

## **Housing Impact Fund Application**

### Neighborly Software User Guide

Genesee County Metropolitan Planning Commission

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**GENESEE COUNTY**  
METROPOLITAN PLANNING  
COMMISSION




## Starting a New Application

To begin a new application, visit the Genesee County Portal at the following link: <https://portal.neighborlysoftware.com/GENESEECOUNTYMI/Participant>


If you have not already created an account with Neighborly, please see the "Registering Your Account" section of the User Guide.

From the Home Page, scroll to the bottom of the page to find the "Start a New Application" section. Click "Click here to start a new application" next to HOME – Affordable Housing Development as shown below:

 **Start a New Application**

Application Name	Description	Action
ESG (Subrecipient)	The Emergency Solutions Grant (ESG) offers funding to help people regain stability in permanent housing after experiencing homelessness or for homeless prevention activities.	<a href="#">Start Application</a>
Home Improvement Program (HIP)	<b>Select this option if you are in need of home repairs.</b> The Program provides qualified homeowners with a Deferred Payment Loan (DPL) to make needed improvements to their homes without monthly payments. Improvements are based on HUD Section 8 Minimum Housing Quality Standards (HQS) designed to result in the home being decent, safe and sanitary.	<a href="#">Start Application</a>
Housing Impact Fund	Select this option if you are a housing developer or local unit of government applying for construction of new housing units.	<a href="#">Start Application</a>

Next, enter your Agency Name or Project Name to begin the application.

NEW APPLICATION FOR HOME - AFFORDABLE HOUSING DEVELOPMENT 

Please provide a name for the application

[Start Application](#)

## Completing and Saving Applications

The first section of the application will provide a Program Overview. On the left side, you will see the sections required to be completed. A checkbox will appear next to each section as they are completed.

At the end of each section, at the bottom of the page will be a "Save" buttons and a "Complete & Continue" button. If you have not yet completed a section but wish to save and return to it later, click Save. Once you have entered all of the required fields, you may click Complete & Continue to finish the section.

HOME - Affordable Housing Development Application  
Id: 30195

View Users (1) Print Application

- ☐ A. HOME Program Overview
- ☒ B. (CHDO) Program Eligibility
- ☐ C. (CHDO) Specific
- ☐ D. Organization Information
- ☐ E. Proposed Activity & Housing Priority
- ☐ F. Project Details - Construction
- ☐ G. Required Documents
- ☐ H. Conflict of Interest
- ☐ Submit

B. (CHDO) Program Eligibility

Please provide the following information.

**\*Note\*** - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

Is this organization applying for a CHDO Certification?

☐ Yes

☐ No

No save history

Save Complete & Continue

## Uploading Documents

Section G of the application is where you will upload required attachments for the HOME program. All of these documents are required for your application to be approved. You will not be able to click Continue or Submit an application until all uploads are complete. Click the "Upload File" button next to each item to locate and upload a document.

## G. Required Documents

Please provide the following information.

**\*Note\* - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.**

### Documentation

- ☐ (Most Recent) By-Laws/Articles of Incorporation/Charter: Documents should include names of board members and group they represent, officers, signatory officials, and date agency was incorporated. **\*Required**

Upload File 

- ☐ Financial Audit and Single Audit (if one was completed). **\*Required**

Upload File 

## Submitting Applications

Once all sections are complete, the final step is the "Submit" page shown below. Here you will check each box to confirm you agree with each statement. Next, go to "Click here to electronically sign". Enter your name to continue, and finally click "Complete & Submit". GCMPC staff will be notified that a new application is available to review.

## Submit

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

**\*Note\* - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.**

- ☐ I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statutes. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.

- ☐ I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.

- ☐ I/We understand that the all documents are subject to State public records laws.

Signature

[Click here to electronically sign](#)

No save history

Save

Complete & Submit

## Adding Additional Users

If you wish assign another user to your application in progress, click the “View Users” button on the left side. Next, enter the email address of the new user, and click “Add a User”. This person will receive an email allowing them to create an account, and view or make changes to an application.

HOME - Affordable Housing Development Application  
Id: 30195

[View Users \(1\)](#) [Print Application](#)

- ☐ A. HOME Program Overview
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- ☐ H. Conflict of Interest
- ☐ Submit

Users

Email addresses added below will have access to view information in your application and make changes.

EMAIL

dfortney@geneseecountymi.gov

[Add a User](#)

## Checking the Application Status

Once you have completed and submitted an application, the application will appear listed on the Home Page under “View/Continue an Existing Application”. Projects that have been successfully submitted but not yet reviewed will show the status as “Application Submitted”. Once reviewed, the status will change to either “Approved” or “Denied”.

Welcome to the Genesee County Portal.

The County of Genesee is committed to accessibility for all applicants. If you require this material in an alternate format or if you have questions regarding any of the programs, please contact Genesee County directly at (810) 257-3010.

View / Continue an Existing Application


CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
30194	review	ESG (Subrecipient)	2020	Application Submitted	N/A	<a href="#">View / Edit</a>
30195	review	HOME - Affordable Housing Development	2021	Application in Progress	N/A	<a href="#">View / Edit</a>

## Completing an Application in Progress

If you have already started an application and want to pick up where you left off, use the "View/Continue an Existing Application" section on the Home Page. Click View/Edit next to your application:

[Home](#)

Good Afternoon, Damon!



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View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
30194	review	ESG (Subrecipient)	2021	Application in Progress	N/A	<a href="#">View / Edit</a>
30195	review	HOME - Affordable Housing Development	2021	Application in Progress	N/A	<a href="#">View / Edit</a>