



MI Neighborhood Application IGX System Guide

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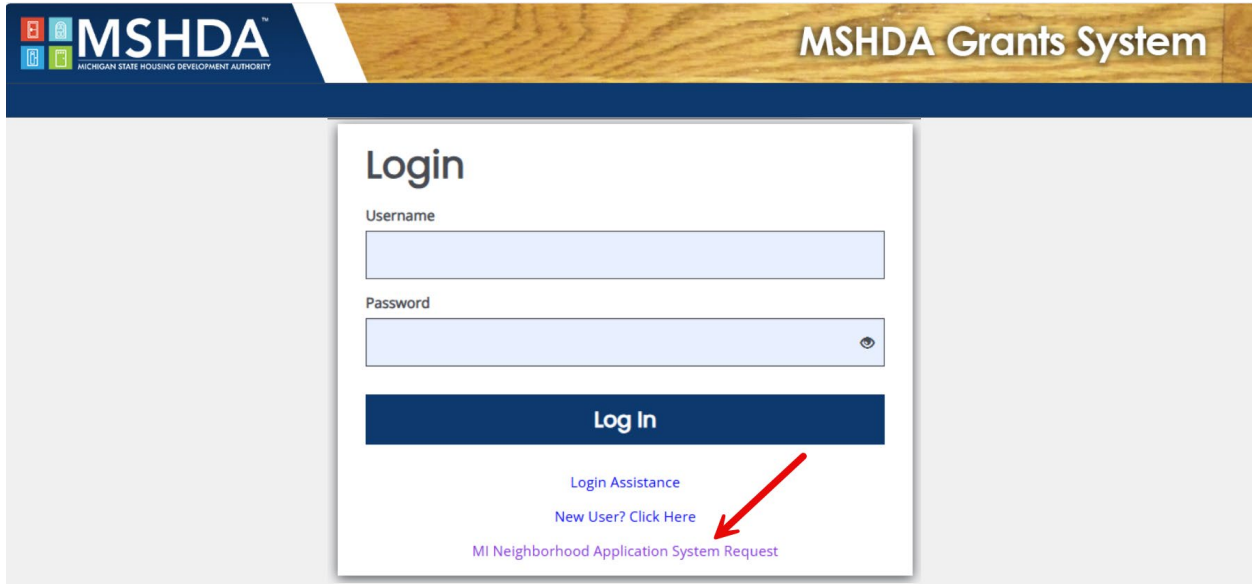
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MSHDA grants are managed using the [MSHDA Grants System](#) in IGX.

System Access

Organizations Who Have Not Had A MSHDA Grant In IGX

To access the MI Neighborhood Application if your agency has never had a grant with MSHDA in IGX before, you will need to click on the MI Neighborhood Application System Request link on the [IGX homepage](#).



The screenshot shows the MSHDA Grants System login interface. At the top left is the MSHDA logo (Michigan State Housing Development Authority). To the right, it says 'MSHDA Grants System'. The main content area is titled 'Login' and contains a form with the following elements:

- A 'Username' text input field.
- A 'Password' text input field with a visibility toggle icon.
- A dark blue 'Log In' button.
- Below the button, there are three links: 'Login Assistance', 'New User? Click Here', and 'MI Neighborhood Application System Request'. A red arrow points to the last link.

That will take you to the MI Neighborhood Application Access Request Page. Complete the entire page and click the Save and Proceed button at the bottom of the page.

MI Neighborhood Application Access Request

This registration form is for access to the MI Neighborhood Application.

Person Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>
Title	<input type="text"/>	Full Legal Name of Your Organization, No Abbreviations	<input type="text"/>
Address	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
Zip Code	<input type="text"/>	County	<input type="text"/>

Login Information

Username	<input type="text"/>	Verify Password	<input type="text"/>
Password	<input type="text"/>		

Save and Proceed

They system will take you to a page showing that your account was successfully created. Your username will be shown on the second line. You can now go back to the [IGX homepage](#) where you will login into IGX using the username and password you just created.

Account was successfully created

1. Navigate back to the login screen using the "Login" button on the top left.
2. Login using the username (*****) and password created.

When you log into IGX, it will take you to the Dashboard. Scroll through the MY Opportunities panel to find the application you want to complete. Click on the blue link with the name of the application. Click Proceed on the pop up to go to the application.

