



MI Neighborhood IGX System Guide-Grantees

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

System Access

Creating a New Agency/Authorized Official

To create a User Profile for an Authorized Official or to register a new agency, click New User? Click Here at the bottom of the login screen, outlined here in red. This should only be filled out by **Authorized Officials**. Other Users are created using the Grantee System Access Form under My Opportunities.

The screenshot shows the MSHDA Grants System login interface. On the left is the MSHDA logo (Michigan State Housing Development Authority). On the right, the title 'MSHDA Grants System' is displayed. The login form contains the following elements: a 'Login' heading, 'Username' and 'Password' input fields, a 'Log In' button, a 'Login Assistance' link, and a red-bordered link labeled 'New User? Click Here'. At the bottom, there is a link for 'MI Neighborhood Application System Request'.

Complete the New User Registration form. The fields shown here in red are required. The organization should be the name of the organization the user wants to register under.

The screenshot displays the 'New Organization/Authorized Official Registration' form. The title bar reads 'New Organization/Authorized Official Registration'. Below the title, there are two bullet points: 'Only the Authorized Official of an organization can submit this IGX system access form on behalf of their organization.' and 'The Authorized Official is usually the highest-level leader within the organization and is permitted to enter into a grant agreement with MSHDA and will be the Authorized Official that will provide signature on a MSHDA grant agreement.' The form fields are: 'First Name of Authorized Official' (required, red border), 'Last Name of Authorized Official' (required, red border), 'Title', 'SAM # (UEI)' (required, red border, with a 'Search' button), 'Middle Name', 'Prefix' (dropdown), 'Suffix' (dropdown), and 'FEIN' (required, red border). Red text annotations state: 'The First Name field is required.', 'The Last Name field is required.', and 'This field is required.' for the SAM # and FEIN fields.

Organization Name

(Full Legal Name of your Organization, no abbreviations)

This field is required.

Address

The Address field is required.

City

The City field is required.

Zip Code

The ZIP Code field is required.

Email

The Email field is required.

Phone 2

Cell Phone

Address 2

State

The State field is required.

County

The County field is required.

Phone

The Phone field is required.

Fax

Website

New agencies will need to create a New Agency and an Authorized Official. To do that, Select New Organization and Agency Authorized Official from the Request Type Drop Down box.

The **Authorized Official** will need to select New Agency Authorized Official from the Request Type drop down box. The System type links back to the type of grants you will apply for. The options are Homeless Assistance Links Online or (HALO), Neighborhood Development Division or (NDD), Housing Education Program or (HEP), and Office of Housing Strategies or (OHS).

The effective date is the date the profile should start. When the New User Registration Form is complete, click Register.

Username

(Please format Usernames as lastname+first initial or if already taken firstname+last initial or add a number at the end)

The Username field is required.

Password

The Password field is required.

Verify Password

The Verify Password field is required.

Description of user/access being requested

This field is required.

Request Type

This field is required.

System Type

This field is required.

Existing Org Number

Agency Type

This field is required.

Faith Based

Beginning Month of FY

Are you the Authorized Official?

By selecting yes, I affirm that I am authorized to represent the organization and enter into a grant agreement with MSHDA.

This field is required.

Effective Date

Register

Adding/Changing User Profiles

To request a User Profile for another employee the **Authorized Official** will submit a Grantee System Access form, this will normally take 1-2 days to process. To get to the System Access Form, the **Authorized Official** will log into the system and select Grantee System Access under My Opportunities. Select Proceed on the pop up to go to the System Access Form.

MSHDA MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

MSHDA Grants System

Home Searches D ? AuthorizedOfficial -

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 Tasks

Initiate Related Document

Filter

My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
DPA-4550-789 Test	DPA Activity	Loryn's Testing Organization	Activity Approved/Closeout Required	7/18/2022 11:16:34 AM	
HDF-2022-4550-HHS	Habitat For Humanity Grant 2022	Loryn's Testing Organization	Grant Executed	7/8/2022 11:48:31 AM	

My Opportunities

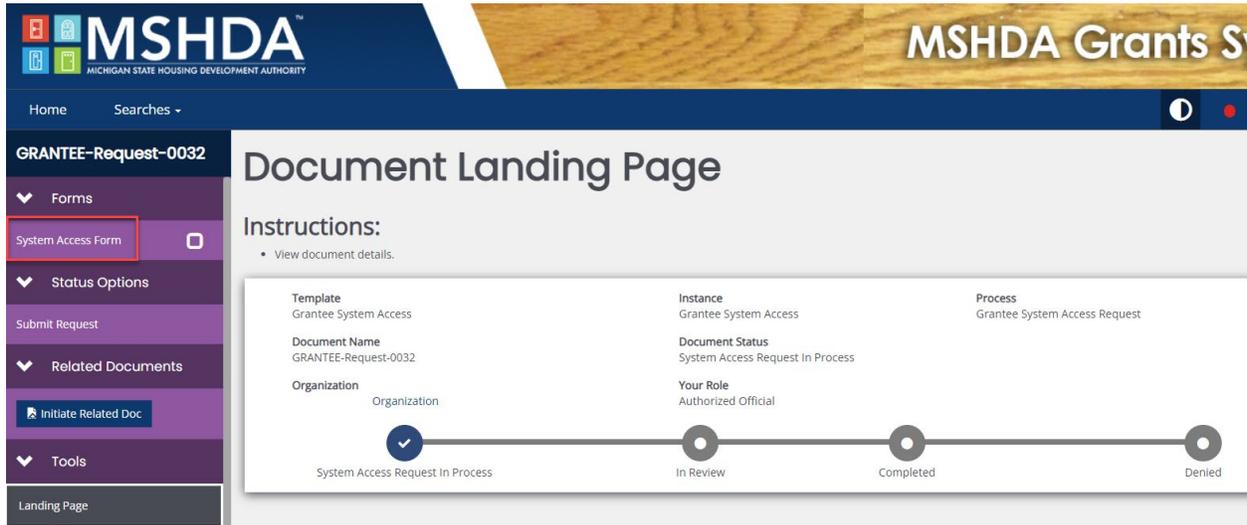
Filter

My Opportunities

Name	Provider	Availability	Description
Annual Profile Review 2022	MSHDA	1/31/2021 12:00:00 AM - Open Ended	
Grantee System Access	MSHDA	8/29/2022 12:00:00 AM - 8/31/2030 11:59:00 PM	
HEP Application 2022	MSHDA	1/5/2022 12:00:00 AM - Open Ended	

Announcements

That will take you to the Grantee System Access Form Landing Page. Click on the System Access Form on the left-hand side of the page.



