



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

AMY HOVEY  
EXECUTIVE DIRECTOR

# **2025 Policy Bulletin #1**

## **MI-HOPE and MICH Grants**

### **Effective Date 1/10/25**

#### **Program Compliance Handbook and Program Guidelines Additional Policy Language:**

1. Any Financial Status Report (FSR) submissions that are returned for modifications must be resubmitted no later than 30 days after the status change. After 30 days, MSHDA will cancel any outstanding submissions and that will erase them from the system and therefore the submitter will need to reenter in all expenditures and resubmit within the IGX system. This will alleviate non-responsiveness within the system.
2. Financial Status Reports (FSR) submissions are limited to a maximum of up to twenty (20) data line-item entries per submission to expedite reviews and addresses (with unit-based submission with split invoicing) are capped at three (3) per submission.
3. Financial Status Reports (FSR) submissions must be submitted in address/activity order – all expenditures for an address must be in contiguous lines.
4. All Financial Status Reports (FSR) MSHDA Program Admin/Activity Delivery Request Report documents must have been validated by the approver/approval supervisor at the local level from a mathematical perspective to ensure that dollars add up – this is a local responsibility. Also, each data entry cannot exceed eight (8) hours per day. All entries cannot be generic and must identify actual work undertaken – words like setup, trainings and meetings are not acceptable – additional details regarding relevance to the program must be provided – supporting documentation can be an attached paragraph description.
5. The local Administrative and Activity Delivery Cost line-item billing policy must be identified in the program guidelines and expensed consistently based on the roles and responsibilities within the MSHDA approved program guidelines.
6. Address activities must be complete prior to an FSR being processed. Do not submit FSR's until all associated activity data entries have been completed. Utilization of the tracker form is an alternative option. Note: the tracker form must be modified to reflect the final billing amounts once the activity is 100% completed – all billing amount adjustments need to be pre-approved and noted within IGX and the tracker form prior to submission to expedite processing.

7. If a Developer/Local Unit of Government/Non-Profit Agency does not have a builder's license:
  - They must procure a builder and then they must submit a builder's license and insurance for who is going to do the work – in the name of whoever pulls the permit.
  - Anybody within the company can hold the builders license to take responsibility for the project and pull proper building permits. If nobody within the company is licensed to pull the proper permitting, the company must hire a general contractor with a builder's license along with insurance to perform work within Michigan.
8. All reporting and advance expenditure deadlines must be met in order to be in good standing. An agency will be placed on probation until reporting and/or advance documentation is submitted to MSHDA.
9. Homes (mobile and/or manufactured) that cannot provide proof of land ownership and proof of permanent affixture via a recorded affidavit of affixture and were not constructed post-1978 are prohibited from MI HOPE and/or MICH program participation.
10. Grantees must follow their approved program guidelines, and any deviation must have written MSHDA Champion approval, and the modifications must be formally uploaded into IGX with activity documentation.
11. A holdback provision is in place to ensure that 10% of the administration and 10% of the project budget line item are held back if the amount drawn in each category is proportional. If the amount drawn is not proportional a 25% holdback on each budgeted line item is in effect until the final FSR.

**I am aware of and agree to adhere to the policy adjustments outlined above:**

Agency Name:

Grant Number:

Printed Name:

Signature:

Date:

**Please sign and return no later than Monday, January 31, 2025, to [mshda-mi-hopesr@michigan.gov](mailto:mshda-mi-hopesr@michigan.gov) and cc your Champion**

735 EAST MICHIGAN AVENUE P.O. Box 30044, LANSING, MICHIGAN 48909  
Michigan.gov/mshda • TOLL-FREE 855-MI-MSHDA (855-646-7432) • FAX 517.335.4797