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Opportunities		
MSHDA MOD Application 2024	MSHDA	8/8/2023 12:00:00 AM - Open Ended
NDD MI Neighborhood Application 2024	MSHDA	2/27/2024 12:00:00 AM - Open Ended
NDD MI Neighborhood Application 2025	MSHDA	8/28/2024 12:00:00 AM - Open Ended
NDD MI Neighborhood Application 2026	MSHDA	8/28/2025 12:00:00 AM - Open Ended
Neighborhood Enhancement Program Application 2024	MSHDA	8/8/2023 12:00:00 AM - Open Ended
RHP Actions Grant Application 2025	MSHDA	12/2/2024 12:00:00 AM - Open Ended

My Tasks

[Initiate Related Document](#)

> Filter

Current and Past MSHDA Grantees

Log into IGX using your normal Username and password. This will take you to the Dashboard. Scroll through the MY Opportunities panel to find the application you want to complete. Click on the blue link with the name of the application. Click Proceed on the pop up to go to the application.

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

The dashboard features two main panels. The 'My Tasks' panel on the left includes a filter dropdown and a table of tasks. The 'My Opportunities' panel on the right lists various application opportunities, with one highlighted in red.

Name	Document Type	Organization	Status	Status Date	Due Date
APR-2022-4550-09	Annual Profile Review	Loryn's Testing Organization	Profile in Progress	10/17/2023 8:27:07 AM	
ARP-2022-4550-MIH-02	MI-Hope Grant 2022	Loryn's Testing Organization	Grant Executed	1/9/2024 9:13:00 AM	
ARP-2022-4550-MIH-03	MI-Hope Grant 2022	Loryn's Testing Organization	Grant Executed	4/13/2023 3:08:49 PM	

Opportunity Name	Agency	Start/End Date
NDD MI Neighborhood Application 2024	MSHDA	2/27/2024 12:00:00 AM - Open Ended
NDD MI Neighborhood Application 2025	MSHDA	8/28/2024 12:00:00 AM - Open Ended
NDD MI Neighborhood Application 2026	MSHDA	8/28/2025 12:00:00 AM - Open Ended
Neighborhood Enhancement Program Application 2024	MSHDA	8/8/2023 12:00:00 AM - Open Ended
RHP Actions Grant Application 2025	MSHDA	12/2/2024 12:00:00 AM - Open Ended

Completing the Application

Application Navigation

This will take you to the Document Landing Page of the application. The menu on the left-hand side of the screen includes all the forms that need to be completed to submit the application to MSHDA for review. You can move around within the application using this menu. The forms with check marks have been completed, the exclamation mark means they have errors, and the empty squares mean they have not been saved yet. Each form also has Previous Form and/or Next Form buttons at the bottom to move between pages. The save button for each page is in the top right-hand corner. Save often, the system will log you out due to inactivity unless you are moving to new pages or saving. The system does not see typing or scrolling as an activity.

Click on Application Information on the purple menu to start the application.

The screenshot shows the 'Document Landing Page' for application NDD-APP-2026-4550-MIN-5. The left sidebar contains a navigation menu with 'Application Information' selected. The main content area displays application details and a progress bar with four stages: Application in Progress, Application in Specialist Review, Application Manager Review Required, and Application Approved. A red arrow points to the 'Save' button in the top right corner.

Application Information:

- Component A - New Housing Unit Production and Unoccupied Rehabilitation
- Component B - Existing Housing Unit Improvements (Occupied Rehabilitation)
- Component D - Developer Fee

Progress Bar:

- Application in Progress (Completed)
- Application in Specialist Review
- Application Manager Review Required
- Application Approved

Application Information

The Application Information page asks about application information, activity component requested, applicant type, applicant structure, organization service area, organizational history and capacity, community eligibility, and targeted income level goals.

You will need to select the activity type you are applying for under Activity Component Requested. You can apply for either or both of the components. Selecting a component will add another page to the application that you can access using the purple menu on the left-hand side of the screen.

The screenshot shows the 'MI Neighborhood Application Information' page in the MSHDA Grants System. The left sidebar contains a navigation menu with options: Forms, Application Information (selected), Component D - Developer Fee, Proposed Budget, Program Acknowledgement, Status Options, Submit Application, and Cancel Application. The main content area is titled 'MI Neighborhood Application Information' and contains three sections: 'Application Information' with input fields for Agency Name, Main Contact Name, and Main Contact Email; 'Activity Component Requested' with checkboxes for Component A (New Housing Unit Production and Unoccupied Rehabilitation) and Component B (Existing Housing Unit Improvements (Occupied Rehabilitation)); and 'Applicant Type' with a checkbox for Single Entity.

