Code, 14-12-1 through 14-12-16), **these restrictions will be imposed for a 30-year period of time following the project construction completion**. Affordability requirements apply regardless of the term of any loan or mortgage or the transfer of ownership. They will be imposed by the Restriction Agreement that runs with the land.

*Please note, the Developer will be required to follow whichever regulation is more restrictive between HUD regulations, the Affordable Housing Development and Preservation Fund, and the Inclusionary Housing Ordinance.

Environmental Review Requirements

All projects which receive funding through this NOFA are subject to the HUD environmental review requirements, found at [24 CFR 58](#).aThe project must satisfy the HUD environmental review requirements before the City may commit funds to the project. The City shall interpret "commit" as the closing of loan documents for the project. Upon application for assistance through this NOFA, the Developer and all project participants (i.e. public or private non-profit or for-profit entities, or any of their contractors) agree to the following stipulations: (1) that the provision of any funds to a project is subject to the findings of the environmental review, and

(2) **that neither the Developer nor any project participant shall undertake any "choice limiting actions" until the environmental review process is complete, all parties have executed the development and loan agreements for the project, and the City has issued a notice to proceed. Neither the Developer nor any project participant may undertake any "choice**

limiting action" between the date of application and the date of the notice to proceed from the City. Please see Appendix C: Environmental Review for a full description and additional HOME requirements.

Any purchase/option agreements executed prior to the submission of an Application to this NOFA that are used to demonstrate site control must include the following **HUD NEPA Rewind Language**:

Notwithstanding any other provision of this Contract, Purchaser shall have no obligation to purchase the Property, and no transfer of title to the Purchase may occur, unless and until the City of Detroit has provided Purchaser and/or Seller with a written notification that: (1) it has completed a federally required environmental review and its request for release of federal funds has been approved and, subject to any other Contingencies in this Contract, (a) the purchase may proceed, or (b) the purchase may proceed only if certain conditions to address issues in the environmental review shall be satisfied before or after the purchase of the property; or (2) it has determined that the purchase is exempt from federal environmental review and a request for release of funds is not required. The City of Detroit shall use its best efforts to conclude the environmental review of the property expeditiously.

If a rehabilitated unit in this program was originally placed into service prior to January 1, 1978, rehabilitation must also comply with HUD lead-based paint rules ([24 CFR Part 35 and 24 CFR Section 570.608](#)). A lead-based paint inspection and lead-based paint risk assessment for lead-based paint hazards shall be conducted, and rehabilitation work must be done by contractors meeting the requirements of the HUD lead-based paint rule and the EPA Renovation, Repair, and Painting rule.

Davis Bacon and Related Acts (DBRA) Requirements

Federal labor laws will be applicable to projects that: (a) are awarded CDBG funds to build or rehab eight (8) or more contiguous units; (b) have twelve (12) or more HOME-assisted units; or (c) include nine (9) or more federal project based vouchers. Applicable labor laws include the Davis-Bacon Act (DBA), the Contract Work Hours and Safety Standards Act (CWSHA), and the Copeland Anti-Kickback Act.

Construction will be subject to all federal and local prevailing wages and record-keeping requirements. The DOL “residential” wage decision will be applicable to residential properties that contain four (4) or less floors of living space. The DOL “building” wage determination will be applicable to residential properties with more than four (4) floors of living space. Additional information regarding factors of applicability and contractor’s monitoring requirements can be found [HERE](#).

Section 3 Requirements

In order to meet the Section 3 requirements, the applicant agrees to comply with HUD’s regulation, 24 CFR Part 75 and Housing and Revitalization Department (HRD) Section 3 policy

and guidelines. The applicant must submit the following documents in its entirety and sign (1) Section 3 - Intent to Comply and (2) Section 3 Plan – Developer and General Contractor (see **Appendix K** for links to aforementioned documents).

If the applicant has Section 3 experience, submit UPDATED/NEW document(s) and information (**no older than 2021**), a detailed explanation of *past verifiable strategies* used for hiring and training low- and very low-income individuals and contracting with Section 3 businesses and if the strategies were successful or not.

Please see **Appendix D: Section 3 Information** for more information and the link to the above two documents.

Construction and Rehabilitation Requirements

In all work under this NOFA, Developers must adhere to all applicable state and local laws, building codes, zoning, and other requirements relating to construction, rehabilitation, and housing safety, quality, and habitability. Developers must meet the Housing & Revitalization Department's Contractor's Performance Standards February 2025 ("HRD Performance Standards"). Rehabilitation and new construction supported with City funds are required to conform to [24 CFR 92.251](#) of the HOME regulations, as applicable. Projects will also be subject to accessibility requirements under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Information on Section 504 can be found [HERE](#) and [HERE](#). New construction projects receiving funding from this NOFA must have 10% of the units meet the accessibility requirements under Section 504 and an additional 2% of the units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities. Rehabilitation projects receiving funding from this NOFA must have 5% of the units meet accessibility requirements under Section 504 and an additional 2% of the units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities. New construction projects that have 15% and rehabilitation projects that have 10% of the units meet the accessibility requirements under Section 504 will be eligible to receive 2 additional points in the NOFA scoring process. The unit type mix of the accessible units must be representative of the overall project unit type mix.

Respondents to this NOFA must review the City of Detroit's best practices guides on providing accessible housing, which can be found in Appendix N of this NOFA.

Energy Standard Requirements

All new construction or substantial rehabilitation in buildings above 4 stories receiving City funding must be designed to meet American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) Standard 90.1-2019. New single family and low-rise multi-family housing is subject to 2021 IECC code requirements. As developers are also encouraged to use City funds to incorporate modern, green building, and energy-efficiency elements, points will be awarded for projects that meet the standards outlined in the ENERGY STAR Version 3 for new construction. Construction plans must detail governing design standard and certifications requirements.

Tenant Retention Requirements and Relocation Restrictions

All City-assisted homes and properties acquired or rehabilitated through this NOFA are subject to the [Uniform Relocation Act \(URA\)](#). A copy of the required General Information Notice (GIN) that was issued to the residents of an occupied property at the time the NOFA Application was submitted must be provided with the application. For any occupied property, the City must approve a Tenant Retention Plan (TRP) prior to a Conditional Award being issued for the project that demonstrates how the project will prevent displacement of existing residents, including the plan for any temporary relocation. This plan must comply with the City's Tenant Retention Standards, found in **Appendix J**, and the Residential Anti-Displacement and Relocation Assistance Plan (RARAP) (link can be found in **Appendix K**). A link to a sample Tenant Retention Plan (TRP) can be found in **Appendix K**. Tenants of occupied properties receiving City funds through this NOFA cannot be required to permanently relocate without a written exemption granted by the City. Occupied or recently vacated properties in which occupants have been subject to mass evictions, non-renewals, rent increases or other displacement-triggering events resulting in high vacancy may be disqualified from funding through this NOFA. Developers seeking funds for occupied properties are encouraged to meet with the City's Preservation Team as soon as possible when planning an application, and to provide a draft TRP with initial submission of an application for City funds to ensure that relocation rules are followed. The TRP is required at the commitment stage.

Project/Construction Cost Requirements

At the time of application to the Affordable Housing Development Program, the Developer must submit a trade payment breakdown for the project from the general contractor. The application must also state whether the Developer has solicited or received any proposals (bids) from general contractors. The following contingency standards will need to be included in the hard cost projections: Five percent (5%) contingency for new construction projects; Twelve and a half percent (12.5%) contingency for rehabilitation projects; and Fifteen percent (15%) contingency for historic rehabilitation projects. The contractor's fee will be governed by the following maximum ratios: Contractor profit-6%, Overhead -2%, and General Conditions - 6%. The City of Detroit may consider higher percentages for these fees if MSHDA or another funder approves higher percentages.

Pre-Closing Construction Requirements

Prior to a project starting the closing process for funds awarded through the Affordable Housing Development Program, the Developer must provide a third-party cost review of the estimated construction budget. As a condition of closing, the Developer must also attest and certify that no member or contracting entity or affiliate of the development team is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from any entity from a federally funded transaction. Any contractor that remains on a debarred or suspended condition shall be prohibited from participation in the City's program as long as the contractor is classified in this manner. The Developer and all entities on the project team that may receive funds awarded through this NOFA must register on the SAM.gov website to allow for confirmation that the entities are not debarred and are eligible to receive Federal funds. The Developer must require the general contractor confirm that any subcontractors are not on the Federal or other debarred lists. The contractor completing the

rehabilitation/new construction work will also be required to secure a 100% Payment and Performance Bond on a rehabilitation/new construction project with an estimated rehabilitation/new construction cost of \$100,000 or more in the aggregate. The surety (the provider of the bond) must be authorized to do business in the State of Michigan.

Acquisition and Construction Schedule

Developers that receive a conditional award of Affordable Housing Development Program funds must take title of 100% of the properties at the closing of the funds if the designated use of the funds is for the property acquisition. If other financing sources are used for acquisition, the assisted project may be closed “in escrow”. Construction is expected to begin within (9) months after the City’s issuance of a commitment letter. The City must approve a project completion schedule that includes all milestones associated with the acquisition, major elements of the development implementation process, schedule of project construction completion by trades, and sale or lease-up of the units prior to loan closing. Due to strict Federal deadlines, projects that do not reach milestones in a timely manner may be subject to rescission of City funding. Construction must not have started prior to the approval of funding and the receipt of the Authority to Use Grant Funds or Certification from HUD.

Cost Certification Requirements

A Certification Report must be prepared by the Developer at the time of project completion and must list and certify all actual sources of funds that were used for the project. Additionally, the City reserves the right to require a Cost Certification report prepared by an independent public accountant, or to request a copy of reports required by other project funders.

Marketing Requirements

The City of Detroit’s Detroit Home Connect is a web-based tool that tracks and promotes available affordable housing units in Detroit. Developers benefit from the Detroit Home Connect portal by gaining free marketing of their properties and any available affordable units, and prospective tenants benefit from the Detroit Home Connect portal by having one source to search and review information on affordable places to live. As a condition to receiving funds from the City of Detroit, applicant must agree to participate in a 50% Construction Completion Meeting to begin coordination of the project to Asset Management and provide City staff with current property listing information to include on Detroit Home Connect, including property amenities, rent, and income eligibility information, property contact information, application information, and available affordable units. Further, applicant must agree to keep their Property Listing current by updating any changes in contact information and affordable units available for lease. As Applicants have immediate vacancies and/or have exhausted their tenant waitlists, Applicant must agree to periodically update their Property listing to market such vacancies. To use the Detroit Home Connect portal, City staff will provide developer and their property managers credentialed logins to post their property listings. Projects offering accessible units must provide detail in their marketing plan of how they will distribute information about leasing opportunities for accessible units to Detroit-based service organizations, local disability networks, the local area agency on aging, disability service

providers, disability advocacy organizations, etc. The development must keep records of these outreach and marketing attempts.

Acceptance of Housing Choice Vouchers

As a condition to receiving funds from the City of Detroit, the Developer must agree to accept prospective residents with Housing Choice Vouchers who would otherwise qualify for the Development, and will allow prospective residents to use a Housing Choice Voucher unless Project Based Rental Assistance is in place for the unit.

Build America, Buy America (BABA) Act

As a condition to receiving funds from the City of Detroit, the Development Team – a “Non-Federal Entity” - hereby certifies that they will comply with the following BABA and the Buy American Preference (BAP) requirements unless they have obtained a waiver:

- The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates are subject to BABA requirements, unless excepted by a waiver.

When applicable, the BAP requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects be produced in the United States. Developers subject to the BAP must document compliance or the specifically applicable waiver of the BAP with:

- A copy of the applicable waiver(s),
- Certification(s) from the producer/manufacturer of Covered Materials,
- Certification(s) from the Contractor or entity performing the Covered Activities,
- Self-Certification(s) as to compliance, or
- A combination of one (1) or more of the aforementioned.

The City has required forms that the project must complete during the construction process to document BABA compliance. Information on BABA can be found [HERE](#).

Site and Neighborhood Standards

As a condition to receiving funds from the City of Detroit, the Development Team must adhere to the following Site and Neighborhood Standards for HOME rental projects:

- Be adequate to accommodate the number and type of units proposed;
- Have sufficient utilities and streets to service the site;
- Be in full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, E.O. 11063;
- Promote greater choice of housing opportunities.

Additionally, new construction projects must:

- Avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Be accessible to social, recreational, educational, commercial, and health facilities and services;
- Be accessible to municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents;
- Be so located to places of employment providing a range of jobs for lower income workers;
- The neighborhood must not be one which is seriously detrimental to family life or other undesirable conditions predominate unless there is actively in progress a concerted program to remedy the undesirable conditions;
- The site must not be located in an area of minority concentration, except as permitted below:
 - Sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration; or
 - The project is necessary to meet overriding housing needs that cannot be met in that housing market area.

This requirement can be referenced in the Underwriting & Commitment of HOME Funds section: Site Selection: for new construction, an analysis of site selection and neighborhood standards review in accordance with 24 CFR 983.57(e)(2) and (3), as required per 24 CFR 92.2, 24 CFR 92.202(b) and 24 CFR 92.508.

APPLICATION, HRD REVIEW, AND AWARD PROCESS

APPLICATION PROCESS

Pre-Application Project Review Meeting

For any project that is applying to this NOFA, the Developer must request a Pre-Application Project Review Meeting with the Housing Underwriting Multifamily team between January 21 – February 5, 2026 on a first come, first served basis. **To schedule, please submit the Pre-Application Project Review Meeting Form immediately, but no later than January 30, 2026.**

A member of the HRD Team will coordinate the meeting and provide a calendar invite confirming the date and time. The following items must be included when the meeting request is submitted using the [Smartsheet Form](#) or a meeting will not be scheduled:

- Draft Executive Summary
- Draft Proforma Excel Template for LIHTC projects ([MSHDA Template](#))
 - For projects that do not require Davis Bacon Wages (DBW), a proforma without Davis Bacon Wages (DBW) must be submitted for review. All 4% and 9% LIHTC transactions must also submit a proforma assuming Davis Bacon Wages (DBW).
- Draft Proforma Excel Template for Non-LIHTC projects ([HRD Template](#))
- LIHTC Self-Score (9% LIHTC Only)
- Draft Neighborhood Investment Criteria List/Map (9% LIHTC Only) – Please note that HRD is not responsible for creating this list, nor does the department have the capacity to do so. If the project team has questions or needs guidance, HRD can review the drafted list and suggest additional criteria.
- Preliminary Plan Review (PPR) Summary

File names of the documents must include the project name and document type.

Program Compliance Information Meeting

A Program Compliance Information Meeting to review compliance requirements of the HOME, CDBG, and other funding sources awarded through the NOFA and to explain the application submission process will be held **VIA TEAMS ON February 3, 2026 AT 10:00 am**. This meeting will provide an overview of Davis-Bacon and Related Acts prevailing wage requirements, HUD Section 3 requirements, environmental compliance requirements, the City construction draw process, tenant relocation requirements, the application submission process, the preliminary plan review process, and continuing compliance requirements. Members of the development teams that will be applying for funding through this NOFA must register to attend the meeting using the link below. **POINTS ARE AWARDED IN THE NOFA SCORING PROCESS FOR ATTENDING THE MEETING.**

[PLEASE REGISTER HERE.](#)

Application Submission

All applications must be completed and submitted per the instructions included in this NOFA via the City's Neighborly software. An example of the Neighborly Application is included beginning on page 51 of this NOFA (see **Appendix L**). The application must contain all applicable documents required. All questions regarding the submission of an application should

be submitted as directed in the Neighborly software. Questions regarding City NOFA requirements must be emailed to HRDNOFA@detroitmi.gov. The City expects to receive more proposals than can be funded with its limited funding allocations and reserves the right to reject any and all submissions. The City also reserves the right to request additional information or documentation at any stage during the application review process, to request that changes be made to a proposal, to fund portions of any given proposal, and/or to choose not to fund any or all proposals. Additionally, the City reserves the right to change the funding amount of a given proposal prior to closing, at its sole discretion. Applicant Developers will be expected to respond and comply with any additional requests in a timely manner. **Failure to provide requested information on a timely basis will result in a proposal being deemed non-responsive and ineligible for further consideration.**

HRD will accept completed electronically submitted applications via Neighborly in compliance with the NOFA. HRD will request Commitment Level Documents be submitted via Neighborly when a project has received a Threshold Approval Letter from the City of Detroit through a subsequent submission process. The City's Neighborly software and instructions on how to register to access the software can be found [HERE](#); by using the links provided on the HRD website at:

<https://detroitmi.gov/departments/housing-and-revitalization-department/housing-development>; OR by using the link provided in **Appendix K**.

For the Affordable Housing Program - Multi-Family, the application form and **Sections A-B and D-I** are applicable and must be submitted by 11:59 pm on February 24, 2026.

For the Affordable Housing Program - Permanent Supportive Housing Projects, the application form and **Sections A-I** are applicable and must be submitted by 11:59 pm on February 24, 2026.

File Name Format Requirements

The following naming system must be used for all files uploaded to Neighborly:

Neighborly Question Letter.Number_Project Name Year (**Example:** D.8_Pine Grove_2026)

Project Name should NOT exceed 20 Characters (Including spaces, periods, and underscores)

File Size Limitations

Each individual document uploaded is not to exceed 100 MB; with the ability to upload multiple files at a time per attachment. For documents that exceed 100 MB, please use the [File Upload](#) link (also listed in **Appendix K**) to upload using the same required File Name Format.

AFFORDABLE HOUSING DEVELOPMENT PROGRAM APPLICATION REVIEW, SCORING, AND AWARD PROCESS

Threshold Review

A threshold review will be conducted on applications received to ensure that every item required per the NOFA application via Neighborly is both included and of quality (example of the application begins on page 51 of this NOFA – see **Appendix L**). Please note that the application form and only **Sections A-B and D-I** are due at the time of the Affordable Housing Development Program application submission. For Permanent Supportive Housing (PSH)

projects, only **Sections A-I** are due at the time of the Affordable Housing Development Program application submission.

Applicants will be granted access via Neighborly software to submit Commitment Level Documents for applications that pass the threshold review and receive a Threshold Approval Letter from the City (see **Appendix M**). All Commitment Level Documents are required **to be submitted by April 6, 2026 at 11:59 pm**.

HRD staff will prepare and present a project summary and threshold review report to the HRD Award Committee. The HRD Award Committee determines if the project application meets the threshold requirements. 9% LIHTC projects that have a MSHDA Self Score that is 10 points or more below a competitive score as determined at the sole discretion of HRD based on the average scores of awarded projects from the latest MSHDA 9% LIHTC round. Applications that do not pass the threshold review will not continue on to the scoring review phase. Projects that require but have not completed a Project Plan Review (PPR) with the City's BSEED Department, and provided a Project Plan Review (PPR) Summary may not pass Threshold.

Threshold Approval Letter

A Threshold Approval Letter from the City will be issued for all projects that pass threshold review, align with City goals, and are financially viable with the inclusion of financial support from the City. The Threshold Approval Letter will state the City's intent to further evaluate the project but does not constitute a conditional award. Projects that receive a Threshold Approval Letter will proceed to the scoring and commitment phase of the NOFA process and are required to submit Commitment Level Documents **on or before April 6, 2026** (see **Appendix M**).

Scoring Review

Projects that receive a Threshold Approval Letter will be thoroughly evaluated by HRD staff using a standardized scoring process. The HRD staff may contact the project team to clarify items included in the application or request additional or updated information. Failure by the project team to respond timely or to not provide requested items may result in the application not receiving points for the scoring criteria item. At the discretion of the HRD staff, a project may not be scored if the project is determined to not be viable after receipt of Commitment Level Documents. Please see **Appendix G: Affordable Housing Program Application Scoring Criteria** for a full description of the point system and items evaluated during the scoring process. After completing the scoring process, HRD staff present a project summary and scoring report to the HRD Award Committee. The HRD Award Committee verifies the accuracy of the scoring and determines the final score for each project.

Ranking of the Projects and Issuance of Conditional Award Letters

Upon the determination of the final score for each project by the Award Committee, the projects will be ranked by category and the highest ranking projects up to the amount of available funds in each category will be issued a Conditional Award Letter from the City. The Conditional Award Letter includes:

- the amount of the conditional award and the conditions that must be satisfied for the project to receive the award,

- the source of the funds being conditionally awarded to the project and what type of costs may be paid from the award,
- the responsibility of the development team to provide items to underwrite the loan,
- the date the award will expire,
- and the requirement to receive final Award Committee and City Council approval prior to proceeding to a closing of the financing for the project.

Conditional Awards are made on an “up to” basis. As developments progress through the underwriting process, and budgets become clearer, HRD may find that a lesser award is warranted. If additional funds are requested from the City, the request will be considered on a competitive basis. Finalized expiration dates on conditional awards will be firm. The City has far more applications for funding than it has resources available, so any project that is unable to move forward in a timely manner will be subject to award expiration. Such projects will be allowed to reapply but will have to compete for the award again.

In the City’s sole discretion, if a project changes substantially from its application package or is unresponsive to requests for additional information, the Conditional Award will be revoked. Substantial changes could include, but are not limited to, the following: changes to the site plan, number of units, and/or types of financing as well as changes to the request for assistance greater than 10% of the award amount. These changes do not reflect a complete list, and the City reserves the right to revoke a Conditional Award for any reason.

HRD will work with the development team to underwrite the loan, obtain final approval by City Council and HRD’s Award Committee. Following final approval and a finalized award amount, the Closing Phase will begin.

Closing Phase

Upon completion of the underwriting process, receipt of authorization to proceed from the City’s environmental compliance team, and having received the final approval from the HRD Award Committee and City Council, the City will assign the project to an attorney that will begin drafting documents, and working through a closing checklist with the other parties involved in the project. The project is responsible for paying the City’s legal costs relating to the project. The Awardee will have (90) days from the date of final approval to close on construction financing.

Payment In Lieu of Taxes (PILOT)

In November of 2024, the City of Detroit updated its local Payment in Lieu of Taxes (PILOT) ordinance. The ordinance sets a standard PILOT rate for affordable housing developments per the table below and allows for administrative approval of the PILOT for all housing developments with affordability averaging at or below 80% of AMI. It also sets a standard rate and allows for administrative approval of the PILOT for rehabilitation of long-term vacant structures with average affordability at or below 120% of AMI.