This will take you to the System Access Form where you will need to select the type of request. You have 7 options for the Request type drop down which will change the rest of the form.

New User: submits a request to add a new user to the system.

Modify User Profile or System Role: submits a request to make changes to a current user.

Change Authorized Official: submits a request to deactivate the current Authorized Official or add an additional one.

Transfer User from One Organization to Another: this will request to move a user to a new organization.

Modify Organization Information: submits a request to update or change the Organization Information.

Delete User Access Rights: submits a request to make a user inactive.

Other: if the other options do not apply for your request, submit a request describing in detail what you are trying to accomplish.

System Access Form

Request Type

Organization

Request Submitted By

New User

Organization

Authorized Official

New User

Modify User Profile or System Role

Change Authorized Official

Transfer User from One Organization to Another

Modify Organization Information

Delete User Access Rights

Other

New Users, Modify User Profiles, or Delete User Access Rights

If you select New User, Modify User Profile or System Role, or Delete User Access Rights in the Request Type drop-down you will see the User Information section. For the User Access Level drop box, you will need to choose from Agency Administrator and Agency Viewer. An agency can have more than one of either role. The Agency Administrator can complete many of the forms within the IGX system though they may not be able to submit them. The Agency Viewer can see many of the forms, but they will not have the ability to save changes or submit. The User Inactive date is only required if you selected Delete User Access Rights. Give the reason you need to make the change in the User Description of Request.

User Information

User First Name	User Last Name	
<input type="text"/>	<input type="text"/>	
User Email	User Phone	User Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
User Access Level		
<input type="text"/>		
User Active Date	User Inactive Date	
<input type="text"/>	<input type="text"/>	
User Description of request		
<input type="text"/>		

Authorized Official Change

If you select Change Authorized Official in the Request Type drop-down you will see the Authorized Official Change section. Choose whether the prior Authorized Official should be deactivated. If the user has left the agency they should be deactivated. If the prior Authorized Official will not be deactivated choose a new role to put them in. They can be either an Agency Administrator or an Agency Viewer. Choose who should be listed as the new Authorized Official from the drop-down list of your agency's current users. Give the reason you need to make the change under Describe Request.

Authorized Official Change

For Authorized Official Change, should prior AO be deactivated?

Role to change existing Authorized Official to

Who is the new Authorized Official?

Describe Request

Transfer User from One Organization to Another

If you select Transfer User from One Organization to Another in the Request Type drop-down you will see the Transfer User from One Organization to Another section. Fill out the User information for the user you want to transfer. Select the Access level you want the user to have at your agency. They can be either an Agency Administrator or an Agency Viewer. Choose an active date and whether the user should be deactivated from the old organization. If they should be deactivated, you will need to choose the deactivation date. Give the reason you need to make the change under Transfer Description of Request.

Transfer User from One Organization to Another

Transfer First Name	Transfer Last Name		
<input type="text"/>	<input type="text"/>		
Transfer Email	Transfer Phone	Transfer Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Transfer Access Level			
<input type="text"/>			
Active Date			
<input type="text"/>			
Deactivate user from old organization?	Deactivate Date		
<input type="text"/>	<input type="text"/>		
Transfer Description of request			
<input type="text"/>			

Modify Organization Information

If you select Modify Organization Information in the Request Type drop-down you will see the Organization Information section. For this section you will only enter information into the fields that need to be changed. For instance, if the Agency's name changed but everything else is the same, you only need to enter the agency's new name under Agency Name. You will need to give the reason you need to make the change under Please include a description in writing of the change.

Organization Information

ONLY FILL IN THE FIELDS THAT YOU NEED MODIFIED FOR THE ORGANIZATION

Agency Type				
<input type="text"/>				
Agency Name				
<input type="text"/>				
Agency Address	Agency City	Agency Zip	Agency County	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Agency Phone	Agency Fax			
<input type="text"/>	<input type="text"/>			

Federal ID Number

Faith Based

Beginning Month of FY

UEI Number

Please include a description in writing of the change

Other Changes

If you select Other in the Request Type drop-down you will see the Other section.
Please describe the request in the narrative box.

Other

Please Describe the request

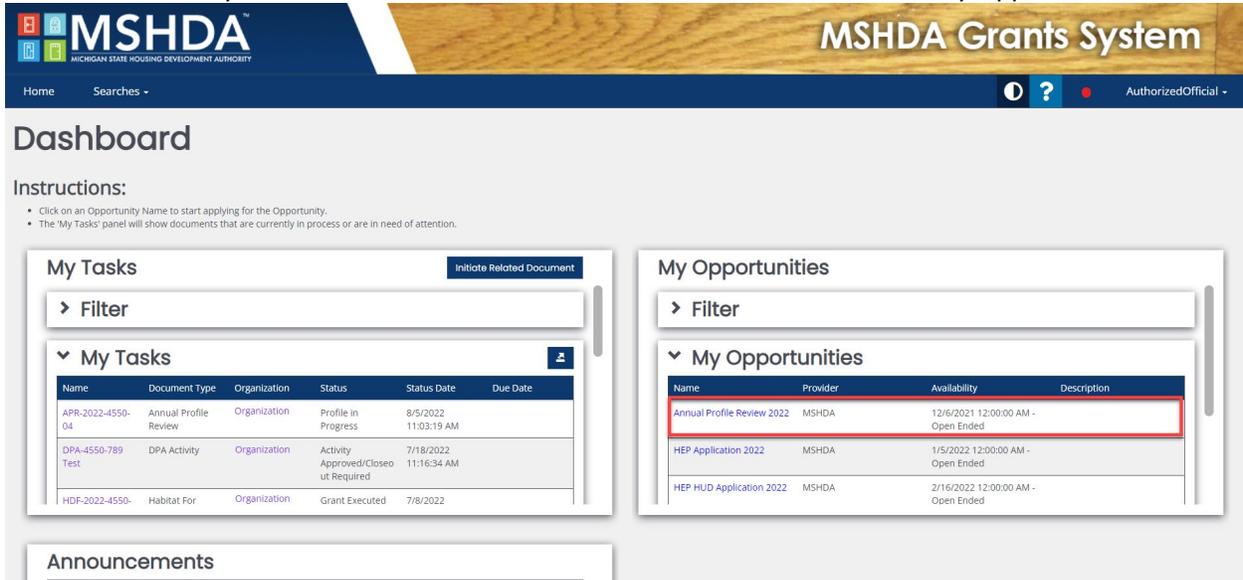
Once the System Access Form has been completed with no errors, the **Authorized Official** can submit.
Select Submit Request under Status Options on the left-hand side of the screen.