New Housing Unit Production and Unoccupied Rehabilitation

The New Housing Unit Production and Unoccupied Rehabilitation page will only be available if you select it at the top of the Application Information page.

The New Housing Unit Production and Unoccupied Rehabilitation page asks about program type, beneficiary type, project type, anticipated targeted income level goals of occupants, proposed construction type, project timeline, production budget, location, proposed project details, and construction financing.

The screenshot shows the 'Component A - New Housing Unit Production and Unoccupied Rehabilitation' page in the MSHDA Grants System. The left sidebar navigation menu is updated to include 'Component A - New Housing Unit Production and Unoccupied Rehabilitation' (selected), 'New Housing Unit Production and Unoccupied Rehabilitation', 'Component B - Existing Housing Unit Improvements (Occupied Rehabilitation)', 'Existing Housing Unit Improvements (Occupied Rehabilitation)', 'Component D - Developer Fee', and 'Developer Fee'. The main content area is titled 'Component A - New Housing Unit Production and Unoccupied Rehabilitation' and contains two sections: 'Program Type' with checkboxes for New Unit including Homebuyer Subsidy, New Unit without Homebuyer Subsidy, Standalone/Purchase Assistance - Homebuyer Subsidy Only, Unoccupied Unit/Rehab/Resale - Existing Unoccupied Unit Converted to Owner Occupied Unit, and Unoccupied Unit/Rehab/Resale - Existing Unoccupied Unit Converted to Tenant Occupied Unit; and 'Beneficiary Type' with a checkbox for Homebuyer. At the bottom, there are navigation buttons for '< Previous Form' and 'Next Form >'. A chat icon is visible in the bottom right corner.

Existing Housing Unit Improvements (Occupied Rehabilitation)

The Existing Housing Unit Improvements page will only be available if you select it at the top of the Application Information page.

The Existing Housing Unit Improvements page asks about project type, targeted percentages, project timeline, production budget, financing, and location.

The screenshot shows the MSHDA Grants System interface for the 'Component B: Existing Housing Unit Improvements (Occupied Rehabilitation)' form. The header includes the MSHDA logo and the text 'MSHDA Grants System'. The left sidebar contains a navigation menu with options like 'Component A - new Housing Unit Production and Unoccupied Rehabilitation', 'Component B - Existing Housing Unit Improvements (Occupied Rehabilitation)', 'Component D - Developer Fee', 'Proposed Budget', and 'Program Acknowledgement'. The main content area is titled 'Component B: Existing Housing Unit Improvements (Occupied Rehabilitation)'. It features a 'Project Type (Occupied Only)' section with three radio button options: 'Single Stand Alone Unit', 'Multi-Unit', and 'Mixed Use Housing'. Below this is a 'Targeted Percentages' section with a table for inputting percentages for 'Interior' and 'Exterior' across three categories: 'Single Stand Alone Units', 'Multiunit', and 'Mixed Use Housing'. The table has empty input fields for each cell. At the bottom of the form, there are navigation buttons for '< Previous Form' and 'Next Form >'. The top right corner shows 'AuthorizedOfficial -' and 'New Note | Print | Save'.

Developer Fee

The Developer Fee page asks if you are requesting a developer fee, if you will be using leverage funds towards the developer fee, source of leverage funds, and projects your organization is currently working on.

The screenshot shows the MSHDA Grants System interface for the 'Developer Fee' form. The header includes the MSHDA logo and the text 'MSHDA Grants System'. The left sidebar contains a navigation menu with options like 'Component B - Existing Housing Unit Improvements (Occupied Rehabilitation)', 'Component D - Developer Fee', 'Developer Fee', 'Proposed Budget', 'Program Acknowledgement', 'Status Options', 'Submit Application', and 'Cancel Application'. The main content area is titled 'Developer Fee'. It features a question 'Are you requesting a deferred developer fee?' with two radio button options: 'No' and 'Developer Fee'. Below this is an 'Additional Information' section with a 'Non-MSHDA Developer Fee Leverage Amount' input field and a 'Source of Developer Fee Leverage Funds' text area. At the bottom of the text area, it says '0 of 3000' and 'Provide upload of list of resources/sources and applicable commitment letters for all funding organizations.' There is a 'Browse' button and a 'Drag Files Here' area with a plus sign. At the bottom of the form, there are navigation buttons for '< Previous Form' and 'Next Form >'. The top right corner shows 'AuthorizedOfficial -' and 'New Note | Print | Save'.