Average Affordability	PILOT Rate	
	Standard	Long-term Vacant Rehab
81-120% of AMI	7.0 – 10.0%*	3.5%
61 – 80% of AMI	4.0%	2.0%
≤ 60% of AMI	1.0%	0.5%

*Requires underwriting and City Council Approval

An application for PILOT must be submitted via the Neighborly application portal for all projects, which can be found at www.detroitmi.gov/PILOT. **An application to the NOFA does not constitute an application for PILOT.** Applicants to this NOFA who wish to apply for PILOT may complete Part 1 of the PILOT application and request a letter confirming a project's eligibility for the applicable PILOT rate under the ordinance.

9% LIHTC Support Letters

Projects applying to this NOFA that are also applicants for the next 9% LIHTC round may request a support letter from the City to include with the LIHTC application. Applicants that pass threshold review will receive a link that can be used to request this support letter. At the sole discretion of the City, a support letter may be issued if the project is determined to align with City goals.

Projects applying for 9% LIHTCs from MSHDA that are not applying for City funds may request a letter of support to include with the LIHTC application. The development team must request a meeting with HRD and provide information regarding the project. If the project developer complies with the meeting request and the project is determined by the City to align with City goals, a support letter may be issued at the sole discretion of the City.

APPENDIX A: COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

QUALIFICATIONS AND CERTIFICATION PROCESS

To pursue certification, the CHDO certification application must be completed and submitted with the project application. To qualify for Community Housing Development Organization (CHDO) certification, all of the following criteria must be met:

1. Must be a non-profit entity organized under State or local laws; has no part of its net earning inure to the benefit of any member, founder, contributor, or individual; has a tax exempt ruling under Section 501 (c)(3) or (4) of the Internal Revenue Code; and has among its purposes the provision of affordable housing to low- and moderate-income persons.
2. At least 1/3 of the entity's governing board membership is for residents of low-income neighborhoods, other low-income community residents, elected representatives of low-income neighborhood organizations, or designees of nonprofit organizations in the community that address the housing or supportive service needs of low-income residents or residents of low-income neighborhoods. No more than one-third of the governing board members may be public officials (including City employees) or appointed thereby, and government-appointed board members may not, in turn, appoint any of the remaining board members.
3. If the entity is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body, and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members.
4. The entity is not controlled, nor receives directions from individuals or entities seeking profit from the organization.
5. If the entity is sponsored or created by a for-profit entity, the for-profit entity's primary purpose does not include the development or management of housing, and the entity is free to contract for goods and services from vendor(s) of its own choosing.
6. The entity (or its parent) has a history of serving the community within which housing to be assisted with HOME funds is to be located and provides a formal process for low-income program beneficiaries to advise the organization in affordable housing development decisions.
7. The entity must have financial accountability standards that conform to 2 CFR 200.302 "Financial Management" and 2 CFR 200.303 "Internal Controls".
8. The entity has a demonstrated capacity for carrying out activities assisted with HOME funds.

The HOME Investment Partnerships Act defines CHDOs and outlines the full set of requirements. See 24 CFR 92.2 "Community housing development organization".

APPENDIX B: INCOME LIMITS, HOME RENTS AND SUBSIDY LIMITS, AND UTILITY ALLOWANCES

All units assisted with HOME funds must serve households with incomes at or below 60% of the Area Median Income (AMI), adjusted by household size, as defined below.

Income Limits [Source: [2025 MSHDA Income Limits](#)]

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80% AMI	56,560	64,640	72,720	80,800	87,280	93,760	100,240	106,720
60% AMI	42,440	48,480	54,540	60,600	65,460	70,320	75,180	80,040
50% AMI	35,350	40,400	45,450	50,500	54,550	58,600	62,650	66,700

HOME Maximum Rents [Source: [2025 HUD HOME Program Rent Limits](#)]

MAXIMUM RENT STANDARDS <i>(Subtract Utility Allowance to Determine Maximum Actual Rents)</i>						
Unit Size	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Low HOME Rent Limit	883	946	942	1088	1213	1339
High HOME Rent	764	769	976	1305	1406	1617
For Information Only: Fair Market Rent	764	769	976	1305	1406	1617
50% Rent Limit	732	785	942	1088	1213	1339
65% Rent Limit	933	1001	1203	1381	1521	1660

*For all HOME projects, the maximum allowable rent is the HUD calculated High HOME rent Limit and/or Low HOME Rent Limit.

NOTE: The rent standards above must be reduced if the tenant pays for utilities since the calculation of these rent standards includes all utilities except telephone.

Maximum Rent Example:

1 Bedroom Apartment:	\$900
Allowance for heat:	-\$ 39
Maximum Allowable HOME:	\$861

APPENDIX B:

2025 HUD HOME INCOME LIMITS

U.S. DEPARTMENT OF HUD STATE:MICHIGAN		----- FY2025 ADJUSTED HOME INCOME LIMITS -----							
	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Detroit-Warren-Livonia, MI HUD Metro FMR Area									
	30% LIMITS	21250	24250	27300	30300	32750	35150	37600	40000
	VERY LOW INCOME	35350	40400	45450	50500	54550	58600	62650	66700
	60% LIMITS	42420	48480	54540	60600	65460	70320	75180	80040
	LOW INCOME	56600	64650	72750	80800	87300	93750	100200	106700

2025 HOME SUBSIDY LIMITS FOR DETROIT MSA

Elevator

Bedroom Size	Section 234 Limit	HOME Subsidy Limit*
0	75,620	204,174
1	86,687	234,055
2	105,414	284,618
3	136,372	368,204
4+	149,693	404,171

Detroit High Cost Area Multiplier: 270%

*These amounts may be updated if HUD publishes updated Section 234 Elevator Type Limits

APPENDIX B: UTILITY SCHEDULE

As of July 2025 per MSHDA

Monthly Allowances for Tenant-Paid Utilities

APARTMENTS: High Rise, Low Rise							
	UTILITY	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	\$21	\$25	\$29	\$34	\$38	\$42
	Bottle Gas	\$72	\$85	\$100	\$114	\$128	\$143
	Electric	\$33	\$39	\$53	\$67	\$81	\$95
	Fuel Oil	\$96	\$112	\$131	\$150	\$169	\$188
Cooking	Natural Gas	\$2	\$3	\$4	\$5	\$6	\$8
	Bottle Gas	\$8	\$9	\$13	\$18	\$22	\$26
	Electric	\$8	\$9	\$13	\$17	\$21	\$25
Hot Water	Natural Gas	\$6	\$7	\$10	\$13	\$16	\$19
	Bottle Gas	\$19	\$23	\$33	\$43	\$53	\$63
	Electric	\$20	\$23	\$30	\$36	\$43	\$49
	Fuel Oil	\$26	\$30	\$43	\$57	\$70	\$83
Other Electric		\$28	\$34	\$47	\$60	\$73	\$86
Water		\$20	\$22	\$36	\$58	\$80	\$101
Sewer		\$34	\$37	\$62	\$100	\$137	\$175
Trash		\$21	\$21	\$21	\$21	\$21	\$21
Natural Gas Service Charge *		\$14	\$14	\$14	\$14	\$14	\$14
Electric Service Charge		\$10	\$10	\$10	\$10	\$10	\$10
Range**		\$4	\$4	\$4	\$4	\$4	\$4
Refrigerator**		\$6	\$6	\$6	\$6	\$6	\$6
Air Conditioning***		\$5	\$6	\$9	\$11	\$14	\$16

* Natural Gas Service Charge: Natural Gas service charge only allowed for Natural Gas utilities.

** Tenant Furnished Appliance Allowance: Only allowed if the tenant is responsible for supplying the range and/or refrigerator.

***Air Conditioning Allowance: Only allowed if windows are not operable.

APPENDIX B: UTILITY SCHEDULE

As of July 2025 per MSHDA

Monthly Allowances for Tenant-Paid Utilities

ATTACHED: Townhouse, Duplex, Triplex, Fourplex							
UTILITY		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	\$37	\$44	\$47	\$51	\$54	\$57
	Bottle Gas	\$127	\$150	\$161	\$172	\$184	\$195
	Electric	\$48	\$56	\$74	\$91	\$108	\$125
	Fuel Oil	\$168	\$197	\$212	\$227	\$242	\$257
Cooking	Natural Gas	\$2	\$3	\$4	\$5	\$6	\$8
	Bottle Gas	\$8	\$9	\$13	\$18	\$22	\$26
	Electric	\$8	\$9	\$13	\$17	\$21	\$25
Hot Water	Natural Gas	\$7	\$8	\$12	\$16	\$20	\$23
	Bottle Gas	\$24	\$28	\$41	\$54	\$66	\$79
	Electric	\$25	\$29	\$37	\$45	\$53	\$62
	Fuel Oil	\$32	\$38	\$54	\$71	\$88	\$104
Other Electric		\$35	\$41	\$57	\$73	\$89	\$105
Water		\$20	\$22	\$36	\$58	\$80	\$101
Sewer		\$34	\$37	\$62	\$100	\$137	\$175
Trash		\$21	\$21	\$21	\$21	\$21	\$21
Natural Gas Service Charge *		\$14	\$14	\$14	\$14	\$14	\$14
Electric Service Charge		\$10	\$10	\$10	\$10	\$10	\$10
Range**		\$4	\$4	\$4	\$4	\$4	\$4
Refrigerator**		\$6	\$6	\$6	\$6	\$6	\$6
Air Conditioning***		\$6	\$7	\$10	\$13	\$15	\$18

* Natural Gas Service Charge: Natural Gas service charge only allowed for Natural Gas utilities.

** Tenant Furnished Appliance Allowance: Only allowed if the tenant is responsible for supplying the range and/or refrigerator.

*** Air Conditioning Allowance: Only allowed if windows are not operable.

APPENDIX B: UTILITY SCHEDULE

As of July 2025 per MSHDA

Monthly Allowances for Tenant-Paid Utilities

DETACHED: Single Family Detached, Manufactured Home							
UTILITY		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	Natural Gas	\$30	\$36	\$42	\$48	\$54	\$60
	Bottle Gas	\$104	\$122	\$142	\$163	\$183	\$204
	Electric	\$78	\$92	\$108	\$124	\$139	\$155
	Fuel Oil	\$137	\$161	\$188	\$215	\$242	\$269
Cooking	Natural Gas	\$2	\$3	\$4	\$5	\$6	\$8
	Bottle Gas	\$8	\$9	\$13	\$18	\$22	\$26
	Electric	\$8	\$9	\$13	\$17	\$21	\$25
Hot Water	Natural Gas	\$7	\$8	\$12	\$16	\$20	\$23
	Bottle Gas	\$24	\$28	\$41	\$54	\$66	\$79
	Electric	\$25	\$29	\$37	\$45	\$53	\$62
	Fuel Oil	\$32	\$38	\$54	\$71	\$88	\$104
Other Electric		\$42	\$49	\$69	\$88	\$107	\$126
Water		\$20	\$22	\$36	\$58	\$80	\$101
Sewer		\$34	\$37	\$62	\$100	\$137	\$175
Trash		\$21	\$21	\$21	\$21	\$21	\$21
Natural Gas Service Charge *		\$14	\$14	\$14	\$14	\$14	\$14
Electric Service Charge		\$10	\$10	\$10	\$10	\$10	\$10
Range**		\$4	\$4	\$4	\$4	\$4	\$4
Refrigerator**		\$6	\$6	\$6	\$6	\$6	\$6
Air Conditioning***		\$4	\$5	\$11	\$17	\$23	\$30

* Natural Gas Service Charge: Natural Gas service charge only allowed for Natural Gas utilities.

** Tenant Furnished Appliance Allowance: Only allowed if the tenant is responsible for supplying the range and/or refrigerator.

*** Air Conditioning Allowance: Only allowed if windows are not operable.

APPENDIX C: ENVIRONMENTAL REVIEW

All projects which receive funding through this NOFA are subject to the HUD environmental review requirements. The HUD environmental review requirements are found in Title 24, Part 58, of the Code of Federal Regulations. The project must satisfy the HUD environmental review requirements before the City may commit funds to the project. The City shall interpret “commit” as execution of the loan closing documents for a project.

Upon application for assistance through this NOFA, the Developer and all project participants (i.e. public or private non-profit or for-profit entities, or any of their contractors) agree to the following stipulations:

- (1) that the provision of any funds to a project is subject to the findings of the environmental review, and
- (2) that **neither the Developer nor any project participant shall undertake any "choice limiting actions" until the environmental review process is complete**, all parties have executed the development and loan agreements for the project, and the City has issued a notice to proceed. Neither the Developer nor any project participant may undertake any "choice limiting action" between the date of issuance of this NOFA and the date of the notice to proceed from the City.

The findings of the environmental review may identify environmental concerns that necessitate an alteration, a change, or a modification to the proposed project. The City may require alterations, changes, or modifications to the project based upon the findings of the environmental review, and the Developer and all project participants must implement any alterations, changes, or modifications required by the City as a condition of funding.

The City shall define “choice limiting actions” as, including but not limited to, any of the following: (1) acquisition of any real property associated with the project, (2) any improvements to the property or properties associated with a project, (3) any rehabilitation of an existing structure located on property associated with the project, (4) any construction of a new structure located on property associated with the project, or (5) demolition of any existing structure located on property associated with the project. **Neither the Developer nor any project participant may undertake any "choice limiting action" between the date of the developers submittal of a NOFA application and the date of the Authority to Use Grant Funds.** If the City discovers that the Developer or any project participant committed a “choice limiting action” during this time period, then the City may deny funding to an entire project or may disqualify for reimbursement any cost associated with the particular “choice limiting action.”

The City shall NOT define “choice limiting actions” as either of the following: (1) an option agreement for the acquisition of real property, or (2) a non-binding purchase agreement. An option agreement is an exclusive right to purchase a property at a specific price within a specified time period without an obligation to purchase. A non-binding agreement establishes that there is no legal obligation on the part of the buyer to purchase the property; that acquisition will proceed only if there is compliance with the HUD environmental requirements.

HUD’s aggregation principles require aggregating all related known and reasonably foreseeable activities regardless of funding source. Reasonably foreseeable is defined as an activity or project

phase for which there is funding or contractual commitments in place or existing plans for reuse go beyond the preliminary or schematic plan phases. If a future activity is known or reasonably foreseeable at time of initial environmental review, it should be included in the aggregated scope.

APPENDIX D: SECTION 3 INFORMATION

(HUD 24 CFR Part 75)

Applicability

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968, federal regulation formerly 24 CFR Part 135. HUD released a final rule in the fall of 2020 changing the regulation to 24 CFR Part 75. The final rule moved from tracking the number of qualified new hires (Section 3 residents) in Section 3 projects to tracking the total labor hours worked (by Section 3 workers and Targeted Section 3 workers). In connection with the final rule, 24 CFR Part 75, HUD published a document citation via the federal register, 85 FR 60907, Section 3 Benchmarks for Creating Economic Opportunities for Low- and Very Low-Income Persons and Eligible Businesses. The citation includes benchmark numbers and the methodology for determining the benchmarks.

The new Section 3 regulation, 24 CFR Part 75 still aiming to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are residents of the community in which the federal assistance is spent. Requiring recipients of certain HUD housing and community development financial assistance, to the greatest extent feasible, to provide employment and job training for low- and very low-income persons and contracting opportunities to business concerns which provides economic opportunities to low- and very low-income persons in connection with projects and activities in their neighborhoods. HUD believes the final rule makes Section 3 goals and reporting more meaningful and more aligned with statutory requirements.

Successful compliance with HUD Section 3, federal regulation 24 CFR Part 75, by the subrecipient, developer, general contractor, and subcontractor will be a factor in determining future awards of Section 3 covered assistance.

Documentation

Two documents must be completed and submitted with your NOFA package – (1) Section 3 - Intent to Comply and (2) Section 3 Plan – Developer and General Contractor. If awarded HUD funds for a covered Section 3 project, your Section 3 Plan is your baseline for meeting at least the minimum Section 3 requirements. All parties associated with your project must maintain documentation for a time period required for record retention or in the absence of applicable program regulations in accordance with 2 CFR Part 200.

For your future reference, the following are Section 3 documents required throughout the life of the project:
(the list of documents may change as needed)

- ☐ Intent to Comply *(includes the required Section 3 language for all contracts)*
- ☐ Section 3 Plan – Developer and General Contractor *(includes the required Section 3 language for all contracts)*
- ☐ List of All businesses on Project
- ☐ Section 3 Worker and Targeted Section 3 Worker Certification
- ☐ Section 3 Business Concern Certification
- ☐ Weekly Certified Payrolls
- ☐ Monthly Labor Hours Summary Report
- ☐ Final Project Total Labor Hours 3 Summary Report
- ☐ Verification of Outreach Efforts

For more information and ALL documents

Housing and Revitalization Department (HRD) Section 3 Information, Documents, and Forms
<https://detroitmi.gov/departments/housing-and-revitalization-department/hud-programs-and-information/section-3-program>

Housing and Urban Development (HUD) Section 3 Regulation
<https://ecfr.federalregister.gov/current/title-24/subtitle-A/part-75#section-75>

HUD Section 3 Benchmarks (Section 3 Projects)
<https://www.federalregister.gov/documents/2020/09/29/2020-19183/section-3-benchmarks-for-creating-economic-opportunities-for-low--and-very-low-income-persons-and#h-13>

APPENDIX E: EXECUTIVE ORDER NO. 2024-02

TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS, CITY COUNCIL MEMBERS, AND CITY CLERK

FROM: MICHAEL E. DUGGAN, MAYOR

SUBJECT: UTILIZATION OF DETROIT RESIDENTS ON PUBLICLY-FUNDED CONSTRUCTION AND DEMOLITION/REHAB PROJECTS

DATE: JULY 9, 2024

WHEREAS, the economic revitalization of Detroit depends upon the employment of Detroit residents and the availability of a local skilled workforce; and

WHEREAS, it is the policy of this Administration to encourage and maximize employment opportunities for well-trained Detroit residents through contracts with the City and in projects funded or financially assisted by the City;

THEREFORE, this Executive Order directs any person or entity entering into a publicly-funded construction project or a publicly-funded demolition/rehab project to implement specific residency targets for its workforce, as follows. Other persons or entities doing business with the City, but not subject to this Executive Order, may voluntarily agree to be bound by some or all of the substantive requirements set forth herein.

1. The term "publicly-funded construction project," for purposes of this Executive Order, means:

(a) any construction project performed under a contract, the value of which is more than \$3,000,000.00 (Three Million Dollars), made by the City with any person or entity; and

(b) any construction project for which the City, public or quasi-public entities affiliated with the City, or any of their agents or contractors provides funds or financial assistance via any of the following methods, where total value of such assistance is more than \$3,000,000.00 (Three Million Dollars):

(1) The sale or transfer of land below its appraised value;

(2) Direct monetary support;

(3) Public contributions originated by the State of Michigan or its agencies, the United States government or its agencies, or any other non-City government entity, for which City approval is required and obtained; or

- (4) Tax increment financing. For purposes of calculating the total assistance directly provided through tax increment financing, tax revenue that would have accrued to all government entities shall be counted.

2. The term "publicly-funded demolition/rehab project," for purposes of this Executive Order, means any demolition or rehabilitation of one or more residential buildings performed under the Proposal N Neighborhood Improvement Plan, under a contract, the value of which is more than \$50,000 (Fifty Thousand Dollars), made by the City with any person or entity.

3. A "bona-fide Detroit resident," for purposes of this Executive Order, means an individual who can demonstrate residency in the City of Detroit as of a date at least thirty (30) days prior to the date the individual seeks to be employed on a publicly-funded construction project or publicly-funded demolition/rehab project. An individual may demonstrate residency by producing at least one item from each of the two lists below that includes an address located in the City of Detroit. Other forms of proof-of-residency may be accepted under unique circumstances.

- (a) State of Michigan identification card, State of Michigan driver's license, or Detroit municipal ID; and
- (b) Voter Registration Card, Motor Vehicle Registration, most recent federal, state, or City of Detroit tax return, lease/rental agreement, most recent utility bill or utility affidavit signed by a landlord with respect to a leased residence, or most recent municipal water bill.

4. All contracts with the City, and all sub-contracts thereof, for a publicly-funded construction project or a publicly-funded demolition/rehab project shall require at least 51% of the workforce for such project to be bona-fide Detroit residents. This requirement shall be referred to as the "Workforce Target." The Workforce Target shall be measured by the hours worked by bona-fide Detroit residents on the publicly-funded construction project or publicly-funded demolition/rehab project.

5. Developers, general contractors, prime contractors and subcontractors on publicly-funded construction projects and publicly-funded demolition/rehab projects are all required to comply with the terms of this Executive Order. Collectively, these entities are hereinafter referred to as "contractors." It is, however, the sole responsibility of the person or entity contracting directly with the City of Detroit to require all of its subcontractors either to (a) meet the Workforce Target; or (b) make the required contribution to the City's Workforce Training Fund, as provided in Paragraph 7 of this Executive Order. Contractors may utilize local unions, Detroit Employment Solutions Corporation, or other entities to help meet the Workforce Target. Failure to satisfy the requirements of this Executive Order shall constitute a material breach of contract and may result in the immediate termination of the contract.

6. Upon execution of a contract for a publicly-funded construction contract or publicly-funded demolition/rehab project, the City of Detroit's Civil Rights, Inclusion, and Opportunity Department ("CRIO") shall determine whether the Workforce Target in the contract shall be measured periodically either (a) monthly or (b) quarterly. This period shall be referred to as the "measurement period." Thereafter, for the duration of the construction project, the contractor shall, at the end of each measurement period, submit to CRIO a report indicating:

- (a) The total hours worked on the project during the preceding measurement period ("total work-hours");
- (b) The total hours worked on the project by bona-fide Detroit residents during the preceding measurement period; and
- (c) If applicable, the amount by which the contractor fell short of meeting the Workforce Target. A contractor falling short of the Workforce Target shall report both (a) the raw number of total work-hours by which the contractor fell short of the Workforce Target ("shortage work-hours"); and (b) the percentage of total work-hours by which the contractor fell short of the Workforce Target ("shortage percentage").