The screenshot displays the MSHDA Grants System interface. At the top, the MSHDA logo and 'MSHDA Grants System' are visible. The navigation sidebar on the left includes 'GRANTEE-Request-0029', 'Forms', 'System Access Form', 'Status Options', 'Submit Request', 'Related Documents', 'Initiate Related Doc', 'Tools', and 'Landing Page'. The 'Submit Request' option is highlighted. The main content area shows the 'System Access Form' with a 'Request Type' dropdown menu set to 'New User'. A red arrow points to the 'Submit Request' button with the text 'Click here to submit System Access Form'. Below this is the 'User Information' section, which includes input fields for 'User First Name', 'User Last Name', 'User Email', 'User Phone', and 'User Fax'. The 'Request Submitted By' field is set to 'AuthorizedOfficial'.

Annual Profile Review

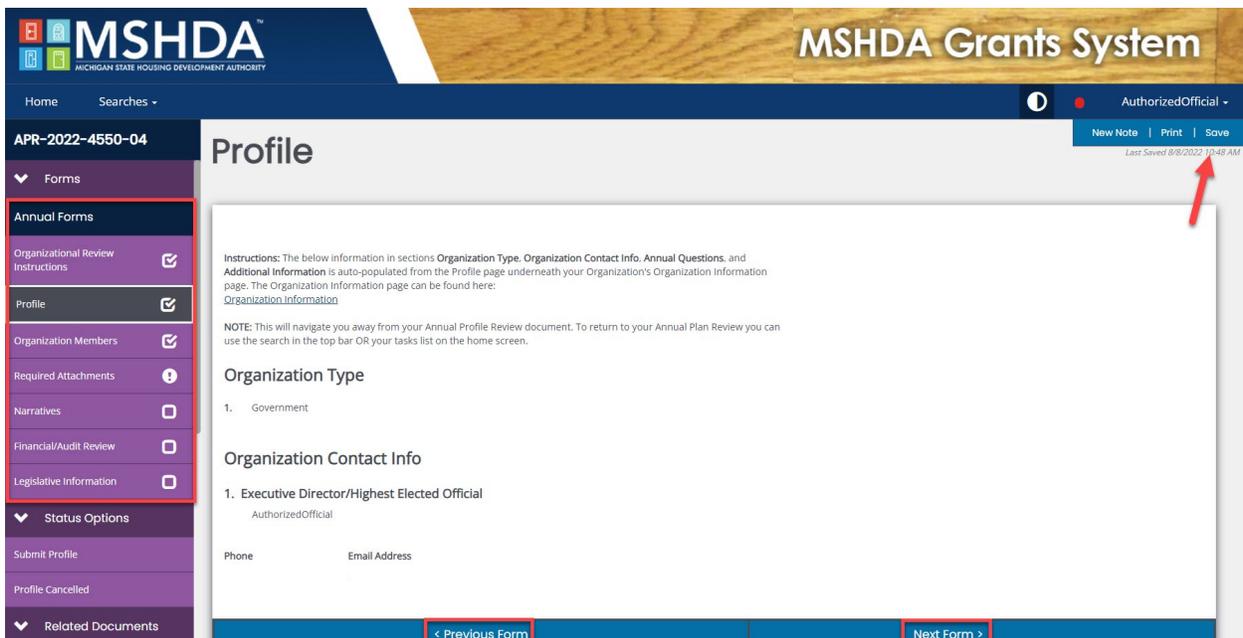
Initiating the Annual Profile Review

The **Authorized Official or Agency Administrator** will log into the IGX system. This will take you to the Dashboard where you will be able to click on the Annual Profile Review under My Opportunities.



Navigating Within the Annual Profile Review

This will show you to the Annual Profile Review. The menu on the left-hand side of the screen includes all the forms that need to be completed to submit the Annual Profile Review to MSHDA for review. You can move around within the Annual Profile Review 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. The save button for each page is in the top right-hand corner.



How to Complete the Annual Profile Review

This document pulls data from your Organization's Information pages. Specifically, the "Organization Profile", "Required Documents", "Organization Members", and "Legislative Information" pages. Before starting this document, you must save these pages within your Organization's Information Pages.

If the only page you can see in your Annual Profile Review is the Organizational Review Instructions, that indicates that you have not completed these forms OR there are errors on them. Please navigate to your organization's information page and make sure all forms are complete. You can reach these forms by navigating to your user profile (in the upper right dropdown where you see your name) or by clicking on the hyperlink on the Organizational Review Instructions within the Annual Profile Review.

NOTE: Once you've filled out the organization pages you must return to the Annual Profile Review using the Annual Profile Review Search in the top bar OR your Tasks list on the home screen. Then, save this page and if all 3 pages attached to your organization have been completed without errors, the rest of the Annual Profile Review pages will appear in the left-hand menu.

The screenshot shows the MSHDA Grants System interface. The header includes the MSHDA logo and the text 'MSHDA Grants System'. The user is logged in as 'AuthorizedOfficial'. The main content area is titled 'Organizational Review Instructions'. It contains the following text:

Instructions
This document pulls data from your Organization's Information pages. Specifically, the "Organization Profile", "Required Documents", "Organization Members", and "Legislative Information" pages. Before starting this document you must fill out these pages that are attached to your Agency's Organization Information screen.

If this page is the only page that you currently see in this document, that indicates that you have not completed these forms OR there are errors on them. Please navigate to your Organization and make sure all forms are complete. You can reach these forms by navigating to your User profile (in the upper right dropdown where you see your name) or by clicking on the below hyperlink.

[Organization Information](#)

NOTE: Once you've filled out the organization pages you must return to this page using the Annual Profile Review Search in the top bar OR your Tasks list on the home screen. Then, Save this page and if all 3 pages attached to your Organization have been complete without errors the rest of the Annual Profile Review pages will appear in the left nav.

The left-hand menu shows 'Forms' expanded to 'Annual Forms', with 'Organizational Review Instructions' selected. Other items in the menu include Profile, Organization Members, Required Attachments, Narratives, Financial/Audit Review, and Legislative Information.

The Profile form auto-populates from the Organizations Information page. Check to see if any changes need to be made to either section. If something needs to be changed you can click on the Organization Information link under the first paragraph. If both sections are correct, you can continue scrolling to the Annual Questions.

The screenshot shows the MSHDA Grants System interface. The header includes the MSHDA logo and the text 'MSHDA Grants System'. The user is logged in as 'AuthorizedOfficial'. The main content area is titled 'Profile'. It contains the following text:

Instructions: The below information in sections **Organization Type**, **Organization Contact Info**, **Annual Questions**, and **Additional Information** is auto-populated from the Profile page underneath your Organization's Organization Information page. The Organization Information page can be found here: [Organization Information](#)

NOTE: This will navigate you away from your Annual Profile Review document. To return to your Annual Plan Review you can use the search in the top bar OR your tasks list on the home screen.