Proposed Budget

The Proposed Budget page summarizes what you have entered into the application. If changes are needed, you will need to go back to the part of the application where the information was entered. This section also asks about the prioritization of the components included in the application.

The screenshot shows the 'Proposed Budget' page in the MSHDA Grants System. The page title is 'Proposed Budget'. On the left, there is a sidebar with a navigation menu for 'NDD-APP-2026-4550-MIN-5'. The main content area is titled 'Activity Component Preference' and contains two radio buttons: 'Stand Alone Activity' (unselected) and 'Multiple Component Activity' (selected). Below these are two dropdown menus for 'Component A - New Housing Unit Production and Unoccupied Rehabilitation' and 'Component B - Existing Housing Unit Improvements (Occupied Rehabilitation)'. A 'Budget Summary' table is displayed below, showing two rows with descriptions and amounts of \$0. The table has columns for 'Description' and 'Amount'. At the bottom of the page, there are links for '< Previous Form' and 'Next Form >'. The top right corner shows the user is 'AuthorizedOfficial' and there are buttons for 'New Note', 'Print', and 'Save'.

Description	Amount
Component A - New Housing Unit Production and Unoccupied Rehabilitation	\$0
Component B - Existing Housing Unit Improvements (Occupied Rehabilitation)	\$0

Program Acknowledgement

The Program Acknowledgement page asks you to read and acknowledge that additional program requirements are tied to these funds. It asks for information on anyone outside of your organization who helped you complete the application and contact information for your agency.

The screenshot shows the 'Program Acknowledgement' page in the MSHDA Grants System. The page title is 'Program Acknowledgement'. The main content area contains a paragraph: 'As an applicant, I acknowledge that once a funding source is identified additional program requirements will be conveyed:'. Below this are six checkboxes, each followed by a requirement: 'Other Documentation may be requested and/or a formal presentation requested in order to make informed funding determinations during the evaluation and selection process.', 'The submitting entity understands that as part of the formal approval process an annual profile review must be completed, reviewed, and approved by MSHDA on the MSHDA Grant system prior to formal funding commitment via a written grant agreement.', 'Written and approved local program guidelines are required prior to a notice to proceed being issued to commit funds.', 'All applicants receiving funding must adhere to local, state, and federal requirements and those specified for each proposed component as applicable.', 'The local program must be in compliance with MSHDA's requirement that all project costs be reasonable and necessary.', and 'Grant Administration Project Costs must be documented and charged for allowable costs within allowable limits. Grant administration pays for the administration of the program (not projects): publications, marketing, office expenses, and staff time for working on the program or deferred developer fee eligibility parameters must be met.' At the bottom of the page, there is a link for '< Previous Form'. The top right corner shows the user is 'AuthorizedOfficial' and there are buttons for 'New Note', 'Print', and 'Save'.

Submitting the Application

Submitting or Canceling the Application

Save using the Save button at the top right-hand corner of the screen. Using the left-hand menu, click Submit Application to MSHDA for review or Cancel Application to cancel it.

NDD-APP-2026-4550-MIN-3

Program Acknowledgement

As an applicant, I acknowledge that once a funding source is identified additional program requirements will be conveyed:

- Other Documentation may be requested and/or a formal presentation requested in order to make informed funding determinations during the evaluation and selection process.
- The submitting entity understands that as part of the formal approval process an annual profile review must be completed, reviewed, and approved by MSHDA on the MSHDA Grant system prior to formal funding commitment via a written grant agreement.
- Written and approved local program guidelines are required prior to a notice to proceed being issued to commit funds.
- All applicants receiving funding must adhere to local, state, and federal requirements and those specified for each proposed component as applicable.
- The local program must be in compliance with MSHDA's requirement that all project costs be reasonable and necessary.
- Grant Administration Project Costs must be documented and charged for allowable costs within allowable limits. Grant administration pays for the administration of the program (not projects): publications, marketing, office expenses, and staff time for working on the program or deferred developer fee eligibility parameters must be met.

Returning to the Application

Log into IGX and go to the application either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Applications. Enter the application name for the Type and the organization's name under Organization. Click Search. Click the application number to take you to the application.

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App | arch

Recent Documents

Activities

Payee Authorization

Annual Profile Review

Agency Bills

Search

Number:

Applications

Financial Status Reports

Organization:

Grantee System Access Requests

Grants

Type:

NDD MI Neighborhood Application 2026

Status:

Grant Specialist:

Clear | Search