7. A contractor who does not meet the Workforce Target in any measurement period shall help strengthen Detroit's workforce by making a monetary contribution to the City's CRIO-administered Workforce Training Fund, thereby supporting the skill development of Detroit residents. The required contribution for any contractor who does not meet the Workforce Target shall be the sum of the following:¹

- (a) For each shortage work-hour comprising the first 10% of the shortage percentage, 5% of the average hourly wage paid by the contractor during the preceding measurement period.
- (b) For each shortage work-hour comprising the second 10% of the shortage percentage, 10% of the average hourly wage paid by the contractor during the preceding measurement period.
- (c) For each shortage work-hour comprising the remaining 31% of the shortage percentage, 15% of the average hourly wage paid by the contractor during the preceding measurement period.²

8. For a publicly-funded construction project, if a contractor contracts for labor through a union that is meeting the goals set for it under the Detroit Skilled Trades Employment Program, that contractor will be deemed to have met the Workforce Target with respect to the labor for which it contracted through such a union.

CRIO will make a periodic determination whether a union participating in the Detroit Skilled Trades Employment Program is meeting its established goals under that Program. For purposes of calculating a contractor's compliance with the Workforce Target, a union which, as of the date a contractor executes a contract or subcontract for a publicly-funded construction project, is meeting its goals under the Program shall be deemed to have no less than 51% of the hours

¹ Thus, for example, if 25% of 1,000 total work-hours performed on a publicly-funded construction project were performed by bona-fide Detroit residents, the contractor's shortage percentage would be 26%. That contractor's minimum required contribution would be the sum of (1) 5% of the average hourly wage for 26 (i.e., 10% of 260) shortage work-hours; (2) 10% of the average hourly wage for 26 (i.e., 10% of 260) shortage work-hours; and (3) 15% of the average hourly wage for 15.6 (i.e., 6% of 260) shortage work-hour.

² Section 7 has been revised from Executive Order 2021-02 to retroactively and prospectively cure any potential ambiguity to the calculation formula provided therein (as well as any substantively identical sections in prior executive orders). The clarifications are intended to reflect and not revise the calculation formula used by CRIO prior and up to the effective date of this Executive Order.

worked by its members on the publicly-funded construction project worked by bona-fide Detroit residents. If bona-fide Detroit residents actually account for more than 51% of the hours worked by union members on a publicly-funded construction project, that actual percentage may be used for purposes of calculating compliance with the Workforce Target.

9. For a publicly-funded demolition/rehab project, if bona-fide Detroit residents actually account for more than 51% of the hours worked and the contractor pays for its Detroit employees to be trained under a DOL approved apprenticeship program, that contractor will be deemed to have met the Workforce Target. For purposes of publicly-funded demolition/rehab projects only, any contractor who fails to meet the Workforce Target will contribute \$200 per employee to the Workforce Training Fund.

10. If CRIO determines a contractor is in non-compliance with the requirements of this Order, CRIO will notify the contractor, in writing, of the contractor's non-compliance.

If a contractor wishes to challenge a finding of non-compliance, the contractor may, within fifteen (15) days of the notice of non-compliance, file with CRIO a written notice challenging the finding of non-compliance, and detailing the reasons for that challenge. The challenge will then be forwarded to a panel of (1) the City's Corporation Counsel or his/her designee; (2) the head of the Department of Administrative Hearings or his/her designee; and (3) the Director of the Buildings, Safety, Engineering, and Environment Department, or his/her designee. The panel shall adjudicate the challenge and issue a written decision. The panel may, but need not, schedule an oral hearing on the challenge.

If, following written notice of non-compliance and the adjudication of any challenge, the contractor fails or refuses to take corrective actions within thirty (30) days, the City may do any of the following:

- (a) withhold from the contractor all future payments under the contract until it is determined that the contractor is in compliance;
- (b) refuse all future bids on City projects or applications for financial assistance in any form from the City or any of its departments, until such time as the contractor demonstrates that it has cured its previous non-compliance;
- (c) debar the contractor from doing business with the City for a period of up to one year.

In addition, the City reserves the right to re-bid the contract, in whole or in part, or hire its own workforce to complete the work.

11. All construction contracts, construction contract amendments, change orders and extensions subject to this Executive Order shall include the applicable terms of this Executive Order. CRIO shall have the responsibility for preparing administrative guidelines related to this Executive Order, and for monitoring and enforcing the provisions of this Executive Order.

12. Notwithstanding anything to the contrary set forth herein, the requirements set forth in Paragraphs 4 through 11 of this Executive Order shall not apply to any publicly-funded construction contract or publicly-funded demolition/rehab contract, or part thereof, that is funded

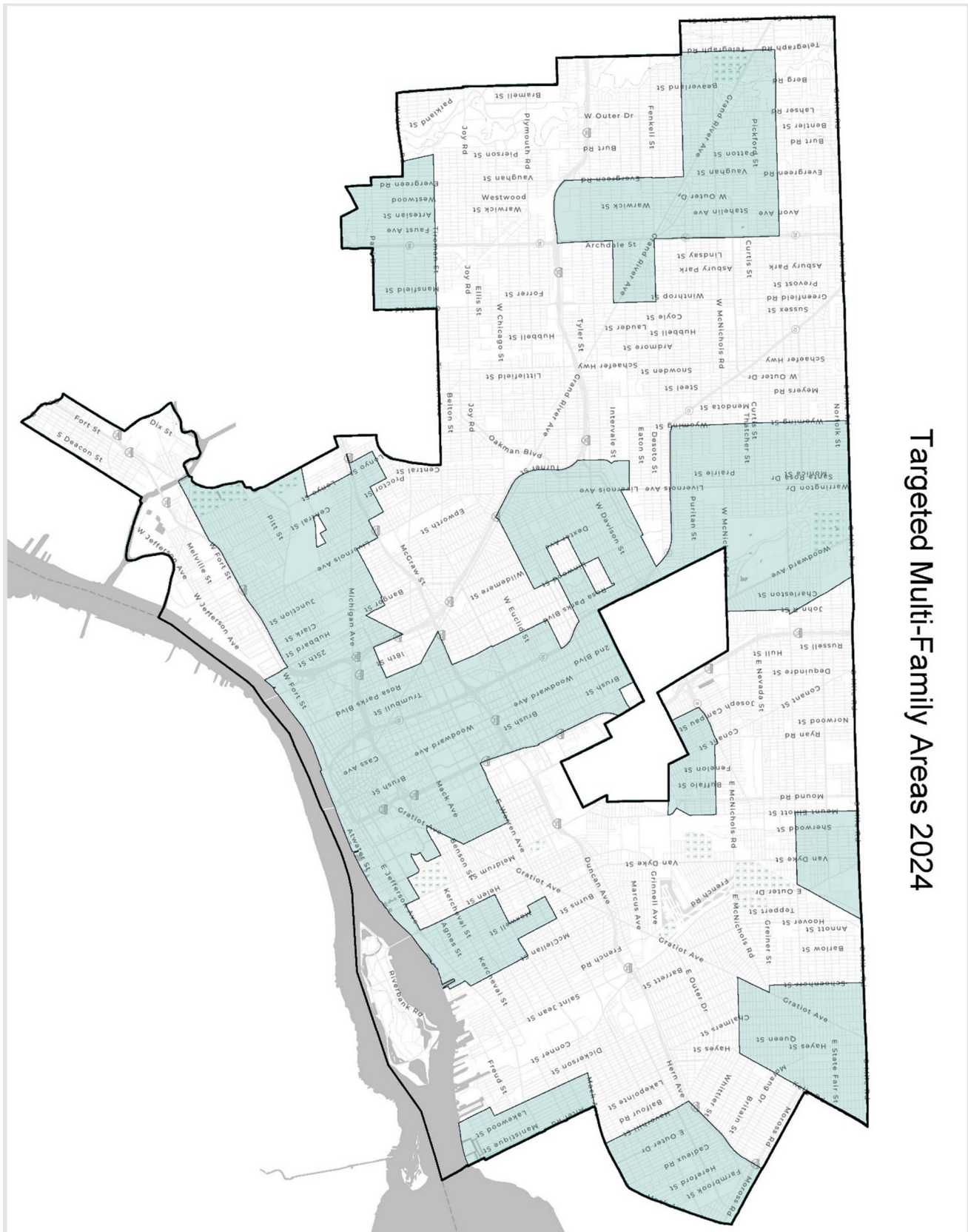
by a grant awarded by a federal, state, or other governmental entity, the terms of which prohibit the implementation of any such requirements.

Pursuant to the powers vested in me by the 1963 Michigan Constitution and by the 2012 Detroit City Charter, I, Michael E. Duggan, Mayor of the City of Detroit, issue this Executive Order. This Executive Order is effective upon its execution and filing with the City Clerk and supersedes Executive Order 2021-02, issued by me on April 14, 2021. This Executive Order shall not alter or affect the operation of any prior Executive Order with respect to any publicly-funded construction project on which construction activities have commenced as of the date of this Executive Order.

A handwritten signature in black ink, appearing to read "Michael E. Duggan", written over a horizontal line.

MICHAEL E. DUGGAN
MAYOR
CITY OF DETROIT

APPENDIX F: 2024 TARGETED MULTIFAMILY HOUSING AREA MAP



Targeted Multi-Family Areas 2024

APPENDIX G: AFFORDABLE HOUSING PROGRAM APPLICATION SCORING CRITERIA

Affordable Housing Program applicants must minimally submit all required documents identified in the NOFA Application to be considered for Threshold Review and Scoring. Affordable Housing projects will be eligible to receive up to **105 available points** based on the following Scoring Criteria:

Attendance at the Program Compliance Information Meeting – 2 Points

- **Developer and General Contractor (2 Points):** The project can earn up to 2 points if the Developer and General Contractor attend the Program Compliance Information Meeting. 1 point will be awarded for the Developer attending and one point will be awarded for the general contractor attending.

Development Team Experience and Capacity – 23 Points

- **Developer Experience and Capacity (9 Points):** The project can earn up to 9 points if the Developer demonstrates it can meet its debt obligations, has sufficient working capital to meet its operating needs, and has adequate financing available to maintain the property over the length of the affordability period. The Developer must provide a completion guaranty acceptable to the City in which the Developer shall guarantee payment of liabilities, shortfalls, and cost over runs of up to 10% of the construction contract. The Developer will provide reassurance to the City that the project will be completed on time and on budget. Bank references will also be considered.
- The developer must also demonstrate that it has a recent history of development and/or redevelopment that includes high quality affordable residential products delivered on-schedule and on budget. The developer must demonstrate that previous experience is similar in type, scale, and complexity to the proposed project. The Developer should also have a reasonable amount of current development projects to ensure that the organization is not overextended in either staffing or financial capacity.
- **General Contractor Experience and Capacity (9 points):** The project can earn up to 9 points if the general contractor has demonstrated recent and successful experience in projects that are similar in type, scale, and complexity to the proposed project.
- **Experienced Management Agent (5 Points):** The project can earn up to 5 points if the developer has identified and secured a management agent for the project with experience managing comparable properties with similar compliance expectations and tenant populations.
- **Emerging LIHTC Developer (3 Points):** The project can earn 3 points if it includes an Emerging LIHTC Developer (ELD) partner as defined in this NOFA: 1) The ELD must demonstrate real estate development or limited LIHTC development experience and/or successfully participated in and completed the Capital Impact Partners EDI program or similar programs; and have a pipeline of transactions and a 5-year plan for developing future affordable housing in the City of Detroit (inclusive of past, current, and future developments). 2) The ELD is an unrelated party to the Experienced Developer. 3) The ELD is a General Partner that holds at least 25% interest in the General Partnership or is a Managing Member of the General Partnership that remains a part of the Ownership Entity for the duration of the Affordability Period at minimum. The Emerging Developer must receive an equitable percentage of both the developer and deferred developer fee at least equal to their percentage of the ownership.

Project Financing - 23 Points

- **Quality Financial Commitments (10 Points):** Projects can earn up to 10 points if all additional necessary project financing/leveraged funds are identified and secured to complete the project(s) with letters of commitment from recognized community development lenders and funders, or reasonable dates are provided by the Developer on when the letters will be provided.
- **Financial Leverage (10 Points):** Projects can earn up to 10 points if it is efficient in its use of City funds and in its leveraging of other funds, as applicable. All funding and associated requirements must be clearly and adequately reflected in the budget and pro forma.
- **Creative Approach to Financing (3 Points):** Projects can earn up to 3 points if the developer uses a creative approach to financing or cost containment to meet affordable housing needs. Combining multiple forms of federal and/or state tax credits, obtaining funding from other local government agencies (such as Wayne County), securing grants from outside sources (such a Federal Home Loan Bank or a foundation) or innovative building techniques that reduce cost are examples of financing and cost containment that could qualify for points in this category.

Readiness to Proceed – 21 Points

- **City Approvals and Permits (5 Points):** Projects can receive up to 5 points if they inherently require fewer City approvals through being zoned properly or not requiring variances. Additionally, projects can also receive points if they have already passed through required City approval processes such as the Planning & Development Department's Concept Plan Review. Required City approvals will be determined by the Project Plan Review (PPR) Summary and/or additional City-issued documents.
- **Construction Plans / Trade Payment Breakdown (11 Points):** Projects can earn up to 11 points if estimated development and construction costs are well researched and detailed. Scope of work [for rehab] or plans and specifications [new construction] are comprehensive, includes trade payment breakdown, and substantially complies with the requirements outlined in the HRD's technical review. Additional points will be awarded if developer provides a third party cost estimator report delineating construction costs by trade breakdown.
- **Phase I Environmental Site Assessment Review (5 Points):** Projects can earn up to 5 points if the Phase I Environmental Site Assessment (ESA) confirms that the site is not contaminated. For sites that are contaminated as noted in the Phase I, projects can also earn points if additional environmental due diligence documents are submitted such as a Phase II ESA, Response Activity Plan (RAP) or a Baseline Environmental Assessment (BEA).

Alignment with City Goals – 25 Points

- **Targeted Multifamily Housing Area and City Planning Study (8 Points):** Projects can earn 8 points if in targeted multi-family housing and/or is an initiative tied to a City planning study.
- **Priority Projects (5 Points):** The project can earn 5 points if any one or more of the following criteria are met: 1) it is a preservation of current affordability (regulated or naturally occurring), 2) it is approved to be designated as permanent supportive housing by the HRD Homelessness Solutions Director, 3) it includes the rehabilitation and/or redevelopment of public housing, 4) it has 50% or more of the affordable units are restricted to rents at or below 50% of the area median income (AMI), 5) it is a project that is part of a HUD Choice Neighborhood program, 6) it received a Request for Proposal (RFP) Award from the City of Detroit, or 7) it is either listed in or eligible to be listed in

the National Register of Historic Places individually or as part of a historic district. This can also include buildings that are designated by the City as a Local Historic District.

- **Mixed-income neighborhood (3 Points):** Projects are eligible for up to 3 points if the majority of units are income-restricted at an average of 60% AMI or below, and the project is located within a census tract where more than 50% of households have incomes at or above 80% AMI, based on most recently published Comprehensive Housing Affordability Strategy (CHAS) data (eligible census tracts can be found [HERE](#)).
- **Green building initiatives (3 Points):** The project can earn up to 3 points if it incorporates measures to improve energy efficiency and sustainability that comply with the energy standards per this NOFA. For points, projects must identify the standard used (Enterprise Green Building Criteria, LEED, etc.) and describe the project's adherence to the chosen standard.
- **Internet Access (2 Points):** Projects can earn up to 2 points if they commit to meeting the most recent MSHDA Utilities standard for high speed internet as detailed in the MSHDA Qualified Allocation Plan (QAP).
- **Additional Accessibility (2 Points):** New construction projects must have 10% of the units meet accessibility requirements under Section 504 and must be accessible Type A units; with an additional 2% of the units, or at least one unit, whichever is greater, being accessible for persons with hearing or visual disabilities. Rehabilitation projects must have 5% of the units meet accessibility requirements under Section 504 and must be accessible Type A units; with an additional 2% of the units, or at least one unit, whichever is greater, being accessible for persons with hearing or visual disabilities. New construction projects can earn up to 2 points if they commit to having 15% of the units meet accessibility requirements under Section 504 and must be accessible Type A units; with an additional 2% of the units, or at least one unit, whichever is greater, being accessible for persons with hearing or visual disabilities. Rehabilitation projects can earn up to 2 points if they commit to having 10% of the units meet accessibility requirements under Section 504 and must be accessible Type A units; with an additional 2% of the units, or at least one unit, whichever is greater, being accessible for persons with hearing or visual disabilities.
- **Additional Affordability (2 Points):** Projects can receive an additional 2 points if 25% or more of the affordable units are restricted to rents at or below 40% of the area median income (AMI).

Program Opportunity Goals - 8 Points

- **Section 3 Experience (4 Points):** The project can earn up to 4 points if the Developer and general contractor has experience [\(state experience that is not older than 2021\)](#) in complying with Section 3 requirements. The Developer must include a clear plan as to how they will satisfy Section 3 requirements by submitting all the required documents. The Developer must also demonstrate the ability and willingness to employ low-and very low-income persons within the targeted area and community in which the project resides.
- **MBE/WBE (4 Points):** The project can earn up to 4 points if the Developer is a Minority/Women Nonprofit Organization or Minority/Women-Owned Business or Minority/Women's Business Enterprise, as applicable. If the Developer entity is a partnership, the points may be awarded on a pro rata basis based on the ownership interest of the qualifying partner.

Failure to Complete and/or Inactive Previously Awarded Development(s) or City Loan Default – 15 Points Reduction

A Developer or any related party that failed to complete a project that received a Conditional Award of funding from a previous NOFA may be penalized in the form of a 15-point reduction applied to the project score. This

includes the failure to utilize a commitment or allocation of funds awarded in a prior NOFA, and/or the Developer rescinding their request – canceling the Conditional Award.

A Developer may be penalized in the form of a 15-point reduction applied to the project score if the Developer:

- Fails to provide a plan to advance a previously City-awarded project that has not closed within the allotted time period per the Conditional Award Letter if requested by HRD, OR
- Has received a default letter from the City of Detroit Asset Management Team for a previously funded project, OR
- Is not in compliance with the terms of an existing City of Detroit loan and is not in discussion with the City of Detroit Asset Management Team to resolve the outstanding non-compliance.

A Developer may appeal the penalty by providing evidence of corrective action and letter of explanation to the HRD Award Committee.

Eligible Census Tracts for Mixed-Income Neighborhood Scoring Criteria	
CENSUS TRACT	AREA
500200	Regent Park
501300	Morningside
501400	East English Village
501500	Cornerstone Village
501800	East English Village
503200	Conner Creek
506600	Farwell
509000	Greenfield Park
513300	Jefferson Chalmers
513700	Conner Creek Industrial
515400	Indian Village
516400	Islandview
516500	Rivertown
516800	McDougall-Hunt
517000	Lafayette Park
517100	Lafayette Park
517200	Greektown
518000	Cultural Center
520300	Midtown
520700	Downtown
520800	Downtown
521400	Corktown
521900	Woodbridge
523300	Central Southwest
524200	Springwells
524500	Oakwood Heights
524800	Boynton
531200	Boston Edison
532100	Boston Edison
533900	New Center
535000	Barton-McFarland
538100	Green Acres
538200	Palmer Woods
538300	Palmer Park
538400	University District
538500	Bagley
538800	McDowell
538900	Bagley
539300	Schaefer 7/8 Lodge
539600	Winship
540600	Evergreen-Outer Drive
540800	O'Hair Park

540900	Evergreen Lahser 7/8
541300	The Eye
542400	Greenfield-Grand River
542500	Grandmont
542900	Rosedale Park
543000	North Rosedale Park
543100	North Rosedale Park
543300	Schoolcraft Southfield
543400	Brightmoor
546301	West Outer Drive
985300	Hubbard Richard

These Census Tracts have more than 50% of households
with incomes at or above 80% AMI

UPDATED JANUARY 2026

APPENDIX H: PERMANENT SUPPORTIVE HOUSING (PSH) PROGRAM APPLICATION SCORING CRITERIA

For applicants applying for Permanent Supportive Housing Only: Permanent Supportive Housing (PSH) applicants must minimally submit all required documents identified in the “Attachment 4: Permanent Supportive Housing Required Documents Checklist” of the NOFA Application to be considered for Scoring as a PSH project. PSH projects will be eligible to receive up to a **total 145 available points** based on the combined Affordable Housing Program Application Scoring Criteria (105 points) and Permanent Supportive Housing Application Scoring Criteria (40 points). To receive full points within all sections, responses must reflect an understanding and commitment to housing first and harm reduction.

PSH Project Overview – 2 Points

- **Completeness (1 Point):** The project can earn up to 2 points if all responses are complete in the PSH Project Overview section.
- **Centering Lived Experience of Homelessness (1 Point):** The project can earn up to 1 point for the inclusion of people with lived homelessness during the development process.

Developer PSH Experience Narrative – 4 Points

- **Experience (2 Points):** The project can earn full points if the developer has experience developing PSH projects. The project will earn partial points if they don’t have experience developing PSH, but have experience developing affordable housing.
- **Project Coordination (1 Point):** The project can earn up to 1 point for a clear plan to coordinate with project partners during the various stages.
- **Prior CoC, LIHTC, or City of Detroit Funding (1 Point):** The project can earn 1 point if the developer(s) have no prior projects that received CoC, LIHTC, or City of Detroit HOME funding that were transferred, terminated, or returned within the last 5 years.

Service Provider PSH Experience Narrative – 5 Points

- **Experience (2 Points):** The project can earn full points if the Service Provider has prior experience providing supportive services to PSH residents. The project can earn partial points if the service provider doesn’t have experience providing services to PSH residents, but has experience providing services to those experiencing homelessness.
- **Understanding of Supportive Services (1 Point):** The project can receive up to 1 point if responses demonstrate a commitment to Housing First and Harm Reduction
- **HMIS (1 Point):** The project can earn up to 1 point if it includes a detailed plan to ramp up and meet HMIS data quality policies.
- **Prior CoC, LIHTC, or City of Detroit Funding (1 Point):** The project can earn 1 point if the supportive service provider has no prior projects that received CoC, LIHTC, or City of Detroit HOME funding that were transferred, terminated, or returned within the last 5 years.

Property Management PSH Experience Narrative – 3 Points

- **Experience (1 Point):** The project can earn up to 1 point if they have prior experience providing property management to a PSH project.
- **Coordinated Entry (1 Point):** The project can earn up to 1 point for experience managing PSH projects that are taking referrals from Coordinated Entry
- **Understanding of PSH (1 Point):** The project can earn up to 1 point if responses demonstrate an understanding of the needs of PSH residents, including, Housing First, Harm Reduction, eviction prevention, and coordination with supportive service staff.