Organization Type

- Government

The left-hand menu shows 'Forms' expanded to 'Annual Forms', with 'Profile' selected. Other items in the menu include Organizational Review Instructions, Organization Members, Required Attachments, and Narratives.

The Organization Members page lists the members of your organization who are listed as active in the system. Check to ensure that this list is correct. Go to the Organizational Information page to update the list if changes need to be made. When the list is correct, check the box certifying that the list of Organization Members is accurate.

MSHDA MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

MSHDA Grants System

Home | Searches | AuthorizedOfficial

APR-2022-4550-04

Forms

Annual Forms

- Organizational Review Instructions
- Profile
- Organization Members**
- Required Attachments
- Narratives
- Financial/Audit Review
- Legislative Information

Status Options

- Submit Profile
- Profile Cancelled

Related Documents

Organization Members

1. Name: AuthorizedOfficial
Role: Authorized Official
Date Active - Date Inactive: 12/21/2021 -

2. Name: AgencyAdministrator
Role: Agency Administrator
Date Active - Date Inactive: 12/21/2021 -

3. Name: AuthorizedSigner
Role: Authorized Signer
Date Active - Date Inactive: 12/21/2021 -

4. Name: AgencyViewer
Role: Agency Viewer
Date Active - Date Inactive: 12/21/2021 -

The above list of Organization Members is populated from the Organization's Member page underneath the Organization Information page. The Organization Information page can be found here: [Organization Information](#)

NOTE: This will navigate you away from your Annual Profile Review document. To return to your Annual Plan Review you can use the search in the top bar OR your tasks list on the home screen.

Certification

I certify that the above list of Organization Members is accurate.

The attachments on the Required Attachments form are auto populated from the Attachments page within your Organization Information page.

Check to make sure that each attachment is up to date. If the attachment is up to date, select yes. If the attachment is not up to date, you will need to go to the Organizational Information page to upload the new file.

MSHDA MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

MSHDA Grants System

Home | Searches | AuthorizedOfficial

APR-2022-4550-05

Forms

Annual Forms

- Organizational Review Instructions
- Profile
- Organization Members
- Required Attachments**
- Narratives
- Financial/Audit Review
- Legislative Information

Status Options

- Submit Profile
- Profile Cancelled

Related Documents

- Initiate Related Doc

Tools

Required Attachments

Instructions: The attachments below are auto-populated from the Attachments page underneath your Organization's Organization Information page. The Organization Information page can be found here: [Organization Information](#)

NOTE: This will navigate you away from your Annual Profile Review document. To return to your Annual Plan Review you can use the search in the top bar OR your tasks list on the home screen.

1. **Organizational Mission Statement**

Current File: [Organizational Mission Statement.pdf](#) Date Uploaded: 08/08/2022

Is the above attachment up to date?

Yes No

2. **Board of Directors**

Current File: [Board of Directors.pdf](#) Date Uploaded: 08/08/2022

Is the above attachment up to date?

Yes No

3. **Organizational Chart**

Current File: [Organizational Chart.pdf](#) Date Uploaded: 08/08/2022

Is the above attachment up to date?

< Previous Form | Next Form >

The Narrative form asks questions about the organization including your target population, service area, staffing, and local services.

The screenshot shows the 'Narratives' form in the MSHDA Grants System. The header includes the MSHDA logo and 'MSHDA Grants System'. The user is logged in as 'AuthorizedOfficial'. The left sidebar shows a navigation menu with 'Narratives' selected. The main content area is titled 'Narratives' and contains instructions: 'All organizations are required to complete questions 1-6.' Question 1 asks to 'Briefly describe your Organization's target or service area.' and includes a text input field with a '0 of 1000' character count. Question 2 asks 'The Organization's targeted population (check all that apply):' and lists five options: 'Low-income', 'Very Low-Income', 'Homeless', 'Homeowners', and 'Homebuyers', each with an unchecked checkbox. Navigation buttons for '< Previous Form' and 'Next Form >' are at the bottom.

The Financial Information form asks about annual audits, auditors, annual financial statements, single audits, and the organizations budget. Please make sure your most recent financial information is uploaded.

The screenshot shows the 'Financial/Audit Review' form in the MSHDA Grants System. The header includes the MSHDA logo and 'MSHDA Grants System'. The user is logged in as 'AuthorizedOfficial'. The left sidebar shows a navigation menu with 'Financial/Audit Review' selected. The main content area is titled 'Financial/Audit Review' and contains the 'Annual Audit' section. Question 1 asks 'Do you have an annual audit?' with 'Yes' selected. Question 2 asks to 'Identify your auditor's name, company, and contact information:' and includes input fields for Name, Company, Phone Number, Address, City, State, and Zip Code. Question 3 asks 'When does your organization's fiscal year start and end for current Financials submitted?' and includes 'Start Date' and 'End Date' fields. Question 4 asks 'What is your Organization's last fiscal year end date for any required Single Audits?' and includes an 'End Date' field.

The Legislative Information form is auto filled from the Organizational Information page. Check to ensure that the US Congressional Districts, State Senate Districts, and State House of Representative Districts for your organization are correct. Certify that the data is up to date and accurate at the bottom of the page, then save.

MSHDA Grants System

Home Searches - AuthorizedOfficial -

APR-2022-4550-04

Legislative Information

Forms

Annual Forms

Organizational Review Instructions

Profile

Organization Members

Required Attachments

Narratives

Financial/Audit Review

Legislative Information

Status Options

Legislative Information:

U.S. Congressional District Numbers
1

U.S. Congressional Representatives
District #1: Jack Bergman

State Senate District Numbers
37

State Senators
District #37: Wayne Schmidt

New Note | Print | Save

Last Saved 8/9/2022 11:27 AM

Submitting the Annual Profile Review

Once the entire profile has been completed with no errors, the **Authorized Official** can submit the profile. The Annual Profile Review can be submitted from any form within the Annual Profile Review. Select Submit Profile under Status Options on the left-hand side of the screen. The Annual Profile will be reviewed by MSHDA for organizational and financial capacity, if problems are identified the Annual Profile will be returned for modifications.

APR-2022-4550-04

Legislative Information

Forms

Annual Forms

Organizational Review Instructions

Profile

Organization Members

Required Attachments

Narratives

Financial/Audit Review

Legislative Information

Status Options

Submit Profile

Profile Cancelled

Related Documents

Legislative Information:

U.S. Congressional District Numbers
1

U.S. Congressional Representatives
District #1: Jack Bergman

State Senate District Numbers
37

State Senators
District #37: Wayne Schmidt

Click here to **submit** Annual Profile

Click here to **cancel** Annual Profile

< Previous Form

Accessing the Annual Profile Review

If you need to return to the Annual Profile Review after leaving, scroll through MY Tasks on the IGX home screen. Select the document link on the left-hand side.

MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

MSHDA Grants System

Home Searches - ? AuthorizedOfficial -

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 Tasks

Initiate Related Document

> Filter

▼ My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
APR-2022-4550-04	Annual Profile Review	Organization	Profile in Progress	8/5/2022 11:03:19 AM	
DPA-4550-789	DPA Activity Test	Organization	Activity Approved/Closed out Required	7/18/2022 11:16:34 AM	
HDF-2022-4550-	Habitat For	Organization	Grant Executed	7/8/2022	

My Opportunities

> Filter

▼ My Opportunities

Name	Provider	Availability	Description
Annual Profile Review 2022	MSHDA	12/6/2021 12:00:00 AM - Open Ended	
HEP Application 2022	MSHDA	1/5/2022 12:00:00 AM - Open Ended	
HEP HUD Application 2022	MSHDA	2/16/2022 12:00:00 AM - Open Ended	

Announcements

Signing the Grant Contract

The **Authorized Official** will log into the IGX system and go to the grant that needs to be signed. Once the grant is ready to be signed, it will be under My Tasks. Click the grant number to go to the grant.

MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

MSHDA Grants System

Home Searches - ? AuthorizedOfficial -

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 Tasks

Initiate Related Document

> Filter

▼ My Tasks

Name	Document Type	Organization	Status	Status Date	Due Date
ARP-2022-4550-MIH-04	Mi-Hope Grant 2022	Organization	Testing Grantee Signatures Required	10/24/2022 1:39:03 PM	
ARP-2022-4550-00030-MIH	Mi-Hope Activity 2022	Organization	Testing In Progress	9/28/2022 4:31:30 PM	
ARP-2022-4550-MIH-02	Mi-Hope Grant 2022	Organization	Testing Grant Executed	10/7/2022 4:53:07 PM	

My Opportunities

> Filter

▼ My Opportunities

Name	Provider	Availability	Description
Annual Profile Review 2022	MSHDA	12/6/2021 12:00:00 AM - Open Ended	
Grantee System Access	MSHDA	8/29/2022 12:00:00 AM - 8/31/2030 11:59:00 PM	
HEP Application 2022	MSHDA	1/5/2022 12:00:00 AM - Open Ended	

Click Grant Document on the Left-hand side of the screen to go to the Grant Document Screen. Each of the documents can be viewed using the hyperlink for that document. Documents with an empty upload box require an upload, the required documents depend on the type of agency submitting the grant.

Non-Profit

- Certified Board Resolution
- Grant Closing Statement

Local Unit of Government

- Authorized Signer Designation Form

For-Profit

- Authorized Signer Designation form

You will also need to check the box at the bottom of the page that says I agree that prior to applicant selection, the guidelines need to be fully signed and uploaded to the IGX system.

After uploading the attachments, the **Authorized Official** will scroll up and enter their name and Title to sign the agreement. If the name entered doesn't match the User Profile, they will not be able to sign the agreement. Then click Save. Once it is signed, they will click Submit Signed Grant on the left-hand side of the screen under Status Options followed by the OK button on the pop-up.

The screenshot shows the 'Grant Documents' interface for grant NHD-2024-9988-MIN-21. The left sidebar contains navigation options like Forms, Grant Information, Budget, and Status Options. The main content area is divided into two sections:

Authorized Official Signature (highlighted with a red box):

Signature Clause:
By signing grant contract, I certify to the Michigan State Housing Development Authority (the "Authority") that to the best of my knowledge and belief the information provided in the contract is true, complete, accurate, and understand that estimated expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award. I certify that the applicant identified herein represents the true party seeking the grant award, that all work associated with a grant award by the Authority will be performed or supervised by qualified staff members and that the agency I represent is authorized to do business in the state of Michigan. Upon accepting any grant award, I agree that the party seeking the grant award will comply with all federal, state, and local laws applicable to the terms and conditions of the grant award.

Fields for Name, Title, and Date are present.

Grant Documents (table):

Document Name	Status	Date
Board Approval	N/A	05/30/2024
Please select one Exhibit A		N/A
Exhibit A CDBG	N/A	N/A
Exhibit A HCDF	N/A	N/A
NDD Exhibit B		N/A
Exhibit C	N/A	
Authorized Signer Designation Form		

At the bottom, there is a checkbox: I agree that prior to applicant selection, the guidelines need to be fully signed and uploaded to the IGX system.

Amendments

MSHDA will complete the amendment in the system. Once the amended contract is ready to be signed, the grantee's **Authorized Official** or **Authorized Signer** will log into the IGX system and go to the grant. Click Grant Amendment Request on the left hand menu to go to the amendment. Check to make sure that everything is correct. Enter your name and title at the bottom of the page then save to sign the amendment. The Authorized Official or Authorized Signer's name must be entered exactly as it is in the system, or you will get an error. Click Submit Signed Amendment on the left hand menu to send it back to MSHDA.

The screenshot shows the 'Specialist Signature' section with the following fields:

Specialist Name	Specialist Title	Date
Specialist	Specialist	03/17/2023 10:03 am

The 'Authorized Official Signature' section has the following fields:

Authorized Official Name	Authorized Official Title	Date
AuthorizedOfficial	ccq	

The 'Manager Signature' section is partially visible with the following fields:

Manager Name	Manager Title	Date

The amendment contract with signatures included can be found under Grant Amendment Request once it's been signed.

The screenshot shows the 'Grant/Budget Amendment Request' page with the following sections:

Instructions:

- Select the appropriate checkboxes, and explain the reason for the amendment in the text area below the checkboxes. Click Save.
- Additional sections may appear for editing depending on what type of amendment was selected. Once all sections are complete, click Save.
- To add a new Amendment Request, the grant must be in status Amendment Request In Progress.
- Select the highest number in the dropdown list and click Go to complete the new blank page. NOTE: You will not be able to edit previous Amendment Requests.

Selections

- Change Grant Term
- Change Program Description
- Change Budget
- Change Grant Number/Funding Source Year

Describe the reason for the amendment

This amendment will extend the grant term ans increase the budget.

Amendment Documents

Activities

Community Based Public Amenity Pre-Approval

The **Authorized Official, Agency Administrator, or Authorized Signer** will log into IGX and go to the NDD MI Neighborhood grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter NDD MI Neighborhood Grant for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.