CSH Quality Checklist – 1 Point

- **Completeness (1 Point):** The project can earn up to 1 point if the project partners complete the Checklist fully, including listing partners involved in completing it, providing documentation for ‘yes’ responses, and signatures from each partner. **Responding “partial” or “no” to items on the Checklist will not impact score.**

Tenant Selection Plan (TSP) - 7 Points

- **Completeness (5 Points):** The project can earn up to 5 points if responses address all the elements within that section, have a clear understanding and commitment to MSHDA minimum standards (if applicable) and reducing application barriers, understanding of and commitment to Housing First and Harm Reduction.
- **Eviction Prevention (2 Points)** - The project can earn up to 2 points if coordinating partners have clear roles and responsibilities to prevent evictions. Response should include what circumstances would constitute an eviction and how project partners will work with residents when situations arise.

Memorandum of Understanding (MOU) - 4 Points

- **Completeness (1 Point):** The project can earn up to 1 point if a comprehensive MOU is attached and includes all outlined elements and project partners.
- **Roles and Responsibilities (2 Points):** The project can earn up to 2 points if the MOU shows clearly defined partner roles and responsibilities during the development and operation phases, principles and values guiding the partners, project outcomes, and a commitment to Housing First.
- **Accountability (1 Point):** The project can earn up to 1 point if the MOU outlines transparent and clear accountability among project partners including who is responsible for raising SH service funding, a decision-making structure, how partners will coordinate, and how partners will be held accountable.

PSH Supportive Service and Staffing Plan - 7 Points

- **Completeness (7 Points):** The project can earn up to 7 points If responses reflect an understanding of the target population and their unique service needs, commitment to Housing First and Harm Reduction, and a wide variety of services will be available to residents. The plan must include staffing that will be available on site. To receive full points the supportive service staff should be available at least one day a week outside of normal business hours and staffing ratio for case managers should be no higher than 1:20.

PSH Supportive Service Budget - 7 Points

- **Completeness (3 Points):** The project can earn up to 3 points for a complete budget for 15 years that includes services costs by line item.
- **Service Funding (4 Points):** The project can earn up to 4 points if the budget outlines the sources for funding services. Funding sources outlined in the budget should be reflected in the PSH Service and Staffing Plan. Must include a detailed plan to fund PSH services for the duration of the project, funding sources that partners will pursue, and experience with Medicaid.

APPENDIX J: TENANT RETENTION STANDARDS



City of Detroit: Tenant Retention Standards & Plan Requirements

Tenant Retention Standards

The City of Detroit is committed to preventing displacement of any residents associated with occupied redevelopments, which requires intentional planning for tenant retention. For projects receiving City support, all plans must provide evidence that the planned redevelopment will meet the requirements of all standards listed below. Projects that trigger the Uniform Relocation Act must meet those requirements in addition to the standards below. Where these standards contribute to a project being considered **financially infeasible**, standards around affordable rents and relocation costs may be modified by approval (unless they are linked to the requirements of a federal source).

- ☐ City of Detroit Housing and Revitalization Department reserves the right of a lookback period of up to 1 year as it pertains to tenant occupancy. In the event of sharp drops in occupancy there may be more inquiries as to the specific details leading to such an event.
- ☐ Adherence to the Uniform Relocation Act is required for new HOME or CDBG loans (or other federal funds)
- ☐ Notices and Meetings
 - A 90-day notice and a 30-day notice to residents around rent increases greater than 5% or substantial construction (renovation work in occupied buildings that exceeds \$5,000 per unit OR requires residents to vacate unit for a period of greater than one work day).
 - 90-day and 30-day notices must be communicated via:
 - Individual letters to tenants
 - Publicly-posted fliers
 - In person resident meeting with City representative present within 1 month of first notice (must be advertised within resident letters and fliers)
- ☐ Returning and Relocation Assistance
 - Right to return (where temporary relocation is required) or to remain for all residents who are current on rent, or are on a payment plan approved by property management, by 30 days before they are required to relocate.
 - Offer of relocation advising for all residents. Advising consists of an interview to determine resident preferences and needs for another unit, explanation of procedures for obtaining assistance, and assistance finding a temporary unit if needed
 - Payment of reasonable moving expenses for all low-income residents, for all elderly or disabled residents, and for residents who exercise their right to return to the property
 - 12-month lease offer to all returning residents
- ☐ Rent increases (for residents earning below 80% of AMI)
 - Initial rent increases are limited to 5%, or set affordably for resident incomes (calculated as 30% of monthly income, with rents inclusive of utility allowance)—whichever is greater
 - Ongoing annual rent increases may not exceed the lesser of:
 - 3% per year
 - maximum rents set by HUD or MSHDA if applicable
- ☐ Recommended: phased construction to limit temporary relocation

Tenant Retention Plan Requirements

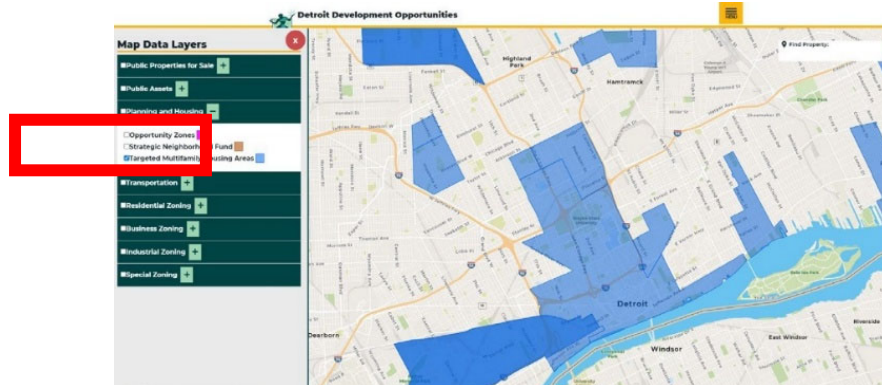
All plans must include the following information. Note that Transition Plans prepared for MSHDA may be submitted along with an addendum as needed to meet the requirements below. See the sample Tenant Retention Plan for reference.

- ☐ Summary of redevelopment strategy & plan for preventing displacement
- ☐ Affordability Plan
 - Current income (if applicable), occupancy and rent levels for all households
 - Timing and amount of rent increases
- ☐ Tenant Communication Plan
 - Schedule for communication, including meetings and distribution of materials
 - Sample letters to residents
- ☐ Tenant Habitability Plan
 - Timeline for construction
 - Scope of work by phase
 - Plan for mitigation of noise and air quality hazards
 - Plan for residents
 - Rehab while occupied or temporary relocation
 - Process for identifying and accounting for specific residents who may have special needs during the rehab or temporary relocation
 - Temporary relocation plan
 - Timeline
 - Plan for packing, storage and/or moving assistance
 - Payment plan for relocation costs and replacement housing payments
 - Timing of service interruptions, including fire safety systems, electricity, water, and elevators
 - Plan for notifying residents and providing directions if any emergency systems become inoperable
 - Plan for ensuring sufficient resident parking is available (including designated parking and storage areas used by Contractor if required)
- ☐ Contact information for Management Agent & Contractor in case of emergency

¹¹ Residents who are students may self-certify as low-income by filling out the Student Income Disclosure Form and submitting the documentation it requires.

APPENDIX K: FORMS AND DOCUMENTS REFERENCE LINKS

- [DETROIT PROPERTY MAP](#) – Use this map to determine if your project is within the 2024 Targeted Multifamily Housing Area. Navigate to the Map Data Layers and select the Targeted Multifamily Housing Area layer.



- [PRE-APPLICATION PROJECT REVIEW MEETING SIGN-UP](#) – Use this link to sign-up for the required Pre- Application Project Review Meeting
- [NOFA APPLICATION](#) – Please fill out and submit application via Neighborly software no later than **February 24, 2026**.
- [FILE UPLOAD](#) – Use this link to upload files that are larger than 100MB. Please use a Zip Folder to consolidate these files; labeling your Zip Folder with your project name. All individual files must use File Name Format required per the Application Submission section that begins on page 21 of this NOFA.
- [MSHDA PROFORMA](#) – The Michigan State Housing Development Authority (MSHDA) Proforma Excel template is required for all LIHTC projects submitted. Do not submit the MSHDA Application in lieu of the Excel template.
- [HRD PROFORMA](#) – The City of Detroit Housing and Revitalization Department (HRD) Proforma Excel template is required for all non-LIHTC projects submitted.
- [HRD DEVELOPMENT PROFORMA INSTRUCTIONS](#) – The City of Detroit Housing and Revitalization Department (HRD) requirements for all proformas submitted in the projects NOFA application.
- [2024 TARGETED MULTIFAMILY MAP](#) – Use this PDF map to determine if your project is within a City Priority Area.
- [CENSUS TRACT PDF](#) – Use this PDF tool to determine the Census Tract of your project.
- [CITY OF DETROIT ELIGIBLE CENSUS TRACTS FOR MIXED-INCOME NEIGHBORHOOD SCORING CRITERIA](#) – Use this PDF to confirm if the census tract of the project meets the mixed income neighborhood scoring criteria as identified in this NOFA.
- [CITY OF DETROIT PLANNING AND DEVELOPMENT DEPARTMENT](#) – Explore the Planning and Development Department (PDD) to learn more about the City of Detroit’s planning initiatives and strategies.

- [**PRELIMINARY PLAN REVIEW \(PPR\)**](#) - Schedule the required Preliminary Plan Review (PPR) for the Affordable Housing Program NOFA if you have not yet received Site Plan Approval.
- [**SAM.GOV UNIQUE ENTITY IDENTIFIER**](#) – Register the Development Team Member Entity for a Unique Entity Identifier (UEI) or confirm the UEI.
- [**SECTION 3 INTENT TO COMPLY**](#) - Complete this form for the Affordable Housing Program NOFA
- [**SECTION 3 PLAN – DEVELOPER AND GENERAL CONTRACTOR**](#) - Complete this form for the Affordable Housing Program NOFA
- [**2025 HUD HOME RENT LIMITS**](#) – HUD Reference to determine Rent
- [**2025 MSHDA INCOME & RENT LIMITS**](#) - MSHDA Reference to determine Rent
- [**2024 MSHDA UTILITY SCHEDULE**](#) - MSHDA Reference to determine Utility Costs
- [**HUD AFFIRMATIVE FAIR HOUSING MARKETING PLAN FORM**](#) – Use this form to submit a draft marketing plan.
- [**UNIFORM RELOCATION ACT \(URA\)**](#) - HUD’s URA requirements
- [**RESIDENTIAL ANTI-DISPLACEMENT & RELOCATION ASSISTANCE PLAN**](#) – Reference policy when doing Tenant Retention Plan (TRP).
- [**TENANT RETENTION PLAN \(TRP\) TEMPLATE**](#) – Use this template to complete the required Tenant Relocation Plan for occupied projects. Please contact the Preservation Initiatives Manager Eric Andrews for an editable TRP Template at [**eric.andrews@detroitmi.gov**](mailto:eric.andrews@detroitmi.gov).
- [**SUPPORTIVE HOUSING 101**](#) – Visit CSH’s website to learn more about Permanent Supporting Housing and helpful tips for developing PSH.
- [**CSH SUPPORTIVE HOUSING SERVICES STAFFING AND BUDGET TOOL**](#) – PSH applicants should utilize the Staffing and Budget tool to estimate comprehensive costs for supportive housing services.
- [**DETROIT CoC POLICY – PROVIDING A LETTER OF SUPPORT FOR PERMANENT SUPPORTIVE HOUSING \(PSH\) DEVELOPMENT PROJECTS**](#) – PSH applicants must follow the Detroit CoC’s policy in order to receive a letter of support.
- [**CITY OF DETROIT APPLICATION FOR MINORITY/WOMAN OWNED BUSINESS ENTERPRISE**](#) – The Civil Rights and Inclusion Office (CRIO) leads the process for Minority/Women owned business certificates
- [**CITY OF DETROIT COMMUNITY HOUSING DEVELOPMENT ORGANIZATION \(CHDO\) APPLICATION**](#) – Complete this application to register as a CHDO
- [**CITY OF DETROIT COMMUNITY-BASED DEVELOPMENT ORGANIZATION \(CBDO\) CERTIFICATION**](#) – Complete this application to obtain CBDO Certification.
- [**CITY OF DETROIT LANGUAGES SERVICE REQUEST FORM**](#) – Use this form to request a City of Detroit document for translation.
- [**CITY OF DETROIT PAYMENT IN LIEU OF TAXES \(PILOT\)**](#) – Use this link to learn more about the City of Detroit’s updated Payment in Lieu of Taxes (PILOT) ordinance.
- [**CITY OF DETROIT NEPA PAGE**](#) – Use this link to learn more about the City’s NEPA compliance.
- [**HUD EXCHANGE ENVIRONMENTAL REVIEW PAGE**](#) – HUD’s environmental review page containing supporting tools and resources to complete the NEPA review.

APPENDIX L: NOFA NEIGHORLY APPLICATION AND INSTUCTIONS

Program Overview

Please provide the following information.



Affordable Housing NOFA

**Housing and Revitalization
Department**
2 Woodward Ave, Suite 908
Detroit, MI 48226
313-224-6380
HRDNOFA@detroitmi.gov

The City of Detroit's Housing and Revitalization Department (HRD) is pleased to release this Notice of Funding Availability (NOFA) to provide affordable housing developers and owners the opportunity to apply for financial support for projects that address housing challenges in Detroit neighborhoods. Through this NOFA, HRD makes funding available to support the preservation, rehabilitation and/or development of affordable housing units in the city of Detroit. Specific funding amounts can be found in the NOFA document linked [HERE](#) (and also located on the HRD Housing Development webpage).

Tentative Schedule (Dates Subject to Change)

Event	Date
NOFA Published	Friday, January 16, 2026
HRD Pre-Submission Public Meeting*	Tuesday, January 20, 2026 at 11am (see meeting information below)*
Pre-Application Project Review Meetings**	Wednesday, January 21 - Thursday, February 5, 2026
Program Compliance Information Meeting***	Tuesday, February 3, 2026 (see meeting information below)***
Final Submission Deadline	Tuesday, February 24, 2026
Threshold Approval Letters Issued	Thursday, March 24, 2026
City Support Letters Issued (9% & 4% LIHTC)	Wednesday, March 25-Monday, March 30, 2026
Commitment Level Documents Due****	Monday, April 6, 2026****
Conditional Award Letters Issued (9% LIHTC Projects)	June 2026 - Date TBD
Conditional Award Letters Issued (All Other Projects)	TBD

*THE HRD NOFA PUBLIC MEETING WILL BE HELD VIA TEAMS ON January 20, 2026 at 11:00 am

Please use the following information to join the Teams Meeting:

Microsoft Teams Need help?

Join the meeting now

Meeting ID: 288 163 418 228 71

Passcode: Q764Dx6n

Dial in by phone

+1 469-998-6602,,988792526# United States, Dallas

Find a local number

Phone conference ID: 988 792 526#

For organizers: Meeting options | Reset dial-in PIN

** The project team must provide the documents shown on page 21 of the NOFA at the time a meeting is requested using the [Pre-Application Project Review Meeting](#) Smartsheet link.

*** A **Program Compliance Information Meeting** to review compliance requirements of the HOME, CDBG, and other funding sources awarded through the NOFA and to explain the application submission process. **WILL BE HELD VIA TEAMS ON February 3, 2026 AT 10:00 am. Development teams applying for funding through this NOFA must register to attend the meeting [HERE](#). POINTS ARE AWARDED FOR ATTENDING THE MEETING.**

******Commitment Level Documents ARE REQUIRED for ALL projects that receive a Threshold Approval Letter.**

Please check the following boxes to acknowledge that you have read and will abide by all process requirements:

☐ **File Name Format Requirements - For each document, please use the following naming system: Upload Letter.Number_Project Name_Jan 2026**

(Example: For the Executive Summary, the File Name would read: D.1_Orange Grove Heights_Jan 2026) Project Name should NOT exceed 20 Characters (Including Spaces).

☐ **File Size Limitations - Each individual document uploaded is not to exceed 100 MB, with the ability to upload multiple files at a time per attachment. For documents that exceed 100 MB, please use this [FILE UPLOAD LINK](#), using the same File Name Format listed above.**

☐ **Pre-Application Project Review Meeting Requirement - The Development Team must request a Pre-Application Project Review Meeting using this link and provide the required documents at the time the request is submitted.**

☐ **Communications with the City of Detroit HRD Team - All inquiries, project updates, and other communications are to be conducted via email, and sent to HRDNOFA@detroitmi.gov. Any messages sent to individual City of Detroit HRD Team members will not be acknowledged or responded to.**

☐ **Project Review Consideration by the City of Detroit HRD Team - At the City's sole discretion the submitted Application and Support Documentation may be deemed incomplete, and will not be considered for review.**

A. Borrower Information

A. Borrower Information

Please provide the following information. (Remember to hit "Save" at the bottom before leaving this page or exiting your browser to save your progress.)

A.1. Full Legal Name of Borrowing Entity:

A.2. Full Legal Name of Lead Developer (Your Organization):

A.3. Lead Developer ([SAM.gov](https://sam.gov)) Unique Entity Identifier (UEI):

A.4. Federal Tax Identification Number:

A.5. Name of Organization Lead Contact:

A.6. Phone Number:

A.7. Email Address:

A.8. Mailing Address of the Organization:

A.9. Street Address of the Organization, if Different from Above:

A.10. Is there a Co-Developer?

Co-Developer 1

Co Developer 1 Full Legal Name:

Co Developer 1 Unique Entity Identifier (UEI) ([SAM.Gov](https://sam.gov)):

Co Developer 1 Federal Tax Identification Number:

Co Developer 1 Lead Contact Name:

Co Developer 1 Phone Number:

Co Developer 1 Email Address:

Co Developer 1 Mailing Address:

Co Developer 1 Street Address, if Different from Above:

Is Co-Developer 1 an Emerging Developer?

Co Developer 1 Emerging Developer's interest in general partnership:
0.00%

Is there another Co-Developer?

Co-Developer 2

Co Developer 2 Full Legal Name:

Co Developer 2 Unique Entity Identifier (UEI) ([SAM.Gov](https://sam.gov)):

Co Developer 2 Federal Tax Identification Number:

Co Developer 2 Lead Contact Name:

Co Developer 2 Phone Number:

Co Developer 2 Email Address:

Co Developer 2 Mailing Address:

Co Developer 2 Street Address, if Different from Above:

Is Co-Developer 2 an Emerging Developer?

Co Developer 2 Emerging Developer's interest in general partnership:
0.00%

Is there another Co-Developer?

Co-Developer 3

Co-Developer 3 Full Legal Name:

Co-Developer 3 Unique Entity Identifier (UEI) ([SAM.Gov](https://sam.gov)):

Co-Developer 3 Federal Tax Identification Number:

Co-Developer 3 Lead Contact Name:

Co-Developer 3 Phone Number:

Co-Developer 3 Email Address:

Co-Developer 3 Mailing Address:

Co-Developer 3 Street Address, if Different from Above:

Is Co-Developer 3 an Emerging Developer?

Co-Developer 3 Emerging Developer's interest in general partnership:

0.00%

Is there another Co-Developer?

Co-Developer 4

Co-Developer 4 Full Legal Name:

Co-Developer 4 Unique Entity Identifier (UEI) ([SAM.Gov](https://sam.gov)):

Co-Developer 4 Federal Tax Identification Number:

Co-Developer 4 Lead Contact Name:

Co-Developer 4 Phone Number:

Co-Developer 4 Email Address:

Co-Developer 4 Mailing Address:

Co-Developer 4 Street Address, if Different from Above:

Is Co-Developer 4 an Emerging Developer?

Co-Developer 4 Emerging Developer's interest in general partnership:

0.00%

A.11. What is the legal structure of the Applicant?

A.12. Is the Applicant any of the following?

A.13. Is the Borrower 100% controlled by a Community Housing Development Organization (CHDO)?

A.13a. If yes, what is the date of the organization's most recent City of Detroit CHDO certification? A copy of the most

recent certification must be uploaded below.

A.13b. Upload CHDO Certification:



CHDO Certification

***No files uploaded*

A.14. Are any persons employed or contracting with your organization debarred by HUD or the State of Michigan?

A.15. Are there any other contracting restrictions on the Applicant or Contractor for your development team with any federal or state agency or with the City of Detroit?

A.16. Has your organization or one of its principals filed for bankruptcy within the past 10 years?

B. Project Capacity

B. Project Capacity

Please provide the following information. (Remember to hit “Save” at the bottom before leaving this page or exiting your browser to save your progress. As this is a long page to complete, we recommend periodically hitting “Save” to ensure you don’t accidentally leave without doing so.)

B.1. Name of Project:

PROJECT TIMELINE

B.2. NOFA Program:

B.26. Acquisition

B.3. Physical/Street Address of the Project:

B.27. Financial Closing

B.3a. Boundary Streets of Project Site:

B.28. Construction Start

B.3b. Neighborhood of the Project:

B.29. Construction End

B.3c. Walk Score:

B.30. Residential Lease Up

B.3d. Bike Score:

BUDGET & FUNDING

B.3e. Transit Score:

B.31. Total Development Cost:

\$0.00

B.3f. City Council District:

B.32. Amount of City Funding Requested:

\$0.00

B.4. Census Tract Number(s) of Project Site:

Address	Current Owner	Census Tract	QCT
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B.33. Percentage of Total Development Cost:

0.00%

B.5. Is the project either listed in or eligible to be listed in the National Register of Historic Places?

B.34. Type of Project Financing:

B.35. If a LIHTC project, Qualified Census Tract?

B.36. MSHDA Application Self Score (Required for All

B.6. Is the project located in a Historic District/Historic Designated Area (this can also include buildings that are designated by the City as a Local Historic District)?

B.6a. If so, please identify the Historic District/Area name:

B.7. Is the project within a 2024 Targeted Multifamily Housing Area (TMFHA)? [\(link to map\)](#)

B.8. Has the Development Team participated in a Preliminary Plan Review (PPR) Meeting with Buildings, Safety Engineering, and Environmental Department (BSEED)?