MSHDA Grants System

Home Searches - AuthorizedOfficial -

Grar

Recent Documents

- Activities
- Annual Profile Review
- Agency Bills
- Applications
- Financial Status Reports
- Grantee System Access Requests

Search

Number:

Organization:

Type:

Division:

Status:

Grant Specialist:

Account Type:

Clear Search

To initiate an Activity the Authorized Official, Authorized Signer, or Agency Administrator will click Initiate Related Doc from the lefthand menu.

MSHDA Grants System

Home Searches - Loryn AuthorizedOfficial - New Note

NDD-2024-4550-MIN-08

Document Landing Page

Instructions:

- View document details.

Template NDD MI Neighborhood Grant	Instance NDD MI Neighborhood Grant	Process Grant
Document Name NDD-2024-4550-MIN-08	Document Status Grant Executed	
Organization Testing Organization	Your Role Authorized Official	Period Date 5/24/2024 12:00:00 AM

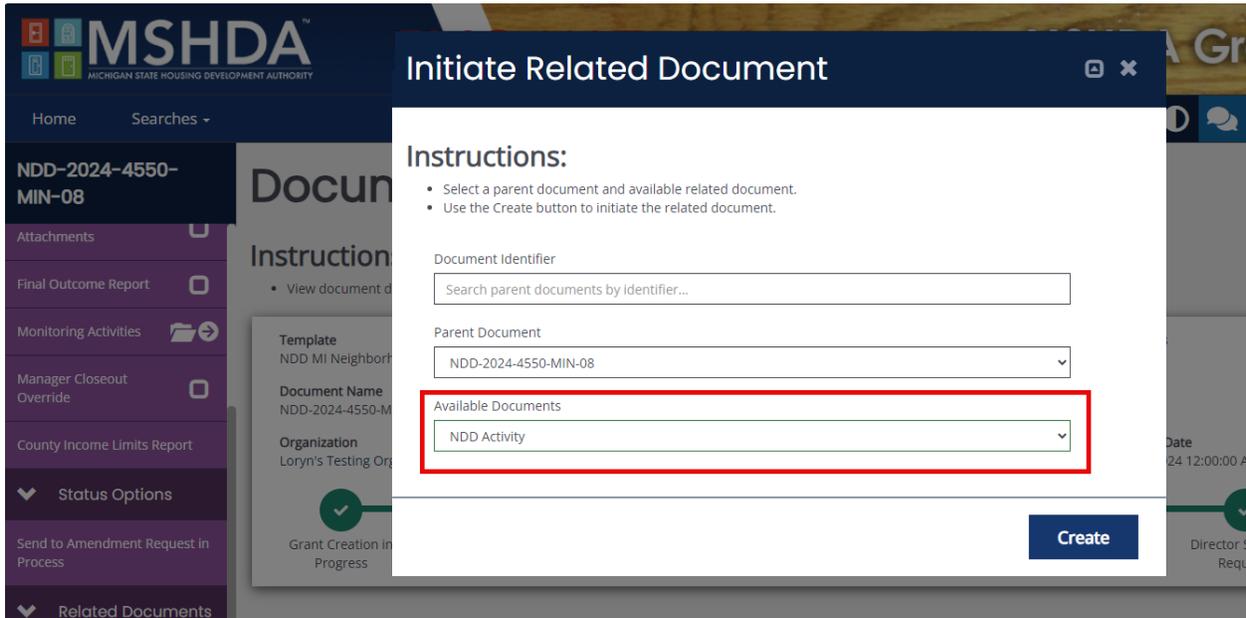
Grant Creation In Progress ✓ Manager Review Required ✓ Grant Funding Required ✓ Grant Legal Review Required ✓ Grantee Signatures Required ✓ Specialist Document Review Director Signature Required ✓ Grant Executed ✓

Initiate Related Doc

Financial Status Report

Activities

Select NDD Activity from the Available Document dropdown and click Create. Click Proceed on the next pop up.

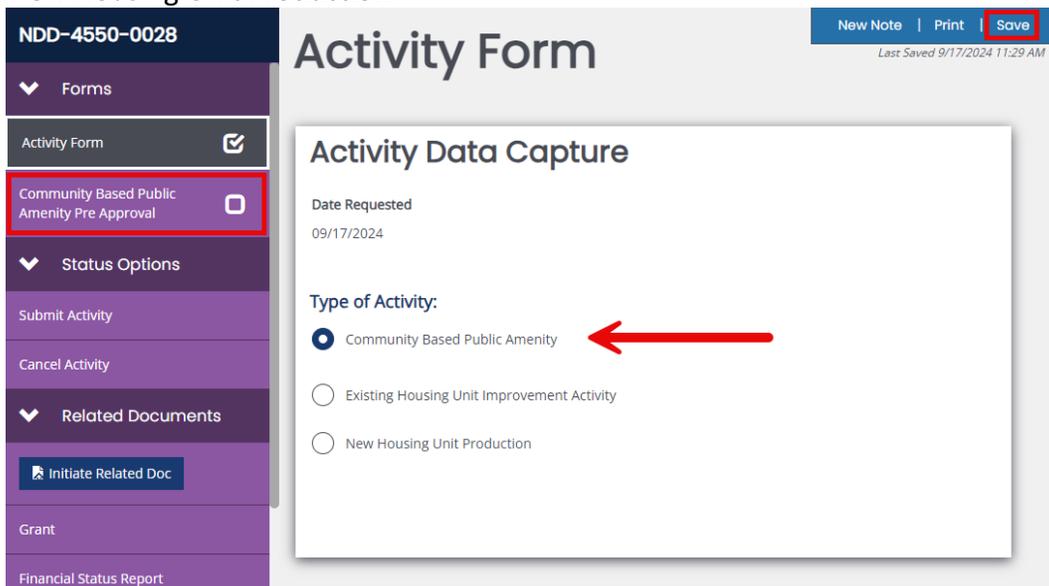


Click Activity Form on the left-hand menu to start the activity.

You will need to choose the type of activity that you want to create and save the page using the save button on the top right corner of the page. This must be one of the activities in your grant agreement.