B.8a. If yes, please confirm date of PPR:

B.8b.



If no, please reach out to the Public Private Partnership (P3) Team to confirm if this project is still eligible for submission. Advanced approval is required from HRD to continue with this submission. Projects that have not completed a PPR and obtained a PPR Summary from BSEED may not pass Threshold.

B.9. Will any Variances or Approvals be required for the following:

Parking

Setbacks

Exterior Envelop Alterations / Changes

LIHTC Projects):

B.37. Will the project seek Rental Assistance:

Agency Name	Number of Vouchers
-------------	--------------------

B.38. 15 Year Average Debt Service Coverage Ratio:

B.39. Are there other funding sources beyond LIHTC and Rental Assistance?

Name of the organization issuing commitment:

(Check all applicable boxes):

☐ AHP

LOI/ Written Commitment Obtained?

☐ Historic Tax Credits (HTC)

LOI/ Written Commitment Obtained?

☐ Sponsor Equity

LOI/ Written Commitment Obtained?

☐ Sponsor Loan

LOI/ Written Commitment Obtained?

☐ HUD Mortgage

LOI/ Written Commitment Obtained?

☐ MSHDA Mortgage

LOI/ Written Commitment Obtained?

Other

Please specify 'Other' here:

☐ Conventional Mortgage
LOI/ Written Commitment Obtained?

B.10. Evidence of Site Control

B.10a. Specify 'Other' Evidence of Site Control:

☐ Income from Operations
LOI/ Written Commitment Obtained?

B.11. What type of development is being proposed by your organization with proposed program funding? *(Check all applicable boxes)*

☐ Other Grant
LOI/ Written Commitment Obtained?

- ☐ New Construction of Multi-Family units (4+)
- ☐ Purchase/Rehabilitation of Existing Housing
- ☐ Adaptive Reuse

B.12. Which of the following characteristics apply to the proposed project? *(Check all applicable boxes)*

☐ Other Source
LOI/ Written Commitment Obtained?

Please specify 'Other Grant' below:

- ☐ Occupied Multi-Family Units (4+)
- ☐ Vacant Multi-Family Units (4+)
- ☐ Mixed-Use Project Including Office and/or Retail

Please specify 'Other Source' below:

Space

- ☐ Preservation Project that Extends Affordability Requirements for Existing Occupied Affordable Housing (Regulated or Naturally Occurring)

B.40. Will the project meet Green Building Initiatives?

B.40a. If yes, which green standard(s) will the Project adhere to?

- ☐ Historic Preservation

Please specify other green standard(s):

- ☐ Scattered Site

- ☐ Permanent Supportive Housing (PSH)

B.41. Will Broadband Access be provided?

PROJECT SQUARE FOOTAGES & BUILDING CONFIGURATION

B.41a. If yes, please provide details:

B.13. Residential Square Footage:

B.42. Does the present zoning allow the proposed development?

B.14. Commercial Square Footage (If Applicable):

B.15. Total Project Square Footage:

B.16. Number of Buildings:

B.17. Number of Stories:

B.18. Number of Parking Spaces:

UNIT BREAKOUTS

B.19. Affordability Type Breakout:

Number of Affordable Units

Number of Market Rate Units

Total Units

B.20. Affordability Level Breakout:

	Studio	1 bedroom	2 bedroom	3 bedroom	4+ bedroom
Total Units	0	0	0	0	0

B.21. Unit Type Breakout:

Unit Type(s)	Quantity
Total Units	0

B.22. Number of HOME Units:

B.23. Number of Type A Accessible Units (Fully accessible for individuals with mobility disabilities):

B.24. Number of Type B Accessible Units (Adaptable for those with mobility disabilities):

B.42a. What is the category of the proposed use?

B.43. What is the present use of the property?

B.44. Are all necessary utilities available on the site?

B.44a. Which utilities are NOT on the site?

B.45. Will project require relocation of existing occupants?

B.46. Is a relocation plan included in your full application?

B.47. Is Davis Bacon Applicable to this project?

B.25. Number of Hearing/visual (HVI) units (Accessible for individuals with vision or hearing disabilities; these are separate units from Type A and Type B units):

C. Permanent Supportive Housing Project

C. Permanent Supportive Housing Project

Please provide the following information.

C.1. Are you applying for Permanent Supportive Housing?

Click **Complete & Continue** to move to the next step.

PSH PROJECT OVERVIEW

C.2. Please describe the vision for the PSH project:

C.3. PSH Lead Service Provider Name

C.4. PSH Lead Service Provider Contact:

C.5. PSH Lead Service Provider Address:

C.6. Is the Onsite Service Provider different from the PSH Lead Service

Provider?C.6a. PSH Onsite Service Provider Name:

C.6b. PSH Onsite Service Provider Lead Contact:

C.6c. PSH Onsite Service Provider Address:

C.7. Property Management Agent Name:

C.8. Property Management Agent Lead Contact:

C.9. Property Management Agent Address:

C.10. Is there a Development Consultant?

C.10a. Development Consultant Name:

C.10b. Development Consultant Lead Contact:

C.10c. Development Consultant (if applicable) Address:

C.11. Please provide unit breakout of PSH units:

	Studio	1-bedroom	2-bedroom	3-bedroom	4+ bedrooms
Total	0	0	0	0	0

C.12. Describe the project population:

C.13. Describe how the project will include feedback and engagement from Persons with Lived Experience of Homelessness (PWLEH) throughout the development process:

C.14. Describe the onsite amenities available to PSH tenants at no cost:

C.15. State any other project information that may be helpful to share:

DEVELOPER PSH EXPERIENCE NARRATIVE

Provide a narrative that addresses the following:

C.16. An overview of the Developer's organization and experience developing housing for Permanent Supportive Housing:

C.17. Developer Project Staff – Provide a list of internal staff who will be directly involved in the project and their knowledge and understanding of PSH development and operation or how they will increase their knowledge.

Internal Staff Member	Organization	Knowledge/Operation
-----------------------	--------------	---------------------

C.18. Project Experience - Provide a list of the Developer's current PSH projects that are operational, the annual service budget and funding sources.

Existing PSH Projects	Organization	Service Funding Support
-----------------------	--------------	-------------------------

C.19. How will the developer coordinate with the service provider and property management partner during pre-development, construction to prepare for PSH tenant move-in? What role will the developer have during operations to ensure accountability of the property management and services team?

C.20. Address any awards for CoC, LIHTC, or City of Detroit HOME funding that were transferred, terminated, or returned within the last 5 years. Explain the rationale for these actions and if it was done in coordination with the CoC. This would include any community where the developer or development team operated PSH.

SUPPORTIVE SERVICE PROVIDER PSH EXPERIENCE NARRATIVE

If the Supportive Services Lead is different from the Onsite Service provider, be sure that responses include narrative from both agencies. Provide a narrative that addresses the following:

C.21. An overview of the provider’s experience providing Supportive Services to populations such as those who are actively using substances and/or engaging in other risky activities and have untreated/unmanaged mental health disorders.

C.22. Service Provider Lead Staff – provide a list of internal staff who will be working directly on this project during the pre-development and operations, include title and their role with this project.

Staff Member	Organization	Title	Role
--------------	--------------	-------	------

C.23. Provide a timeline and key steps to prepare for lease up and first six months of project being open. Be sure to include hiring and training of staff in your response:

C.24. How will the service provider uphold Housing First and Harm Reduction principles in service delivery?

PSH projects will be required to enter data into Homeless Management Information System (HMIS) in accordance with local HMIS data quality policies.

C.25. How will project partners ramp up to meet the HMIS requirement, including staff training for HMIS user licenses and cost associated with using the HMIS system?

C.26. Which partner will have staff that are HMIS licensed users and entering data?

C.27. Does the supportive services provider have experience entering data in HMIS?

C.28. Are there any awards for CoC, LIHTC, or City of Detroit HOME funding that were transferred, terminated, or

returned in the last 5 years. Explain the rationale for these actions and if it was done in coordination with the CoC. This would include any community where any of the service provision team member operate PSH.

PROPERTY MANAGEMENT PSH EXPERIENCE NARRATIVE

Provide a narrative that addresses the following:

C.29. An overview of Property Managers experience managing supportive housing projects that are taking referrals from the Coordinated Entry system and experience working with PSH tenants:

C.30. Property Manager Lead Staff – provide a list of internal staff who will be working directly on this project and their experience with managing PSH projects, specifically those that are solely taking referrals from coordinated entry:

Staff Member	PSH Project Experience	Accepts Referrals form Coordinated Entry
--------------	------------------------	--

C.31. Describe how property management works with the supportive service team to reduce evictions. Include steps taken to work with the resident prior to an eviction being issued:

C.32. How does property management uphold Housing First and Harm Reduction in their work?

C.33. What training is provided to onsite property management staff to understand PSH and the target population?

C.34. How many property management staff will be dedicated to this site? Will they have an office on site? If not, how will they work with tenants for lease-up and ongoing property maintenance concerns?

C.35. How will the developer, property management, and supportive service provider work together to ensure resident success?

CSH SUPPORTIVE HOUSING QUALITY CHECKLIST FOR PERMANENT SUPPORTIVE HOUSING

CSH, a national non-profit, works to promote the development of quality PSH throughout the country and works to advance affordable housing aligned with services an approach to help people thrive, by advocating for effective policies and funding, equitable investing in communities, and strengthening the PSH field. CSH developed Quality SH Standards to identify aspects of a high-quality PSH project.

PSH Project Teams (developer, service partner, property management) should complete the Checklist together and respond honestly. The Quality Checklist (instructions included at the end this application) was developed for PSH that are in the development phases to identify where its meeting quality and identify opportunities to improve.

Instructions for completing the checklist:

- List the team members that worked together to complete the checklist
- For each standard, select “yes”, “no”, or “partial”
- If yes is checked, under documentation add where commitment is outlined (i.e. memorandum of understanding, tenant selection plan, service plan, etc.).

Responding “partial” or “no” to items on the Checklist will NOT impact funding.

C.36. Please provide completed checklist:

☐ [CSH Supportive Housing Quality Checklist](#) *Required

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TENANT SELECTION PLAN

The Property’s Tenant Selection Plan (TSP) demonstrates an understanding of and commitment to Housing First and Harm Reduction principles. PSH project utilizing MSHDA HCV project-based vouchers cannot add any additional screening criteria beyond MSHDA’s. Partners should demonstrate a commitment to reducing barriers for PSH applicants.

C.37. Target population(s):

C.38. Describe application and screening processes including any criminal, eviction history, and credit screening processes and details of any appeal process. What are the reasons that an applicant would be denied housing? Include details of the appeal process:

C.39. How will the project partners work with HAND - the local HMIS lead, CAM – local Coordinated Entry system, and MSHDA Housing Agents (if applicable) to identify, screen, and lease-up SH tenants? How will decisions about applicants be made?

C.40. How does PSH project’s screening criteria align with MSHDA’s Housing Choice Voucher (HCV) minimum screening criteria and where is that reflected in your TSP?

C.41. Describe how the service provider and property manager will work together to prevent PSH tenants returning to homelessness, specifically PSH tenants who are noncompliant with their lease, who have behavioral concerns, and/or are unwilling to engage in services. How would Housing First principles impact how the property manager and support services response and what their specific roles and responsibilities will be.

C.42. What actions or circumstances would constitute an eviction, mutual rescission, or non-renewal of lease of PSH tenants?

PROJECT MEMORANDUM OF UNDERSTANDING (MOU)

The PSH development team must submit written agreement between the developer/ownership, management company, and service provider(s) that outlines:

- Description of each partner’s role during the development phase and during operations
- Responsibilities of each partner
- Frequency that MOU will be reviewed and revised
- Definitions of key shared terms
- List of principles and values that are guiding the PSH Project team
- List of project outcomes that will be tracked including PSH tenant and property goals
- Who is responsible for raising funds for the supportive services and any other costs that are included in the capital and operating budgets, such as PSH tenant furnishings, linens, etc
- Commitment to Housing First and Harm Reduction
- How partners make decisions and coordinate during the development and operations phases
- The accountability structure. How will the developer/owner hold property management and services accountable to their responsibilities?
- What happens if a partner leaves the project and how their role will be replaced

C.43. Please provide your MOU:



Memorandum Of Understanding (MOU) *Required

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PSH SUPPORTIVE SERVICE PLAN

Please respond to the following questions regarding the project’s Supportive Services Plan:

Note: Coordinated Entry System will enter into the MOU with partners, if the project receives a Letter of Support from the CoC

C.44. Describe the service needs of the project’s target population:

C.45. List the supportive services that will be available to tenants during the application and lease-up phase, move-in/first few weeks phase, and ongoing:

Phase	Services Offered
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C.46. In addition to the Lead Service Provider, please list any organizations that will be providing supportive services. Include if the services the organizations provide will be offered on site and how tenants will access the services:

C.47. What are the days/hours that staff will be available to provide services? How will you respond to emergencies during hours when staff aren’t on site?

C.48. What are the various ways that service staff will engage PSH tenants, understanding that services are voluntary?

C.49. How will tenant feedback be sought and utilized to improve service delivery?

C.50. What are the types of harm reduction services that will be made available to PSH tenants? Provide an example of what harm reduction looks like in action for property management and services staff that centers PSH tenants' safety and housing stability.

C.51. Staffing roles and how many staff will be in each role (i.e.: housing-based case management staff, supervisory staff, peer support specialist, administrative support, etc.). Include the PSH tenant to housing-based case manager ratio.

Staff Role	Organization	# of Staff	PSH tenant to Housing-Based Case Manager Ratio
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PSH SUPPORTIVE SERVICE BUDGET

Please attach a budget that includes the following items:

- Annual costs for a minimum of 15 years
- Services costs broken out by line item, including at minimum:
 - Staffing, including number of staff in each position and salary for each position
 - Start-up costs (technology, office furniture, training, etc.)
 - Office supplies
 - Utilities for supportive service office space (electrical, gas, internet, and phone)
 - Transportation (bus tickets, mileage, purchase of vehicle, vehicle maintenance)
 - HMIS licenses
 - Contractual costs (if services not provided by Lead Service Agency)
- PSH SUPPORTIVE SERVICE BUDGET ***Required**
***No files uploaded*

C.52. Sources for funding services. While all sources for funding services may not be secured at time of application, your PSH Supportive Service Plan must outline how you will fund services. Put expected funding sources (grants, Medicaid, CoC funding, fundraising, etc.) into budget.

Fund Service Source	Budget Amount
	\$0.00

C.53. If you currently have PSH units, how are services currently funded? While Medicaid is a helpful funding source, not all SH services are Medicaid billable and some SH tenants will not meet Medicaid requirements. With that said, describe your ability/plan to leverage Medicaid resources (i.e. bill directly, partner, etc.) to finance applicable services, including the amount of Medicaid funding you anticipate being able to leverage and how that amount was determined. What is your experience braiding Medicaid and non-Medicaid sources to pay for PSH service staffing?



CSH Supportive Housing Quality Planning Checklist



This checklist is based on CSH's Standards for Quality Supportive Housing and is intended to be completed by PSH projects in the pre-development or planning phase. The Standards are aspirational and SH projects completing the Checklist are encouraged to be self-reflective and honest while identifying areas of potential growth. To complete the Checklist:

- SH development team - the developer/owner, service provider, and property management - should complete the Checklist together and sign verifying that they actively participated and commitment to quality SH.
- For each Standard, check one of the following: Yes-we are doing this, No-we are not doing this, or Partial-we have started and/or are in discussion
- If yes, list where this is documented (i.e. project narrative, service plan, MOUs, community engagement plans, etc.). Projects do not have to submit documents.

For more information and/or questions, contact the CSH Michigan Team at MI@csh.org. The CSH MI staff can provide individualized Technical Assistance (TA) to SH Projects. Thanks to CSH's generous funders, TA is available at no cost to MI Projects.

Indicator	Commitment to Quality	Verifiable Quality Measures in Pre-Development and Program Planning
Tenant Centered		
Tenant-Driven Planning	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	During the project planning process, individuals representing the priority target population have been involved, either through at least one individual meeting with the supportive housing project team and/or at least one focus group with members of the targeted tenancy. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are multiple documented plans of how tenant feedback is, and will continue to be incorporated into the supportive housing project. Documentation:
Commitment to Supportive Housing Goals	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are written goals and/or targeted tenant outcomes for the supportive housing project. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The project will have a reliable method for collecting and reviewing data on the targeted tenant outcomes (such as housing retention, income, changes in health outcomes, employment, social connectedness). Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are written goals and/or targeted tenant outcomes that affirm the agency's commitment to anti-racism/anti-oppression and to effective implementation of equitable practices. Documentation:
Unit Design and Features	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Each unit will have its own private bathroom and kitchen. Kitchens will include basic cooking appliances such as refrigerator, stovetop, and microwave. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Units have adequate living space and appliances for essential daily activities, such as cooking, eating, sleeping, and any other activities related to their personal goals and hobbies. Documentation:

	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Based on the household composition of the planned priority population, there are a range of units available with enough bedrooms for the size of households. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are options for tenants to live on their own or with household members of their choice. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are plans to include common/shared indoor and outdoor spaces or access to spaces (on or off-site), such as community rooms, and gardens that can accommodate a variety of activities and gatherings. Documentation:
Tenant Education	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Property Management Plan will require the management company to provide residents an orientation introducing them to their apartment and neighborhood, and their rights and responsibilities as leaseholders as part of the move-in process. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Services Plan will include an adequate level of on-site tenancy supports (caseloads of 1:10-1:25) and opportunities for tenants to build their skills through on-site workshops/ or outside linkages. Documentation:
Tenant Feedback	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Property Management and/or Services Plan will indicate that a tenant satisfaction survey will be administered on an annual basis. There will be a written description of the system for reviewing survey results and responding to tenant feedback. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Property Management or Services Plan indicates that there will be a tenant council, focus group or another tenant-led group that meets regularly with the supportive housing project partners. There will be a written description of the system for reviewing and responding to tenant feedback. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Property Management or Services Plan indicates that feedback is reviewed using disaggregated data by race, ethnicity, gender identity and other key categories to support continuous quality improvement processes and develop clear action steps that include tenant feedback in the solution. Documentation:
Services Design	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The services plan demonstrates that participation in services is voluntary, meaning that tenants can choose whether to participate and select the services they prefer. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There is a plan to recruit and hire program staff includes strategies in help ensure staff reflect the demographics of the program's participant population and have the experience and expertise needed to provide quality services. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The services plan outlines how staff will explore participants' cultural views of wellness and support, if requested or welcomed by the tenant. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The services plan outlines how staff will support participants in accessing alternative treatments, (including those that address emotional, cultural and spiritual wellbeing), as desired by tenants. Documentation:

Indicator	Commitment to Quality	Verifiable Quality Measures in Pre-Development and Program Planning
Accessible		
Affordability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Tenants pay 30% or less of their income for housing costs. Documentation:
Location	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Tenants can easily access a wide array of amenities on their own (public transportation, grocery stores, community centers, health clinics, etc.) that reflect local community standards. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	In locations where this is not feasible, the project will have a plan to assist tenants in accessing needed resources. Documentation:
Physical Accessibility	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There will be a system in place to ensure that any needed accommodations are requested and completed prior to tenant move-in. Documentation:
Housing First	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Tenant Selection Plan and all written policy and procedures will state that the eligibility criteria for the supportive housing meet the minimum that the funder(s) or landlord requires (without additional criteria imposed). (I.e. The project minimizes barriers to entry to ensure that its targets tenants can quickly and easily access the supportive housing.) Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Tenant Selection Plan and all written policy and procedures will not require sobriety as an eligibility requirement to enter the supportive housing. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Tenant Selection Plan and all written policy and procedures will not require medication compliance as an eligibility requirement to enter the supportive housing. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Tenant Selection Plan and all written policy and procedures will not require participants to participate in services as an eligibility requirement to enter the supportive housing. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The Tenant Selection Plan and all written policy and procedures will not require a minimum income as an eligibility requirement to enter the supportive housing. Documentation:
Application Process	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are (existing, or plans for) outreach protocols and designated staff assigned to find households after receiving referrals. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The housing application and screening processes will be fully accessible to persons with disabilities. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Appropriate, reasonable accommodations and necessary supports will be provided, as needed, during the application and screening processes. Documentation:

	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The housing application will be separate from any service needs assessment and will not request detailed clinical information. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There will be a timely and clearly stated process for the approval or denial of housing applications and appeals. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There will be an established system for staff to communicate with tenants and referral sources during the application process and to track and retain documentation. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The supportive housing application and intake processes will ONLY include the minimum number of questions needed to determine tenant eligibility, such as those required by funders. Documentation:
Availability of Services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The services plan outlines responsibility of services staff to ensure that tenants are aware of available services, can modify their services at any time, and that service hours and locations are convenient (including outside of normal business hours and in crisis situations). Documentation:
Anti-Racism and Cultural Humility	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The application materials for tenants will be written in plain language. And staff will assist tenants in understanding the content of written materials, when necessary. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The intake/screening process will be delivered in a manner that is trauma-informed and culturally responsive to the needs of each individual tenant. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	All written materials will be available in multiple languages. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Multilingual staff and/or interpretation and translation services will be available to tenants, as needed. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Services staff will receive training on cultural competency in service delivery including how to take into account each tenant's age, race, gender identity, sexuality, culture, background and/or disability. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There will be educational activities in which anti-racism and anti-racism related issues (including anti-oppression, cultural humility, holistic theory and practice, etc.) are addressed and all staff is required to have adequate training on these topics. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There will be a formal mechanism for tenants and staff to file, track and respond to discrimination complaints. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The board and leadership of the supportive housing organization(s) is or will be diverse and representative of the tenant population and include individuals from historically underrepresented groups and at least one person with lived experience. Documentation:

Indicator	Commitment to Quality	Verifiable Quality Measures in Pre-Development and Program Planning
Coordinated		
Roles and Responsibilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are written descriptions of each supportive housing partner's role, including, at minimum, the project sponsor, housing and/or property manager and supportive services provider. These descriptions detail the responsibilities of each partner. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Written descriptions will be reviewed and revised annually by all partners. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Written agreements between partners will prioritize and center racial equity as a key component of property management and service delivery. Documentation:
Communication	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are forums for all partners to discuss the status of the project, their roles and the coordination of their efforts on a regular basis. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There are established procedures for communication between scheduled meetings. Documentation:
Coordinating Property/Housing Management & Supportive Services	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Both the service provider AND property management group (if project based) or housing management office (if scattered site) are committed to developing an eviction prevention plan and a rent repayment plan template. (This commitment can be included in MOUs outlining roles or demonstrated in meeting minutes) Documentation:
Connections with Mainstream and Community-Based Service Providers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Supportive Housing Service Plan and/or the MOU with the service provider includes serving as a coordinator with other mainstream service providers. (The primary service provider facilitates tenants' connections to resources and supportive services in the community, particularly behavioral healthcare, primary healthcare, substance use treatment and support, and employment.) Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Service provider will coordinate with community-based resources that are inclusive of and represent the diverse community and tenant population demographics and needs. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Service provider will develop and maintain profile of social and cultural resources for various ethno-racial groups in the service area (houses of worship, community-based organizations, etc.) Documentation:
Targeting Units	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The supportive housing partners prioritize persons who are experiencing complex needs or who are high utilizers of other systems (e.g. hospital, jail, shelter) for all or a portion of available units. Documentation:
Continuous Quality Improvement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The supportive housing partners involved in ongoing operations schedule regular times to communicate and engage in a continuous quality improvement process to ensure project goals are being met. Documentation:

	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>Leadership within the supportive housing organization(s) will regularly review data that is disaggregated by race, ethnicity, gender identity and other key categories, in order to monitor performance against goals, identify needed strategies for improvement and any disparities in access and/or outcomes, and develop clear action steps.</p> <p>Documentation:</p>
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>Tenants engaged in leadership opportunities are included in the quality improvement process, providing feedback and accountability in partnership with supportive housing leader organizations.</p> <p>Documentation:</p>

Indicator	Commitment to Quality	Verifiable Quality Measures in Pre-Development and Program Planning
Integrated		
Appearance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>The scale, appearance, design, maintenance and quality of the building(s) will be consistent with the neighborhood and reflect local community standards.</p> <p>Documentation:</p>
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>The project will meet or exceed HUD's Quality Standards and comply with local housing standards.</p> <p>Documentation:</p>
Community Dialogue	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>The supportive housing project partners have identified a lead partner who will be active in ongoing community dialogue and activities (including participating in community improvement activities, soliciting neighborhood input on design, development and operating plans, identifying neighborhood needs or preferences for the design, receiving and responding to community concerns, and providing regular updates on the development process).</p> <p>Documentation:</p>
Housing Unit Choice	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>Supportive housing partners have a clear understanding of and written description of <u>which partner</u> will work with tenants to:</p> <p>Develop an understanding of their needs and wants from a housing unit and Search for and select a housing unit that meets their needs, including any accessibility needs and reasonable accommodations requests.</p> <p>Documentation:</p>
Leases and Tenant Rights	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>All supportive housing tenants will be provided with leases or subleases identical to non-supportive housing tenants — without service participation requirements or limits on length of stay (as long as lease terms are met). Ideally, the initial term of a lease or sublease is at least one year.</p> <p>Documentation:</p>
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>The project has procedures in place to ensure that tenants are provided with a copy of their lease and have a clear understanding of their rights and responsibilities as tenants.</p> <p>Documentation:</p>
Community Connections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	<p>The primary service provider is committed to working with tenants to 1) identify community opportunities, resources and relationships to support community connection, and to 2) ensure that tenants have the support and access to resources needed to pursue these connections.</p> <p>Documentation:</p>
	<input type="checkbox"/> Yes	<p>The primary service provider is committed to coordinates with community-based</p>

	<input type="checkbox"/> No <input type="checkbox"/> Partial	resources that are inclusive of and represent the diverse community and tenant population demographics and needs. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The primary service provider will develop a profile of social and cultural resources for various ethno-racial groups in the service area is maintained and made available to program participants (houses of worship, community-based organizations, etc.) Documentation:

Indicator	Commitment to Quality	Verifiable Quality Measures in Pre-Development and Program Planning
Sustainable		
Service Funding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The funding source(s) is/are as flexible as possible (or coordinated) to allow for the specific services to change with tenant needs, both daily and throughout the life of the program. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The budgets identify any potential gaps in funding needed to fully implement the service plan and outlines potential sources to address those gaps. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Funding for the program is committed/contracted for a multi-year period or the service budget identifies a funding reserve or source sufficient to meet service costs for maintaining the family supportive housing service plan. Documentation:
Capital Funding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The project sponsor is committed to long-term affordability (i.e. tenants pay no more than 30% of their income toward housing costs) Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	There is a commitment, either through funding restriction or the presence of a mission-focused owner, to the property affordable for a significant period of time, typically at least 30 years. Documentation:
Operating Funding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The operating budget includes long-term operating subsidies or a rent reserve sufficient to meet operational costs for the supportive housing units while maintaining affordable tenant rents. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The operating budget will include a recurring contribution to a replacement reserve to repair/replace major systems that is consistent with state housing finance agency or other funder standards. Documentation:
Housing Maintenance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Property management staff has a comprehensive, written plan and schedule for inspections, pest control, routine maintenance and replacement activities designed to sustain the quality of the physical environment. Documentation:
Efficiency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The housing is designed with consideration of environmental factors (flood, hurricane, other natural disasters) and appropriate construction is planned to ensure the units are secure and sustainable in areas where unpredictable weather can present hazards. Documentation:
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The housing incorporates appropriate and feasible green design practices, such as the use of energy-efficient and water-conserving fixtures and products. Documentation:

	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	The housing utilizes durable materials chosen to reduce future maintenance costs. Documentation:
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We hereby certify that the information indicated above is true and accurate and understand that in affirming our Commitment to Quality Supportive Housing this project and its supporting documentation may be subject to review for verification of the commitment to quality standards.

Developer/Owner Signature:

Print Name:
 Title:
 Date:

Service Provider Signature:

Print Name:
 Title:
 Date:

Property Management Signature:

Print Name:
 Title:
 Date:

D. General Requirements

D. General Requirements

Please provide the following information. (Remember to hit “Save” at the bottom before leaving this page or exiting your browser to save your progress. As this is a long page to complete, we recommend periodically hitting “Save” to ensure you don’t accidentally leave without doing so.)

EXECUTIVE SUMMARY

D.1. Executive Summary - Provide a one-page executive summary stating the reasons for pursuing this NOFA and the reason the City should seriously consider this project/organization for funding. Include a development narrative and a concise summary of the acquisition, design and construction timeline including projected lease-up and/or sales dates.



Executive Summary *Required

***No files uploaded*

DEVELOPER EXPERIENCE NARRATIVE

D.2. Developer Experience Narrative - Please provide a developer experience narrative that includes the following:

Developer organizational overview – Provide an overview of the developer’s organization and if the organization has any presence within Detroit including the nature of any work in Detroit. (2 paragraph max.)

Developer project staff – Provide a brief list of internal staff who will be directly involved in the project with their title and role for the proposed project and their relevant experience, and capacity to take on such a role. (1 paragraph max per internal staff member)

Current scope of work – Provide a list of all of the Developer’s current development projects including each project’s name, location, number of units, projected completion dates, sources of financing and total development budgets. If the Developer is currently managing development projects, please describe how the Developer will manage the proposed project in addition to its current obligations (1 paragraph max.)

Project Experience – Provide a list of all of the comparable rental housing projects the Developer has completed in the last 5 years including the projects’ name, location, completion date, number of units, sources of financing, high-level timeliness, and total development budget. Please highlight any development projects that were financed by Neighborhood Stabilization Program 1 or 3, CDBG, or HOME funds.

If the Developer has not completed a rental housing development in the last 5 years, please describe the most relevant activities the organization has completed and how exactly these activities have prepared the Developer for the proposed project. (1 paragraph max.)

Developer Experience Narrative

☐ Developer Experience Narrative ***Required**

****No files uploaded**

DEVELOPMENT TEAM EXPERIENCE NARRATIVE

The Development Team includes but is not limited to the Co-Developer, General Contractor, Owner's Rep, Architect, Engineer(s), Development Consultant, Property Management Company, and Borrower's Attorney (if applicable).

D.3. **Development Team Experience Narrative** - For each entity secured, please provide the following:

Organizational Overview – Provide an overview of the organization and if the organization has any presence within Detroit including the nature of any work in Detroit. (2 paragraph max.) Provide contact information and a resume for the individuals of the organization that will be responsible for the work to be performed on the project.

Project Experience - Provide a list of all of the comparable rental housing projects the entity has completed in the last 3 years including the projects' name, location, completion date, and number of units. Please highlight any development projects that were financed by Neighborhood Stabilization Program 1 or 3, CDBG or HOME funds. Please indicate whether or not a management agent has been secured for the proposed project. If a management agent has been secured, please provide a brief description on the agent's experience in managing restricted units and maintaining ongoing compliance.

Development Team Experience Narrative

☐ Development Team Experience Narrative ***Required**

****No files uploaded**

D.4. **Development Team - Unique Entity Identifier (UEI)** ([Sam.gov](https://sam.gov))

PROGRAM SCOPE AND FEASIBILITY NARRATIVE

D.5. **Program Scope** – Provide an overall description of the project including the number of floors, common space, parking spaces, and/or commercial space; as well as the overall rental composition including the number of units, bedroom types, amenities, rents, and anticipated income restrictions. If this is a project that is part of a larger initiative (by building, block, or neighborhood), please describe the larger initiative in detail.

☐ Program Scope ***Required**

****No files uploaded**

D.6. **List of Funding Sources** – Provide a list of all other sources of financing. For each additional source of financing, please include funding amounts, key business terms, and conditions that must be satisfied before each funder is willing to close.

Fund Source	Fund Amount	Key Business Terms	Conditions
-------------	-------------	--------------------	------------

D.7. **Methods to Ensure Cost Effectiveness** – Provide a brief overview as to how the developer uses a creative approach to financing or cost containment to meet affordable housing needs. (1 paragraph max)

D.8. Explanation of Projected Rents – Provide a brief synopsis of the market study (if available) and how it relates to the projected rents within the proposal. If the market study has not been completed, describe how the proposed rents have been determined. (1 paragraph max)

BOARD OF DIRECTORS OR EXECUTIVE TEAM INFORMATION

D.9. Board of Directors or Executive Team Information - Provide brief bios, including current occupation, of the developer's Board of Directors or Executive Leadership including experience with Affordable Housing and/or Permanent Supportive Housing.

Name	Current Occupation	Brief Bio
------	--------------------	-----------

EXPLANATION OF FAILURE TO COMPLETE PREVIOUS DEVELOPMENT(S)

D.10. Explanation of Failure to Complete Previous Development(s) - Provide an explanation of any project(s) that the Developer received a Conditional Award for in a prior NOFA, and the Developer rescinded their request – canceling the Conditional Award.

EMERGING LIHTC DEVELOPER (ELD) DELIVERABLES

(Projects with Emerging Developers ONLY - Required)

D.11. ELD Summary - Provide a summary of the ELD's participation/role in the development process of the submitted project that details which portion of the project that they have and will be managing.

ELD Summary

☐ ELD Summary

***No files uploaded*

D.12. ELD 5-Year Plan - Provide a 5-year business plan detailing the ELD's future plans for developing affordable housing in the City of Detroit. This should be inclusive of past, current, and future developments; and reasonably obtainable goals that will allow enough experience to become an independent LIHTC developer.

ELD 5-Year Plan:

☐ ELD 5-Year Business Plan

***No files uploaded*

D.13. Development Team Organization Overview and Chart - An overview and chart detailing the Development Team's organization structure identifying the ELD with no less than 25% interest in the General Partnership or as a Managing Member of the partnership (earning a percentage of the paid and deferred developer fee at least equal to their percentage of the ownership).

Development Team Organizational Overview and Chart

☐ Development Team Organizational Overview and Chart

***No files uploaded*

D.14. ELD and Experienced Developer Confirmation - Letters from both the ELD and/or the Experienced Developer on their letterhead acknowledging the following:

- Both organizations will be Guarantors should the project receive a City of Detroit Conditional Award through this NOFA.
- Representatives from both organizations will attend all City of Detroit project meetings, trainings, etc. as required. Additionally, the ELD will attend any additional events as suggested by the Experienced Developer.
- The Experienced Developer commits to working alongside the ELD to increase their LIHTC experience via training, resources, and support in identifying future LIHTC projects.
- The ELD is an unrelated party to the Experienced Developer.

ELD and Experienced Developer Confirmation



ELD and Experienced Developer Confirmation

***No files uploaded*

D.15. ELD Participation in Development Programs - Certificate or other documentation demonstrating completion of the Capital Impact Partners EDI program and/or similar program(s).

ELD Participation in Development Programs



ELD Participation in Development Programs

***No files uploaded*

E. Developer Finance

E. Developer Finances

Please provide the following information. (Remember to hit "Save" at the bottom before leaving this page or exiting your browser to save your progress.)

E.1. Financial Statements of Sponsor/Guarantor - For Profit - Provide audited, unconsolidated financial statements that present the "parent-only" (i.e., borrower) financial position for the past 3 years; Include consolidating schedule. Financials that are at least 90 days within application date including statement of financial position; statement of activities; statement of cash flows. Board approved budget for current fiscal year. Cash flow projections for 2 years.

☐ Financial Statements of Sponsor/Guarantor - For Profit

***No files uploaded*

E.2. Financial Statements of Sponsor/Guarantor – Nonprofit - Provide tax returns for the last 3 years (990s or personal tax returns for each party with 20% or greater ownership). Signed, current personal financial statement for each party with 20% or greater ownership. Required for personal guarantees and allows pulling of credit report.

☐ Financial Statements of Sponsor/Guarantor – Nonprofit

***No files uploaded*

E.3. Real Estate Owned (REO) Schedule - Provide schedule of real estate owned by the developer including value (and how it is determined), real estate debt, borrower's share of equity, NOI, debt service, cash flow, borrower's share of cash flow and current occupancy levels. NOTE: Email HRDNOFA@detroitmi.gov if you would like a template to use.

☐ Real Estate Owned (REO) Schedule ***Required**

***No files uploaded*

E.4. Development Financial Statements - (Currently Occupied and Operating Projects ONLY – Required)

☐ Development Financial Statements

***No files uploaded*

F. Readiness To Proceed

F. Readiness To Proceed

Please provide the following information. (Remember to hit "Save" at the bottom before leaving this page or exiting your browser to save your progress.)

F.1. Project Timeline - Provide project timeline. Project timeline must include projected dates for:

- Acquisition
- Construction Start
- Construction End
- 100% Occupancy of City Assisted Units
- Stabilized Occupancy

Project Timeline ***Required**

***No files uploaded*

2. Evidence of Site Control - Provide evidence of site control. Site control must be demonstrated for every parcel of land proposed within the project definition. Any purchase/option agreements must include the required HUD Rewind Language.

☐

Evidence of Site Control ***Required**

***No files uploaded*

F.3. Preliminary Plan Review (PPR) Summary provided by the Buildings, Safety Engineering, and Environmental (BSEED) Department OR written authorization from HRD to allow the application to proceed as required.

☐

Preliminary Plan Review (PPR) Summary or written authorization from HRD ***Required**

***No files uploaded*

F.4. Site Plan Approval - If the project has obtained Site Plan Approval, provide the Site Plan Approval Letter from the Buildings, Safety Engineering, and Environmental Department (BSEED). Note that the project will still be subject to the Design Review Process with the Planning and Development Department (PDD).

☐

Site Plan Approval

***No files uploaded*

F.5. Evidence of Historic Designation - Provide evidence of the historic designation of the property.

☐ Evidence of Historic designation

***No files uploaded*

F.6. Letter of Support from Veterans Administration *(Projects with Veterans Preference ONLY – Required)*

-Provide a letter of support from the Veterans Administration indicating their support for the project.

☐ Letter of Support from Veterans Administration

***No files uploaded*

G. Goals & Requirements

G. Goals & Requirements

Please provide the following information. (Remember to hit "Save" at the bottom before leaving this page or exiting your browser to save your progress. As this is a long page to complete, we recommend periodically hitting "Save" to ensure you don't accidentally leave without doing so.)

SECTION 3 INFORMATION

Please ensure your Section 3 information is up to date. Do not submit old information and documents prior to 2020.

G.1. Section 3 Experience - Has the developer had Section 3 experience in the last 5 years?

Section 3 Experience - If the developer has had Section 3 experience within the past 5 years, please complete the table below.

Project	Address	Project Completion Date	Total Labor Hours	Total Sec. 3 Worker Labor Hours	Total Targeted Sec. 3 Worker Labor Hours	How did the project meet Section 3 compliance?

Please attach a statement indicating the developer has not had Section 3 experience in the last 5 years and include if other members of the development team have experience complying with Section 3 requirements, especially experience under the new Section 3 regulation, 24 CFR Part 75.

Section 3 Experience Explanation

☐

Section 3 Experience Explanation

***No files uploaded*

G.2. Section 3 Plan – Developer and General Contractor Document - Provide the Section 3 Plan – Developer and General Contractor document.

☐

[Section 3 Plan – Developer and General Contractor Document](#) *Required

***No files uploaded*

G.3. Section 3 Intent to Comply Document - Provide the Section 3 Intent to Comply document.

☐

[Section 3 Intent to Comply Document](#) *Required

***No files uploaded*

CERTIFICATIONS

G.4. Proof of Certificate as a Minority/Women Owned Business Enterprise - Is the Developer and/or Co-Developer(s) certified as a Minority/Women Owned Business Enterprise? (To start the Minority/Women Owned Business Enterprise certification process, click [here](#).)

G.4a. Provide documentation showing the developer is certified as a Minority/Woman Owned Business



Proof of Certificate as a Minority/Women Owned Business Enterprise *Required

***No files uploaded*

G.5. City of Detroit Approval as a Community Housing Development Organization (CHDO) - Is the Developer and/or Co-Developer(s) certified as a Community Housing Development Organization (CHDO)? (To start the CHDO certification process, click [here](#).)

G.5a. Provide documentation showing the developer has received City of Detroit approval as a Community Housing Development Organization (CHDO).



CHDO Certification *Required

***No files uploaded*

G.6. Community-Based Development Organization (CBDO) Certification - Is the Developer and/or Co-Developer(s) certified as a Community-Based Development Organization (CBDO)? (To start the CBDO Certification process, click [here](#).)

G.6a. Provide documentation showing the developer has received City of Detroit approval as a Community-Based Development Organization (CBDO).



Community-Based Development Organization (CBDO) Certification *Required

***No files uploaded*

G.7. Targeted Multifamily Housing Area (TMFHA) - If this is a new construction and/or a rehab project, provide a detailed map demonstrating that the project is located in Targeted Multifamily Housing Area. ([See 2024 TMFHA Map](#))



Targeted Multifamily Housing Area (TMFHA) Map

***No files uploaded*

ALIGNMENT WITH CITY GOALS: PRIORITY PROJECTS

G.8. Is this project considered an initiative tied to a City Planning Study?

G.8a. Please provide a brief summary of the City Planning Study and how the project is formally considered an initiative of said study. Please provide any relevant and available hyperlinks to further outline these details. (1 paragraph max)

G.9. Is this project considered an initiative tied to a Strategic Neighborhood Fund (SNF) Area?

G.9a. Please provide a brief summary of how this project is tied to a Strategic Neighborhood Fund (SNF) Area. Please provide any relevant and available hyperlinks to further outline these details. (1 paragraph max)

G.10. Has this project received an award through a City of Detroit RFP?

G.10a. Please provide a brief summary of the award. Please provide any relevant and available hyperlinks to further outline these details. (1 paragraph max)

G.11. Green Building Initiatives - For projects that meet either of the below green standards, describe the project's adherence to the chosen standard and the related potential long term cost savings.

- Enterprise Green Communities: New Construction Mandatory +35 Optional; Moderate Rehabilitation Mandatory +30 Optional; Substantial Rehabilitation Mandatory +30 Optional

U.S. Green Building Council LEED: Certified, Silver, Gold, or Platinum.

G.12. Internet Access - If providing internet access in common areas, please provide a written agreement to commit to providing such in adherence to the most recent MSHDA Utilities standard for high speed internet as detailed in the MSHDA Qualified Allocation Plan (QAP). To ensure compliance, commitments will become a loan covenant.

☐ Internet Access Agreement

***No files uploaded*

G.13. General Information Notice (GIN) (*Projects with Existing Residents ONLY – Required*) - Provide a copy of the General Information Notice (GIN) to be distributed to residents at time of application. For more information, see Uniform Relocation Act (URA) resource [here](#).

☐ General Information Notice (GIN)

***No files uploaded*

H. Project Financing

H. Project Financing

Please provide the following information. (Remember to hit "Save" at the bottom before leaving this page or exiting your browser to save your progress.)

H.1. Development Proforma - For projects that intend to use LIHTC, the [MSHDA Proforma Excel Template](#) MUST be used and submitted. Do not submit the MSHDA Application in lieu of the Excel template. For all other projects, Developers must use either the HRD Rental Development Proforma or the MSHDA Proforma Excel Template. (Links to both of these templates are provided in the NOFA document linked on the Program Overview page.) Otherwise, the Developer must include all of the following elements in excel format:

- Sources and Uses
- Schedule of Rents by Unit Type (including utility allowances)
- Stabilized Operating Income & Expenses
- Rent Roll (if applicable)
- 20-year Operating Projection
- Construction and Lease-Up Period Cash Flow

The proforma will only be accepted in Excel format with formulas. For projects that include both 4% and 9% LIHTC components, a proforma for each of the components must be submitted even if the City request is only in one of the components. For additional guidance on how to prepare a proforma for the development, read and initial the Development Proforma Instructions below.

☐ [Initialed Development Proforma Instructions](#) ***Required**

****No files uploaded**

☐ Development Proforma(s) if project does not require Davis Bacon Wages (DBW)

****No files uploaded**

☐ Development Proforma(s) with Davis Bacon Wages (DBW)

****No files uploaded**

H.2. Letters of Intent - Provide signed Letters of Intent from all equity funding sources and grant award notifications for grant funding included in the proforma. For projects that include both 4% and 9% LIHTC components, letters of intent for each of the components must be submitted even if the City request is only in one of the components.

All Letters of Intent must be dated withing six (6) months of the funding round deadline.