The options are:

- Community Based Public Amenity
- Existing Housing Unit Improvement Activity
- New Housing Unit Production



After saving the page, the Pre-Approval page will show up on the purple menu under Activity Form. Click Community Based Public Amenity Pre-Approval on the left-hand menu. To complete the Pre-Approval Form you will need to complete the following sections:

- Activity Data Capture
 - Property Name
 - Address Information
 - Budget
 - Only include the MSHDA amount
- Property Information
 - Activity Description
 - SAM.gov check-If an organization or person has an exclusion on SAM.gov they are ineligible for funding
 - If lead materials are likely to be disturbed, contractors will need to be EPA RRP certified
 - If asbestos containing materials are likely to be disturbed, contractors will need to be licensed asbestos abatement contractors
- Supporting Documentation-You can use the + at the end of the line to add an additional line
 - Before Pictures
 - Estimates-2 Estimates are required, check the box for the estimate selected for the project
 - Site Ownership Documentation

Save using the Save button at the top right-hand corner of the screen. Using the left-hand menu click Submit Activity to send it to your Champion or Cancel Activity to cancel it

The screenshot displays the 'Community Based Public Amenity Pre Approval' form. On the left, a purple sidebar menu is visible with the following items: 'Forms' (expanded), 'Activity Form', 'Community Based Public Amenity Pre Approval' (highlighted with a red box), 'Status Options' (containing 'Submit Activity' and 'Cancel Activity' with red arrows pointing to them), 'Related Documents' (containing 'Initiate Related Doc'), 'Grant', 'Financial Status Report', and 'Activities'. The main content area is titled 'Community Based Public Amenity Pre Approval' and contains the 'Activity Data Capture' section. This section includes a 'Date Requested' field with the value '09/17/2024', a 'Property Name' text input field, and an 'Address' section with fields for 'Address', 'City', 'State' (pre-filled with 'Michigan'), 'Zip', and 'County'. Below this is the 'Activity Category Requested' section, where 'Community Based Public Amenity' is selected, accompanied by a blue '\$' icon. At the bottom right of the form, there is a 'Total Requested' field with a dollar sign symbol.

Community Based Public Amenity Pre-Close Out

The **Authorized Official, Agency Administrator, or Authorized Signer** will log into IGX and go to the NDD MI Neighborhood grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter NDD MI Neighborhood Grant for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.

Click Activity on the left-hand menu then select the Activity you want to work on from the pop-up. Click Activity Completion on the left-hand menu.

To complete the Activity Completion Form you will need to complete the following sections:

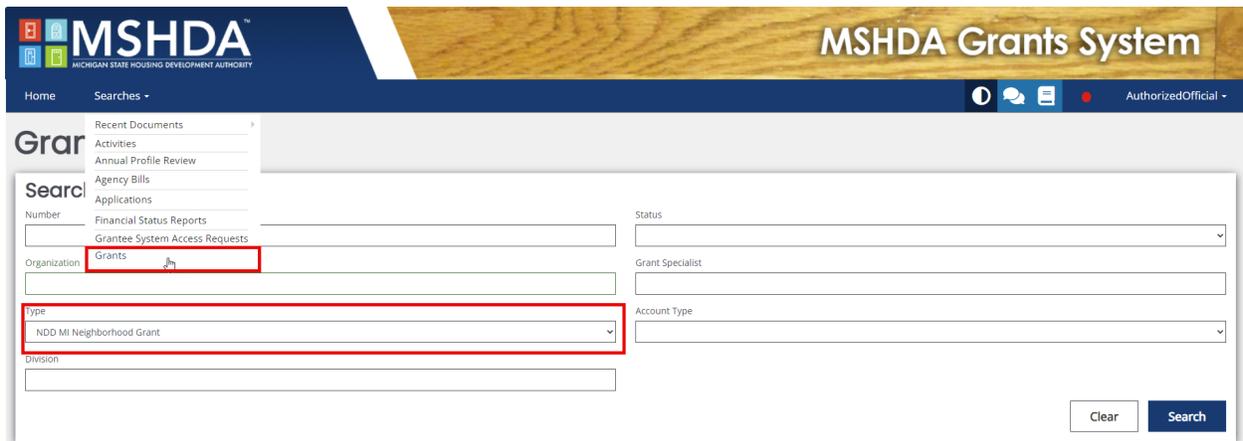
- Activity Completion
 - Date Completed
 - Updated Budget (budget increases require a revised Activity Pre-Approval Form)
- Supporting Documentation-You can use the + at the end of the line to add an additional line
 - After Pictures
 - Approval And Request for Contractor Payment

Activity Category Expended:	Amount Requested	Amount Expended
Community Based Public Amenity	\$ 50,000.00	\$
Total	\$50,000.00	\$

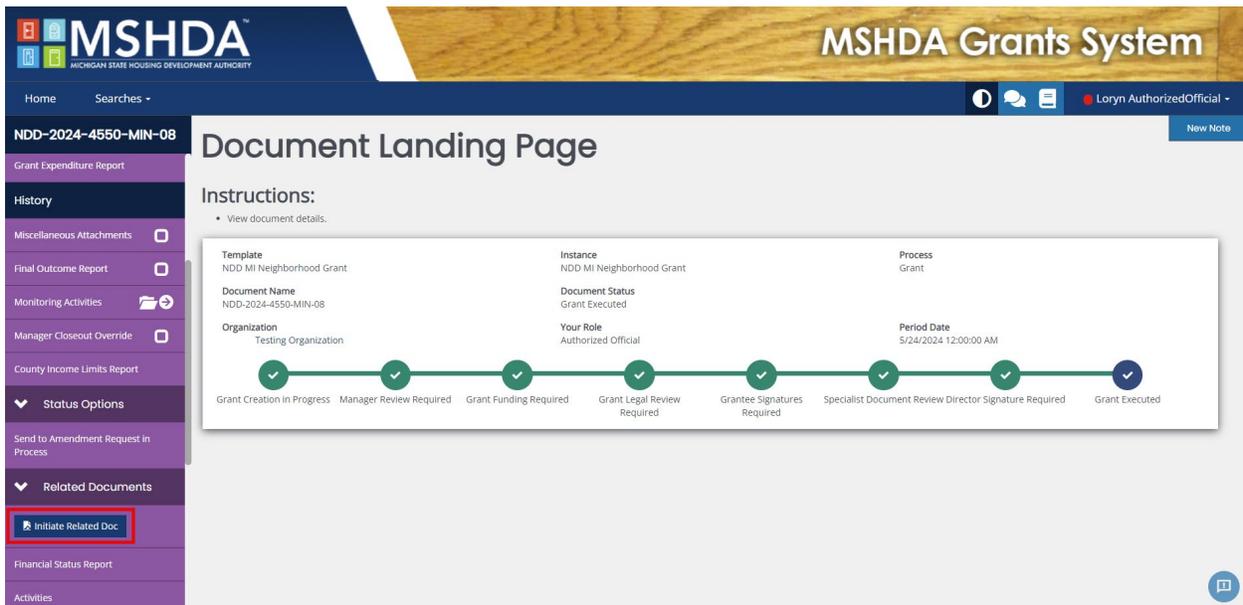
Save using the Save button at the top right-hand corner of the screen. You can cancel the activity, send it back for revisions, or submit it using Send to Activity Closeout Review Required. If the activity went over the originally approved amount you will need to send it back for revisions to the Pre-Approval form.