☐ Letters of Intent from All Equity Funding Sources & Grant Award Notifications ***Required**

****No files uploaded**

H.3. Evidence of Application for All Sources of Financing - Lender Letters of Intent (LOI) and/or term sheets are preferred for all sources of financing included in the proforma. For any sources that an LOI or term sheet has not been obtained, provide evidence that an application has been submitted and provide a detailed explanation of the status of the application and when an LOI or term sheet will be provided. An LOI or term sheet must be provided with the commitment level documents for all sources other than MSHDA funds that are contingent upon an award of LIHTCs for the source to be considered secured for scoring purposes. For projects that include both 4% and 9% LIHTC components, evidence of application for all sources of financing for each of the components must be submitted even if the City request is only in one of the components.

☐ **Evidence of Application for all Sources of Financing *Required**

****No files uploaded**

H.4. Project Based Vouchers (PBV) Award Letter or Evidence of Application - Provide award letters or evidence of application for any project based rental assistance vouchers included in the proforma. For projects that include both 4% and 9% LIHTC components, award letters or evidence of application for project based vouchers (PBVs) for each of the components must be submitted even if the City request is only in one of the components.

☐ **Project Based Vouchers (PBV) Award Letter**

****No files uploaded**

H.5. Rent Roll (*Currently Occupied and Operating Projects ONLY - Required*) - Please provide rent roll. The rent roll must include affordability restriction, lease terms and tenant annual income by unit. Please remove any sensitive information such as tenants' social security numbers, etc. For projects that include both 4% and 9% LIHTC components, a rent roll for each of the components must be submitted even if the City request is only in one of the components.

☐ **Rent Roll**

****No files uploaded**

H.6. Utility Allowance Calculation - Provide schedules showing how the utility allowance for each unit type was calculated. Indicate which utility table was used, which utilities the tenant is responsible for paying, and each applicable utility item (reference Appendix B starting on page 27 of the [NOFA](#) for Utility Schedules). For projects that include both 4% and 9% LIHTC components, the utility allowance calculation for each of the components must be submitted even if the City request is only in one of the components.

☐ **Utility Allowance Calculation *Required**

****No files uploaded**

H.7. LIHTC Scoring Criteria (MSHDA Self Score) (*LIHTC Projects ONLY - Required*) - Please provide the MSHDA 9% LIHTC Scoring Criteria (the excel file only). This is required for both 4% and 9% LIHTC projects.

☐ **MSHDA 9% LIHTC Scoring Criteria (excel file only)**

****No files uploaded**

DEVELOPMENT PROFORMA INSTRUCTIONS

As mentioned in the NOFA, if intend to use LIHTC, the MSHDA Proforma Excel Template MUST be used and submitted. Do not submit the MSHDA Application in lieu of the Excel template. For all other projects, Developers must use either the HRD Rental Development Proforma or the MSHDA Proforma Excel Template. Links to both of these templates are provided in the NOFA and on the HRD website. Otherwise, the Developer must include all of the following elements in excel format:

- Sources and Uses
- Schedule of Rents by Unit Type (including utility allowances)
- Stabilized Operating Income & Expenses
- Rent Roll (if applicable)
- 20-year Operating Projection
- Construction and Lease-Up Period Cash Flow

Proforma Submission Requirements

Davis Bacon Wages

For projects that do not require Davis Bacon Wages (DBW), a proforma without Davis Bacon Wages (DBW) must be submitted for review. All 4% and 9% LIHTC transactions must also submit a proforma assuming Davis Bacon Wages (DBW).

Initial: _____

Projects that Include Both 4% and 9% LIHTC

For projects that include both 4% and 9% LIHTC components, a proforma and supporting documentation for each of the components must be submitted even if the City request is only in one of the components.

Initial: _____

Compliance with City Funding Limits

A proforma that demonstrates project viability per City Funding Limits and Restrictions must be submitted. Projects seeking funding amounts that exceed the City Funding Limits and Restrictions that can demonstrate an increase in Scoring through MSHDA's QAP as a direct result may submit additional proformas for consideration.

Initial: _____

Sources and Uses

The Developer is responsible to ensure that all project development costs are accounted for in the submitted development budget, and that proposed sources of funding are adequate. Failure to provide adequate development costs and sources may result in the proposed project not receiving funding upon review. The project costs must comply with the following:

Construction Costs

At the time of application, the Developer must submit itemized cost estimates from the project architect or other qualified cost estimator to substantiate the construction costs in the development budget and indicate if it is expected that Davis Bacon requirements will apply to the project. The application must also state whether the Developer has solicited or received any proposals (bids) from general contractors.

Initial: _____

Builder Overhead and Profit and General Requirements

The contractor will be governed by the following maximum ratios: Contractor Fee/ Profit-6%, Overhead -2%, and General Conditions -6%. The City of Detroit may consider higher percentages for these fees if MSHDA or other funder approves higher percentages. The application narrative must state how the estimated amounts for builder fee / profit, general requirements, and general overhead in the construction budget were determined. The City of Detroit may also consider an exception to these percentage amounts for developments with a small number of units.

Initial: _____

Owner's Hard Cost Construction Contingency Requirements

The Developer must use the following contingency standards in preparing the development budget:

- Use a five percent (5%) contingency for new construction projects
- Use a twelve and a half percent (12.5%) contingency for rehabilitation projects
- Use a fifteen percent (15%) contingency for historic rehabilitation projects Initial: _____

City Legal Fees

The City requires Developers of HOME assisted projects to pay the City's legal fees, which are currently estimated at \$40,000 per entity receiving City funds as part of the project. Fees may be higher for projects with additional complexity. The legal fees are an eligible HOME cost that can be paid out of the HOME award.

Initial: _____

Lease-up Costs

The development budget must include lease-up costs and adequate reserves. Initial: ____

Operating Cash Flow

The Developer must demonstrate through an operating cash flow projection that the project remains solvent over a 20-year period. The developer must provide support to the project over time, including adequate operating and replacement reserves. Other items to consider in completing the operating projections include:

The proforma must be based on sound, appropriate information, convincing data, and realistic inflators as well as operating cash flows that are realistic and adequate.

Initial: _____

Leveraging of private or HOME funded long term debt as a source of funds will be subject to the project's ability to support such financing as demonstrated by the project's operating proforma. Using standard underwriting criteria and cost reasonableness, the Developer must clearly demonstrate through the project's operating proforma that the repayment of this debt will not be a burden on the long-term viability and affordability of the project. The combined debt service coverage ratio taking into account all must-pay debt on viable projects should target a minimum of 1.10 and a maximum of 1.25.

Initial: _____

Affordable Rent Restrictions – Developers must propose rents for the HOME assisted units that do not exceed the lesser of comparable market rents or the HOME rent limits minus utility allowances. Please see the maximum rent standards for the City of Detroit provided in **Appendix B** of the NOFA. Although a project's rents may be lower than the rents listed, they cannot be more than the amounts listed. All rents listed must be adjusted for any utilities paid by the tenant using the appropriate amounts from the utility allowance charts included in **Appendix B** of the NOFA or the utility allowance amounts applicable to any project-based vouchers included in the proforma.

Initial: _____

If a project receives Federal or State project-based subsidies and the household pays no more than 30% of the household income, the maximum rent may be the rent allowable under the project-based subsidy program. Initial:

Rents must be supported by the submitted market study. The rent must be reduced if the tenant pays for utilities because the calculation of these rent standards includes all utilities excluding telephone. Utility allowances provide a mechanism for adjusting the maximum allowable HOME rents when the tenant pays some or all utilities. Please see the utility allowance charts by housing type included in **Appendix B** the NOFA.

Initial: _____

The proforma must include the required payment amount for the City of Detroit loan based on the following standard loan terms:

1. **Term:** 480 months commencing from the date of construction completion.
2. **Interest Rate:** Fixed 1% simple interest.
3. **Repayment:** The repayment will be the greater of (a) \$2,500; or (b) the lesser of 1% interest only or 50% of net cash flow after operating expenses, required deposits to reserves, deferred developer fee and required senior debt service payments. The cash-flow contingent repayment will be deferred while cash-flow contingent payments are due to a senior lender. The \$2,500 minimum annual repayment will not be deferred.
4. **Optional Prepayment:** No penalty for prepayment; Borrower must provide Lender ten (10) business days' notice prior to prepayment.
5. **Reserves:** Annual Replacement Reserve deposit equal to \$300 per unit. Initial: _____

Replacement Reserves

Developers will be expected to execute a Replacement Reserve Agreement, and to establish and maintain a Replacement Reserve Fund. The Developer will be responsible for depositing a per unit amount per annum (PUPA) into the fund for capital improvements to the property, as outlined in the Replacement Reserve Agreement. In the event that there is a conflict between this provision and the requirements of other funders, the need for reserves will be analyzed and negotiated between the various parties. The City may waive this requirement at its discretion. The amount of the Replacement Reserve shall be determined as follows:

For acquisition-rehabilitation projects, the Developer must conduct a capital needs assessment (CNA) for all rehabilitation projects, and set the annual reserve, at a minimum, at the level needed to cover 100% of capital needs identified in the CNA over the HOME affordability period.

Initial: _____

For new construction projects, the Developer must deposit at least \$300 per unit annually into a Replacement Reserve. The City may consider a lower amount only if the Developer submits evidence acceptable to the City establishing that a lower deposit amount will cover 100% of likely long term capital needs over the HOME affordability period.

Initial: _____

I. Construction & Environmental

I. Construction & Environmental

Please provide the following information. (Remember to hit "Save" at the bottom before leaving this page or exiting your browser to save your progress. As this is a long page to complete, we recommend periodically hitting "Save" to ensure you don't accidentally leave without doing so.)

I.1. AIA Document A305-1986 Contractor's Qualification Statement - Provide AIA Document A305-1986 Contractor's Qualification Statement

☐ AIA Document A305-1986 Contractor's Qualification Statement ***Required**

****No files uploaded**

I.2. Detailed Scope of Work or Plans & Specs - Provide detailed scope of work or plan and specs.

☐ Detailed Scope of Work or Plans & Specs ***Required**

****No files uploaded**

I.3. Zoning Documents - Provide evidence of proper zoning or application for rezoning to confirm that variances will not be required.

☐ Evidence of proper zoning or application for rezoning ***Required**

****No files uploaded**

I.4. Letter of Confirmation of City Approvals and Permits - Provide letter of confirmation of City approvals and permits.

☐ Letter of Confirmation of City Approvals and Permits

****No files uploaded**

I.5. Site Survey - Provide the site survey for the development.

☐ Site Survey ***Required**

****No files uploaded**

I.6. Site Utility Plan - Provide the site utility plan for the development.

☐ Site Utility Plan ***Required**

****No files uploaded**

I.7. Building/Site Images - Provide high-quality photos of building/site's exterior and interior (Rehab or Preservation) and/or high-quality renderings (New Construction)

☐ Building/Site Images ***Required**

***No files uploaded*

I.8. Trade Payment Breakdown (TPB) - Provide a draft Trade Payment Breakdown (TPB) that has been completed by the general contractor

☐ **Trade Payment Breakdown (TPB) *Required**

***No files uploaded*

I.9. Tentative Construction Schedule - Provide a draft tentative construction schedule that has been completed by the general contractor

☐ **Tentative Construction Schedule *Required**

***No files uploaded*

I.10. Accessible Unit Schedule - Provide a narrative with attached schedule identifying the number of units that will be Type A units, Type B units, and Hearing/Visual units (your schedule should represent these three categories of units):

☐ **Accessible Unit Schedule *Required**

***No files uploaded*

I.11. Buy America, Build America (BABA) Act Letter - Provide a certified letter from the General Contractor confirming that pricing as submitted to this NOFA complies with the Buy America, Build America (BABA) Act.

☐ **Buy America, Build America (BABA) Act Letter *Required**

***No files uploaded*

Submit

Submit

PLEASE NOTE: Once an application is submitted, it can only be "Re-opened" by an Administrator.

The undersigned acknowledges, understands, and agrees to the following:

☐ To the best of my (our) knowledge and belief, all information in this Application is true and correct. The governing body of the Applicant has duly authorized this document and the Applicant will comply with all applicable HOME, and/or CDBG Program requirements, if funding is awarded according to funding source. Applicant agrees to adhere to all contracting and hiring requirements of the Federal, State, and City government. Applicant understands and agrees that all units redeveloped with funding under this program must be sold or rented to income eligible households.

☐ The undersigned authorizes Housing and Revitalization Department's staff to conduct investigations necessary to establish project feasibility including but not limited to such verifications as employment, credit, construction experience, property ownership and financial condition. It is further authorized that the Department may send requests to receive such information from a lender or lenders so designated by the Developer Applicant for the purpose of securing financial information.

☐ Any person, who knowingly makes a false statement or misrepresentation in this Application or causes such a false statement or misrepresentation to be made, shall be subject to a fine of not more than \$5,000 and/or imprisonment for not more than two years, under provisions of the United States Criminal Code.

☐ All application documents must be submitted through the Neighborly portal by the Developer or their Representative(s) on or before all HRD established deadlines. HRD will not consider documents submitted via email during the NOFA application review and scoring processes.

HUD ENTITLEMENT PROGRAMS MANDATORY ACKNOWLEDGEMENT - LOBBYING CERTIFICATION - Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies that to the best of his or her knowledge and belief.

☐ No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an office or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

☐ If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

☐ The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Division 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$1,000,000 for each such failure.

HOME PROGRAM MANDATORY ACKNOWLEDGEMENT - CONFLICT OF INTEREST

The City of Detroit, Housing & Revitalization Department is now required by HUD to include a new Conflict of Interest clause to all contracts. Please be aware that these requirements will apply if you are awarded a contract with the City of Detroit.

The Contractor warrants that its participation in this contract will conform to the requirements of all applicable HOME regulations including Sections 84.42, 85.36 and 570.611 of Title 24 of the Code of Federal Regulations, and further warrants that such participation will not result in any organizational conflict of interest. Organizational Conflict of Interest is defined as a situation in which the nature of work under this contract and the Contractor's organizational, financial, contractual or other interests are such that:

☐ Award of the contract may result in an unfair competitive advantage; or The Contractor's objectivity in performing the contract work may be impaired.

☐ In the event the Contractor has an organizational conflict of interest as defined herein, the Contractor shall disclose such conflict of interest fully in the submission of the proposal and/or during the life of the contract.

☐ The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Director and Executive Manager, which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The Housing & Revitalization Department may, however, terminate the contract if it is in best interest of the City.

☐ In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Housing & Revitalization Department, the Department may terminate the contract for default.

☐ The provisions of this clause shall be included in all subcontracts and consulting agreements.

☐ No Federal, state or local elected official, nor any member of the City of Detroit Planning Commission or employee of the Housing & Revitalization Department, nor any corporation owned or controlled by such person, shall be allowed to participate in any share or part of this contract or to realize any benefit from it. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.

☐ No member, officer, or employee of the City of Detroit Housing & Revitalization Department, no member of the governing body of the City of Detroit or any other local government and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

☐ The Housing & Revitalization Department reserves discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

NO CHOICE-LIMITING ACTION AND REQUIRED NEPA REWIND LANGUAGE ACKNOWLEDGEMENT

The undersigned acknowledges, understands, and agrees to the following:

☐ A "choice limiting action" shall include any of the following: (1) acquisition of any real property associated with the project, (2) entering into a binding purchase agreement for any real property associated with the project, (3) any improvements to the property or properties associated with a project, (4) any rehabilitation of an existing structure located on property associated with the project, (5) any construction of a new structure located on property associated with the project, or (6) demolition of any existing structure located on property associated with the project.

☐ Upon application for assistance through this NOFA, the Developer and all project participants (i.e. public or private non-profit or for-profit entities, or any of their contractors) agree that neither the Developer nor any project participant shall undertake any "choice limiting action" until the environmental review process is complete, all parties have executed the development and loan agreements for the project, and the City has issued a notice to proceed.

☐ Neither the Developer nor any project participant may undertake any "choice limiting action" between the date of issuance of this NOFA and the date of the notice to proceed from the City. If the City discovers that the Developer or any project participant committed a "choice limiting action" during this time period, then the City may deny funding to an entire project or may disqualify for reimbursement any cost associated with the particular "choice limiting action" and the project may not qualify to apply to any future NOFA or receive support from the City from a federal funding source.

☐ A "choice limiting action" shall NOT include either of the following: (1) an option agreement for the acquisition of real property, or (2) a non-binding purchase agreement. An option agreement is an exclusive right to purchase a property at a specific price within a specified time period without an obligation to purchase. A non-

binding agreement establishes that there is no legal obligation on the part of the buyer to purchase the property; that acquisition will proceed only if there is compliance with the HUD environmental requirements.

☐ The following HUD NEPA Rewind Language must be included in purchase/option agreements that are submitted to demonstrate site control:

Notwithstanding any other provision of this Contract, Purchaser shall have no obligation to purchase the Property, and no transfer of title to the Purchase may occur, unless and until the City of Detroit has provided Purchaser and/or Seller with a written notification that: (1) it has completed a federally required environmental review and its request for release of federal funds has been approved and, subject to any other Contingencies in this Contract, (a) the purchase may proceed, or (b) the purchase may proceed only if certain conditions to address issues in the environmental review shall be satisfied before or after the purchase of the property; or (2) it has determined that the purchase is exempt from federal environmental review and a request for release of funds is not required. The City of Detroit shall use its best efforts to conclude the environmental review of the property expeditiously.

☐ The Developer acknowledges that if a Conditional Award is made to the project, the following will be applicable:

Notwithstanding any provision of this Agreement, the parties hereto agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of the environmental review and receipt by the City of Detroit of an Authority to Use Grant Funds from the U. S. Department of Housing and Urban Development under 24 CFR Part §58. The parties further agree that the 67 provision of any funds to the project is conditioned on the City of Detroit's determination to proceed with, modify, or cancel the project based on the results of a subsequent environmental review.

ACKNOWLEDGEMENT OF OTHER CITY OF DETROIT NOFA REQUIREMENTS



Marketing: Detroit Home Connect is a web-based tool that tracks and promotes available affordable housing units in Detroit. Developers benefit from this tool by gaining free marketing of their properties and any available affordable units, and prospective tenants benefit by having one source to search and review information on affordable places to live. As a condition to receiving funds from the City of Detroit, applicant hereby agrees to provide City staff with current property listing information to include Detroit Home Connect ("Property Listing"), including property amenities, rent, and income eligibility information, property contact information, application information, and available affordable units. Further, applicant agrees to keep their Property Listing current by updating any changes in contact information and affordable units available for lease. As Applicants have immediate vacancies and/or have exhausted their tenant waitlists, Applicant agrees to periodically update their Property listing to market such vacancies. To use Detroit Home Connect, City staff will provide developer and their property managers credentialed logins to post their property listings.

The Developer hereby certifies they have included information on how they will distribute leasing information for their accessible units in their marketing plan, as well as how they will maintain records of marketing/outreach attempts.



50% Construction Completion Meeting: As a condition to receiving funds from the City of Detroit, the Developer hereby agrees to participate in a meeting to begin coordination of the project to Asset Management and provide City staff with current property listing information to include on Detroit Home Connect, including property

amenities, rent, and income eligibility information, property contact information, application information, and available affordable units at the time that the project reaches 50% construction completion.

☐ **Housing Choice Vouchers:** As a condition to receiving funds from the City of Detroit, the Developer hereby agrees to accept prospective residents with Housing Choice Vouchers who would otherwise qualify for the Development and will allow prospective residents to use a Housing Choice Voucher unless Project Based Rental Assistance is in place for the unit. The Developer understands a higher rent cannot be charged for units with Housing Choice Vouchers. Restricted AMI rents will apply to all affordable units.

☐ **Preliminary Plan Review (PPR):** As a condition to receiving funds from the City of Detroit, the Developer hereby agrees to have a Preliminary Plan Review (PPR) meeting with the City of Detroit Buildings, Safety Engineering, and Environmental Department (BSEED) and have received a PPR Summary or HRD waiver prior to submitting an application to the NOFA.

☐ **Ongoing Compliance:** As a condition to receiving funds from the City of Detroit, the Development Team (Developer, Co- Developer, and Consultant) do hereby certify that no members of the Development Team have outstanding non- compliance findings for any of their active City of Detroit funded projects regarding Section 3, Davis-Bacon prevailing wages, ongoing Environment Compliance, or Asset Management Reviews; including but not limited to ensuring that all CHDO certifications are current.

☐ **Existing Loan Status:** As a condition to receiving funds from the City of Detroit, the Development Team hereby certifies that to the best of their knowledge they are current on all payment requirements for all other City of Detroit funded projects in their portfolio. In the event it is determined there are outstanding amounts due, the processing of the application to this NOFA may be suspended or terminated until the outstanding amounts are paid at the sole discretion of HRD.

☐ **Build America, Buy America (BABA) Act:** As a condition to receiving funds from the City of Detroit, the Development Team – a “Non-Federal Entity” - hereby certifies that they will comply with the following BABA and the Buy American Preference (BAP) requirements unless they have obtained a waiver:

- The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates are subject to BABA requirements, unless excepted by a waiver.

When applicable, the BAP requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects be produced in the United States. Developers subject to the BAP must document compliance or the specifically applicable waiver of the BAP with:

- A copy of the applicable waiver(s),
- Certification(s) from the producer/manufacturer of Covered Materials,
- Certification(s) from the Contractor or entity performing the Covered Activities,
- Self-Certification(s) as to compliance, or
- A combination of one (1) or more of the aforementioned.

☐ **Development Proforma Instructions:** As a condition to receiving funds from the City of Detroit, the Development Team hereby certifies that to the best of their knowledge, the submitted proforma adheres to the Development Proforma Instructions as linked in this NOFA.

☐ **Accessibility Best Practices:** The Developer hereby certifies they have reviewed the City's best practices documents on accessible housing, as listed in Appendix N of the NOFA.

Are you, the individual submitting the application, the Developer?

Developer Signature:

***Not signed*

Please complete and upload the Resolution of Certificate of Authority:

☐ [Resolution of Certificate of Authority](#) ***Required**

***No files uploaded*

APPENDIX M: COMMITMENT LEVEL DOCUMENTS

J. Commitment Level Documents Submission Form

J. Commitment Level Documents Submission Form

Please provide the following information. (Remember to hit “Save” at the bottom before leaving this page or exiting your browser to save your progress. As this is a long page to complete, we recommend periodically hitting “Save” to ensure you don’t accidentally leave without doing so.)

File Name Format Requirements

The following naming system must be used for all files uploaded to Neighborly:

Neighborly Question Letter.Number_Project Name Year (Example: D.8_Pine Grove_2026)

Project Name should NOT exceed 20 Characters (Including spaces, periods, and underscores)

J.1. Market Study- The market study should be both site and project specific, and no less than one year old.

Homebuyer projects must provide a market analysis that supports the sales prices included in the budget/financial model for the project.

☐ Market Study ***Required**

****No files uploaded**

J.2. ASTM Phase I – Environmental Site Assessment (ESA) - MSHDA Phase I preferred, if available. Phase I ESA does not need to be printed.

☐ ASTM Phase I - Environmental Site Assessment (ESA) ***Required**

****No files uploaded**

J.3. Additional Environmental Due Diligence Documents - Including Phase II ESA, BEA, Response Activity Plan, etc.

☐ Additional Environmental Due Diligence Documents ***Required**

****No files uploaded**

J.4. Capital Needs Assessment (Preservation/Rehab Projects Only) - Provide a capital needs assessment for preservation/rehab projects.

☐ Capital Needs Assessment ***Required if Applicable**

****No files uploaded**

J.5. Affirmative Fair Housing Marketing Plan - Applicants will need to submit a draft Affirmative Fair Housing Marketing Plan. A link to the HUD form is included in Appendix K of the [NOFA](#) .

☐ Affirmative Fair Housing Marketing Plan ***Required**

****No files uploaded**

J.6. Tenant Relocation Plan (Occupied Projects Only) - A tenant relocation plan must be submitted that meets both

the requirements of the [Uniform Relocation Act \(URA\)](#) as well as the City standards as discussed in the [NOFA](#). Include the General Information Notice (GIN) that was issued to the residents of the property at the time the NOFA Application was submitted.

☐ Tenant Relocation Plan ***Required if Applicable**

****No files uploaded**

J.7. Primary Market Area AMI and Summary - Primary Market Area AMI and Summary.

☐ Primary Market Area AMI and Summary ***Required**

****No files uploaded**

J.8. Letter of Support from Detroit Continuum of Care - Provide letter of support from the Continuum of Care as evidence of your alignment with CoC Priorities and expectations and commitment to take all tenant referrals through the Coordinated Entry Process.

☐ Letter of Support from Detroit Continuum of Care ***Required if Applicable**

****No files uploaded**

J.9. Executed Partnership Agreement (Emerging Developer Projects Only) - Provide a fully executed Partnership Agreement between each Partner/Entity/Member – minimally identifying:

- A comment to remain a part of the Ownership Entity for the minimum Compliance Period as confirmed by the City of Detroit;
- Roles and responsibilities of each Partner/Entity/Member for the duration of the Development and Operational periods
- The length of time each Partner/Entity/Member will be a part of the Ownership Entity;
- The Developer Fee amount for each Partner/Entity/Member; and Which Partner

K.Executed Partnership Agreement *Required if Applicable****

****No files uploaded**

J.10. Development Proforma(s) - Provide the most up to date proforma(s). The proforma(s) will ONLY be accepted in Excel format with formulas. Reference item H.1. in your initial NOFA Application for further instructions on how to complete. If the project will be submitted to the MSHDA April 9% LIHTC round, you are required to provide BOTH the proforma(s) AND project self score that you intend to submit to MSHDA.

☐ Development Proforma ***Required**

****No files uploaded**

J.11. Other Requested Project Documents – Attach any additional items that have been requested by HRD that were identified during the Threshold Review process.

☐ Other Requested Project Documents ***Required if Applicable**

****No files uploaded**

J.12. Affordability Level Breakout:

	Studio	1 bedroom	2 bedroom	3 bedroom	4+ bedroom
Total Units	0	0	0	0	0

J.13. TOTAL Proposed Development Budget for Project (as modeled in most up to date proforma):
\$0.00

J.14. AMOUNT of City Funding Requested:
\$0.00

J.15. Final MSHDA Self Score Submitted to MSHDA (Required for All LIHTC Projects):

J.16. Will the project seek Rental Assistance?

J.16a. Has an Agency committed Voucher(s) to the project since the initial submission of this project to this NOFA?

J.16b. Which Agency will provide Voucher(s)?

J.16c. How many Voucher(s) will the project have?

J.16d. Please upload proof of Voucher commitment:



Proof of Voucher Commitment *Required

***No files uploaded*



Disability Inclusive Development

This guide offers practical steps for developers to collaborate with the disability community and integrate inclusive design practices. Working directly with disabled residents and disability-led organizations from the start builds long-term partnerships that raise awareness about your project, help recruit disabled applicants for your accessible units, and ensure your project is designed to meet market needs.



Attend & Support Disability-led Events & Efforts

Understand that building mutual, trusting relationships with the disability community takes time. Don't always expect them to come to you. You will learn a lot about the community's diverse needs by subscribing to organizations' newsletters and showing up to their events in the communities in which your housing developments are based.



Plan & Budget for Accessible Meetings

Hold meetings in accessible locations and make accessible design a line item in your meeting agenda. Provide different ways to participate like gathering online, in person, meeting 1:1, or in groups. Budget to offer support like participation stipends, food, transportation, interpreters, closed captions, and large-print materials.



Request Feedback with Time for Changes

Give the community time to provide feedback during all stages of your design and build process. Give yourselves time to implement changes from this feedback ahead of when final decisions are required. Making decisions with enough time will help you mitigate and navigate any cost barriers.



Practice Inclusive Design to Design Beyond Code

Building beyond minimum code requirements makes housing more accessible and usable for people with diverse needs. Inclusive design ensures homes work for everyone, including people with disabilities, at any stage of life. This leads to happier residents, and a better return on investment, often at no extra cost.

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Learn More and Connect

To learn more, visit The [Inclusive Design Standards](#), co-created by The Kelsey and Mikiten Architecture. The Standards provides 300+ Elements that offer a structured framework for inclusive development, spanning development strategies, building features and physical design, operational policies, leasing practices, and resident services.

List of Local Disability-Led Organizations

The Arc – Detroit

Phone: (313) 831-0202

Detroit Area Agency on Aging

Phone: (313) 446-4444

Detroit Disability Power

Email: info@DetroitDisabilityPower.org

Disability Network of Wayne County - Detroit

Phone: (313) 923-1655

Michigan Bureau of Services for Blind Persons

Phone: (517) 241-1100

Michigan Developmental Disabilities Institute

Phone (Toll Free): (888) 978-4334

Email: middi@wayne.edu

Michigan Division of Deaf, DeafBlind and Hard of Hearing

Phone: (313) 437-7035

Email: DODDBHH@michigan.gov

MI-UCP (Michigan United Cerebral Palsy)

Phone: (800) 827-4843

Email: info@mi-ucp.org

United Community Housing Coalition

Phone: (313) 963-3310

Warriors on Wheels of Metropolitan Detroit

Phone: (313) 251-5777

Learn More:

- Article: [Beyond Code: Taking a Progressive Approach to Disability Accessibility & Inclusion](#)
- Article: [How Cross-Disability Design Makes Housing Better for Everyone](#)
- Article: [Moving from Integration to Inclusion](#)
- Print Resource: [The Business Case for Disability-Forward Design](#)
- Resource: [Inclusion Concierge: Top Considerations for Resident Services for Disability Inclusive Communities](#)
- Resource: [Development and Finance Basics](#)
- Case Study: [Ayer Station's capital stack](#)



Best Practices for Leasing Accessible Units

FOR HOUSING PROVIDERS



Accessible housing is in limited supply in Detroit, Michigan, and the United States. Because of this, it is important that accessible units are occupied by residents currently living with disabilities. Housing providers can use a wide range of effective marketing and outreach methods to better connect accessible units with the tenants who need them.

This guide offers an overview of current requirements for marketing accessible units and includes additional strategies to help housing providers match these units with the right tenants.

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What Are Affirmative Marketing Requirements?

The federal Fair Housing Act (FHA) and Michigan laws protect people from being discriminated against in housing based on disability, race, color, religion, sex, national origin, familial status, marital status, and age. These regulations also encourage housing providers to conduct outreach to people who might not know about available housing opportunities.

Many housing programs in Michigan that get federal or state support must create and follow an Affirmatively Fair Housing Marketing (AFHM) Plan. This plan includes:



Targeting

Identify groups of people who are less likely to apply for housing without extra outreach (for example, people with disabilities).



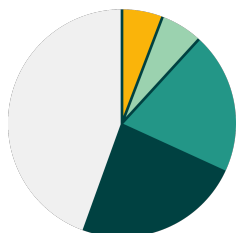
Staff Training

Make sure that sales or rental staff are trained on fair housing laws and affirmative marketing practices.



Outreach

Develop a plan to reach these groups. This means contacting community organizations that serve these groups and getting their help with marketing. It also involves using media advertising, social media, and other platforms to reach these groups.



Collect & Use Data

Determine ways to measure the effectiveness and success of your marketing plan. Track how people learned about your housing and why they chose to apply. Compare the number of units occupied by people considered least likely to apply before and after marketing campaigns are conducted.

Where can I find more information on affirmative marketing requirements?

If you have additional questions about fair housing law, please contact the Fair Housing Center of Metro Detroit 313-579-FAIR (3247), or visit www.hud.gov.

Strategies for Matching Accessible Housing with the Right Residents

Deep Affirmative Marketing

Build strong relationships with organizations that serve people with disabilities and older adults to advertise housing opportunities and recruit more applicants. Begin by reaching out to organizations listed at the end of this resource. Advertise units through methods like email communications, social media outreach, posting fliers at local community centers and businesses, hosting tours, TV and radio ads, and more. Available units can also be listed on the City of Detroit's affordable housing search-and-filter website, Detroit Home Connect, by emailing DetroitHomeConnect@detroitmi.gov.

Track and Advertise Accessible Units

Keep an updated detailed list of all accessible units. When advertising accessible units, include photos and descriptions of the units' accessible housing features so residents know if these homes are right for them. Include information on accessible common areas of the property. Providers should make sure their advertising materials are accessible (including screen-reader compatibility, mobile-friendly formatting, high contrast, subtitles/captions) and offer alternative formats (large print, Braille, ASL).

Give Extended Time for Vacant Accessible Units

When an accessible unit becomes available, conduct longer-term outreach and marketing campaigns before renting it to a non-disabled tenant.

Lease Addendum for Nondisabled Tenants in Accessible Units

Include a requirement in the lease for non-disabled tenants moving into accessible units that says they agree to move to a comparable non-accessible unit if one becomes available. This helps make sure accessible units are available when disabled tenants are looking for them.

Separate Transfer and Waiting Lists

Maintain separate waiting lists for those needing accessible units, or use one list that clearly marks who needs specific accessibility features.

Use Plain Language

Write leases and other documents in plain language. Plain language is writing designed to ensure the reader understands documents as quickly, easily, and completely as possible. It makes communications more accessible, especially for people with cognitive disabilities, lower literacy levels, and English language barriers. Keep documents clear and simple by using plain language tools. [Utilize The Kelsey's Plain Language Reasonable Accommodation & Modifications Policy template online](#) to help you adapt your existing materials.

Disability Etiquette Tips



Interacting with disabled tenants calls for understanding and respect. Disability etiquette goes beyond legal compliance—it’s about creating an inclusive, supportive environment where everyone feels valued. Whether a tenant is moving in, requesting modifications, or moving out, treating them with care helps build a welcoming and empowered community. Follow these guidelines to foster inclusivity and make all tenants feel at home.

DO	DO NOT
<ul style="list-style-type: none">• Ask if someone needs help• Respect someone’s autonomy if they decline your help• Be patient. Recognize people communicate and process information differently• Look & speak directly at the person—not an aid, interpreter, or family member• When appropriate, pull up a chair to be eye level with a wheelchair user if you will be together for more than a few minutes• Treat disabled people like people• Be flexible and provide multiple options to engage	<ul style="list-style-type: none">• Assume someone needs help• Touch someone or their equipment without their consent• Rush someone or question their request• Treat disabled people like children• Ask invasive, personal questions• Consider disabled people as inspirational heroes• Expect one option or solution to work for all disabled people

Organizations to Connect With in Detroit and Wayne County

The following list of local organizations have close ties to the disability community. Housing providers can work with these organizations to promote available accessible units. You can reach out to these organizations to share fliers, co-host events and open houses, and engage with community members.

The Arc – Detroit

Phone: (313) 831-0202

Detroit Area Agency on Aging

Phone: (313) 446-4444

Detroit Disability Power

Email: info@DetroitDisabilityPower.org

Disability Network of Wayne County - Detroit

Phone: (313) 923-1655

Michigan Bureau of Services for Blind Persons

Phone: (517) 241-1100

Michigan Developmental Disabilities Institute

Phone (Voice/TTY): (313) 577-2654

Phone (Toll Free): (888) 978-4334

Email: middi@wayne.edu

Michigan Division of Deaf, DeafBlind and Hard of Hearing

Phone: (313) 437-7035

Email: DODDBHH@michigan.gov

MI-UCP (Michigan United Cerebral Palsy)

Phone: (800) 827-4843

Email: info@mi-ucp.org

United Community Housing Coalition

Phone: (313) 963-3310

United Way for Southeast Michigan

Phone: 313-226-9200

Email: LiveUnited@UnitedWaySEM.org

Warriors on Wheels of Metropolitan Detroit

Phone: (313) 251-5777





Plain Language Leasing Benefits

FOR HOUSING PROVIDERS

What is plain language?

Plain language makes important paperwork easy to understand. Plain language is writing to ensure the reader understands documents as quickly, easily, and completely as possible. It makes communications more accessible, especially for people with cognitive access needs, lower literacy levels, and English language barriers. This includes residents with intellectual and developmental disabilities, whose accessibility needs may interfere with typical ways of reading and understanding content.



Why plain language leasing?

Most leases are written at a graduate school level. To make housing opportunities more accessible to people with disabilities, you can make sure that essential information is effectively communicated to all residents. Plain language is typically written at a 6th to 8th-grade reading level and geared toward audiences with cognitive disabilities.

With thoughtfully created plain language documents, you can both meet regulatory needs and provide an accessible housing experience for your residents. You can provide applications, explanations of leases, and other agreements or contracts in plain language.

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PLAIN LANGUAGE BENEFITS EVERYONE BY:

Simplifying Communication

Using straightforward language in your forms and processes can help renters understand their rights and responsibilities. For providers, simplifying communication materials can limit confusion and even speed up processes like lease-up.

Building a Stronger Community and Mutual Trust

When everyone understands each other better, it creates a safer and friendlier community for both tenants and housing providers.

Tools for Plain Language Leasing

The Kelsey's Open Source Plain Language Documents

The Kelsey, a disability-forward housing organization in California, has an [online plain language guide](#) where stakeholders can learn more about plain language in housing. The Kelsey also offers open source template plain language leasing documents that providers can adapt and use, linked below. It should be noted that these documents include all of the State of California requirements for lease language. You should work with your team to make sure adapted documents meet your needs for leasing in Michigan.

- [Lease Agreement](#)
- [Reasonable Accommodation & Modification Policy](#)
- [Complaint Process \(Grievance Procedure\)](#)
- [Community Guidelines \(House Rules\)](#)

To learn more about plain language leasing, watch [this presentation](#) from The Kelsey.

Readability Tools

The best way to learn if your documents are in plain language is to get feedback from residents with diverse backgrounds who will be using the documents. There are many tools that can help you check the readability level of your writing. You should aim for no more than a grade 8 level of readability. If you use Microsoft Word, you can use Microsoft Word Readability Statistics to check the Flesch-Kincaid Grade Level for your writing. We recommend that you use readability tools as a guideline, and use your own judgment when you are writing. Here are a few readability tools that you can use to check the level of your writing:

- [Microsoft Word Readability Statistics](#) (included with any version of Word)
- [Hemingway Editor](#) (free)
- [Readable](#)



Tips for Accommodation & Modification Requests

FOR HOUSING PROVIDERS



Residents with disabilities have specific housing rights under Michigan and federal laws. These rights protect against discrimination and allow tenants to request changes or adjustments to their homes to meet their needs. However, the process for making these requests is often unclear, and many tenants don't know their rights for requesting and receiving changes.

Housing providers, landlords, and property managers can help by understanding their legal responsibilities and offering clear guidance to residents. This resource explains these laws and shares tips to make the request process easier for everyone.

Supported by



A disability is any condition that makes it harder to do major everyday activities, like taking care of yourself, working, communicating, or learning. Some examples of disabilities protected by law include:

- Visual, speech, or hearing disability
- Mobility disability
- Neurodivergence (like ADHD or autism)
- Chronic disabilities (like cerebral palsy, epilepsy, multiple sclerosis, or muscular dystrophy)
- Chronic illnesses (like cancer, heart disease, diabetes, or HIV/AIDS)
- Intellectual disabilities
- Mental health conditions (like depression, anxiety or PTSD)
- In recovery for drug addiction or alcoholism

Reasonable accommodations are changes made to rules or practices to help a tenant with a disability fully use and enjoy their home. Housing providers are typically responsible for these costs.

EXAMPLES INCLUDE

- Providing a reserved accessible parking spot
- Allowing a service or emotional support animal
- Permitting a live-in caregiver
- Offering help to understand communications
- Allowing an exception to the rent payment policy so a resident who receives SSI can wait until after they receive their monthly check to pay rent

Reasonable modifications are physical changes made to a building, shared spaces, private unit, or home to help a tenant with a disability fully use and enjoy their home.

EXAMPLES INCLUDE

- Widening doorways
- Adding a wheelchair ramp
- Installing grab bars in the bathroom
- Lowering kitchen counters
- Lowering coat racks or closet shelves
- Installing a visual fire alarm or doorbell
- Removing carpet

Housing providers must allow reasonable modifications to the property, typically paid for and maintained by the tenant unless the building is publicly funded. If tenants can't afford modifications, check community resources or call the Fair Housing Center of Metropolitan Detroit at (313) 579-3247 for financial help. Providers cannot charge extra security deposits. Providers may also ask for professional plans and permits and are responsible for maintaining modifications in shared areas, like ramps.

Tips to Simplify Your Request Process

Here are a few steps to make the reasonable accommodation and modification request process easier for both housing providers and disabled tenants:

Inform Tenants About Their Rights

Regularly provide new and current tenants with information on their housing rights and how they can request changes. Provide your tenants with informational materials like the City of Detroit's "Know Your Rights Guide" upon move-in and on an ongoing basis. You can also request informational materials from the Fair Housing Center of Metropolitan Detroit. In addition, communicate your process for requesting reasonable accommodations/modifications.

Set Up a Clear Request Process

Create policies that guide staff on how to handle accommodation and modification requests. Though residents are not required to submit requests in writing, you will want to have a clear option for that in place. Whether verbal or written, housing providers should document all requests for reasonable accommodation or modification in a standard way:

- **Provide an address, email, and phone contact** for tenants to submit their reasonable accommodation/modification request.
- **Use Plain Language Forms:** Provide easy-to-understand forms for requesting changes. Using plain language makes communications more accessible, especially for people with cognitive disabilities, lower literacy levels, and English language barriers. The Kelsey offers a free, [open-source template](#) that you can customize.
- **Give a response within 14 days** for non-emergency requests, including an estimated timeline for completing any approved requests.
- **Recognize people are the experts of their own lives.** You can grant requests based on a tenant's explanation of need without requiring extensive documentation. In addition, remember that disabilities vary widely. Even individuals with the same disability may have different needs, and their reasonable accommodation/modification requests may also vary.

Be Flexible

Flexibility makes the process more accessible, and it can decrease tenant turnover! Tenants want to stay longer when providers are flexible and responsive to their needs. Consider:

- **Share Cost:** For modifications that improve the unit's value, work with tenants to share costs or find third-party funding.
- **Negotiate Lease Terms:** Offer longer leases to provide stability for tenants while ensuring steady income without vacancy for housing providers.

Track Requests and Fulfillment

To clearly communicate and comply with fair housing laws, establish a record-keeping procedure to document and track requests. This helps providers identify trends, standardize procedures, improve staff training, and enhance communication, leading to more effective policies and practices that increase accessibility and inclusivity for all tenants.

- **Written Requests:** Ask tenants to submit their requests in writing, or work with them to document their verbal request. This helps create a clear record of what they need.
- **Acknowledge Receipt:** Send a confirmation to the tenant when you receive their request, noting the date and details.
- **Keep a Log:** Maintain a simple log that includes the following.

EXAMPLE LOG

Tenant's Name: Ruby Smith

Date of request: 8/6/2024

Description of the modification requested:
Install a doorbell with a visual signal

Reason for the modification:
To alert the tenant when someone is at the door

Date the request was acknowledged:
8/12/2024

Status: Approved / Denied / In Progress

Justification for the decision:
Improves safety and ability for the tenant to use their home

Any follow up actions or communications:
Notify the tenant, schedule the installation, clarify who handles costs and maintenance, and ensure the work will be done safely

- **Notify Tenant of Decision within 14 Days:** Contact the tenant to let them know the decision made and the reasons for that decision. For non-emergency requests, tenants should be notified within 14 days, including an estimated timeline for completing any approved requests.
- **Track Completion:** Once a modification is approved, track the progress and completion of the work, and communicate progress updates to the tenant.
- **Follow-Up:** After completion, follow up with the tenant to ensure the modification meets their needs.

Train Staff

Train your staff regularly to recognize when a tenant is asking for a reasonable accommodation or modification, even if they don't use those exact words. Staff should know that requests are still valid even if the tenant describes them differently. Make sure there's a clear process for documenting, responding, fulfilling, and maintaining these requests.

Language Access Program

Language Services Provided
by the Language Access
Program:



Civil Rights, Inclusion
& Opportunity

Language Access Program (LAP)

The Civil Rights, Inclusion & Opportunity Department (CRIO) is committed to providing meaningful access to city services, programs and events for our residents.

Most requested departments:

- Department of Appeals and Hearings
 - Blight Hearings
- Detroit City Council
 - Formal Session, Evening and Community Meetings & Dangerous Building Hearings,
- Department of Planning and Development
 - Community Events



History

Under the Executive Order 13166, the City of Detroit is required to translate vital documents and provide access to language interpretation services upon request for federal programs and services provided by the City.



Request
Language
Services
HERE:

<https://bit.ly/3TKnESa>

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE REACH OUT TO
AMIAH BURNER.



(313) 224-4950



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