Existing Housing Unit Improvement Pre-Approval

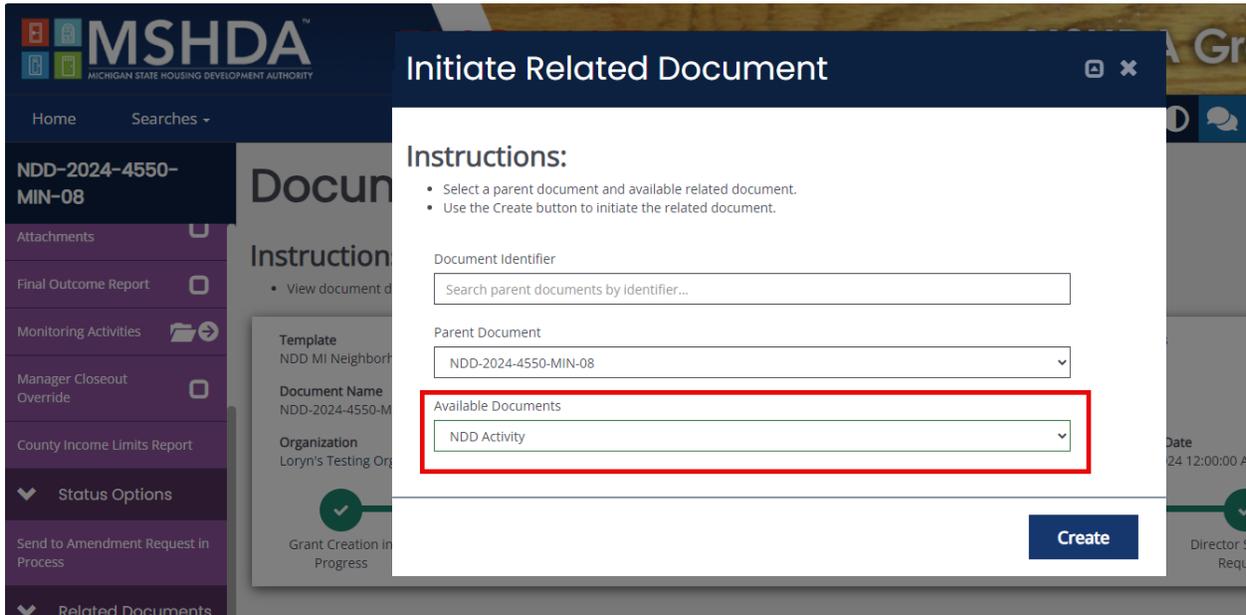
The **Authorized Official, Agency Administrator, or Authorized Signer** will log into IGX and go to the NDD MI Neighborhood grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter NDD MI Neighborhood Grant for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.



To initiate an Activity the Authorized Official, Authorized Signer, or Agency Administrator will click Initiate Related Doc from the lefthand menu.



Select NDD Activity from the Available Document dropdown and click Create. Click Proceed on the next pop up.

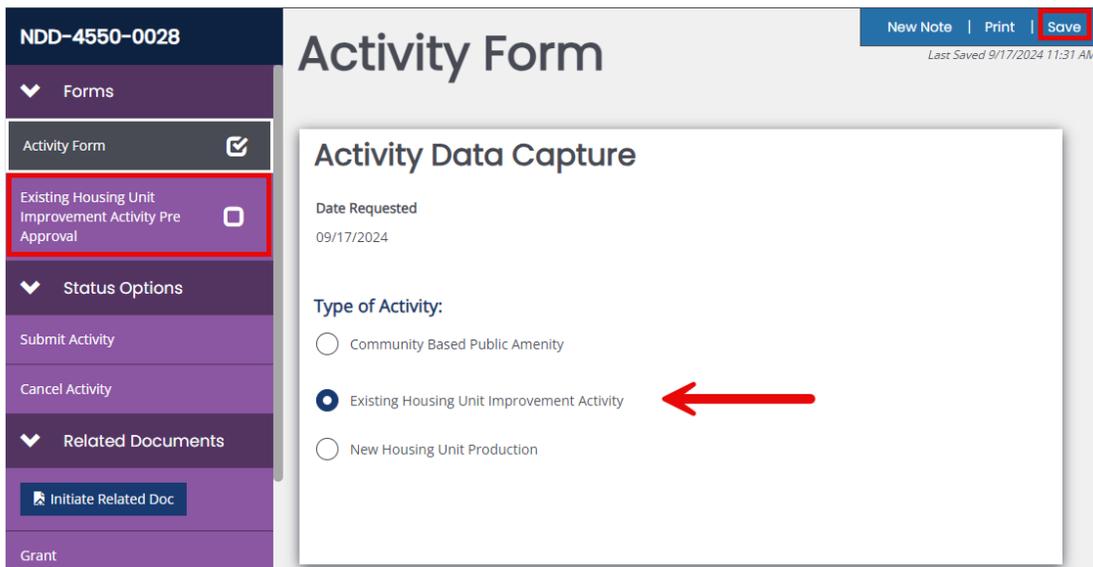


Click Activity Form on the left-hand menu to start the activity.

You will need to choose the type of activity that you want to create and save the page using the save button on the top right corner of the page. This must be one of the activities in your grant agreement.

The options are:

- Community Based Public Amenity
- Existing Housing Unit Improvement Activity
- New Housing Unit Production



After saving the page, the Pre-Approval page will show up on the purple menu under Activity Form. Click Existing Housing Unit Improvement Pre-Approval on the left-hand menu. To complete the Pre-Approval Form you will need to complete the following sections:

- Activity Data Capture
 - Homeowner Name, Occupant Name
 - Address Information
 - Budget
 - Only include the MSHDA amount
- Beneficiary Information of Household Occupants
 - Race
 - Income Levels
- Property Information
 - Single Family Home or Rental Unit-This choice changes the Supporting Documents below
 - Activity Description
 - If asbestos containing materials are likely to be disturbed, contractors will need to be licensed asbestos abatement contractors
 - How will lead based paint be addressed
 - NEPA Environmental Review Information
 - SAM.gov check-If an organization or person has an exclusion on SAM.gov they are ineligible for funding
- Supporting Documentation-You can use the + at the end of the line to add an additional line
 - Single family home requesting less than \$10,000
 - Before Pictures
 - Estimates-2 Estimates are required, check the box for the estimate selected for the project
 - Occupant Eligibility Verification
 - Income Verification Documents
 - Single family home requesting more than \$10,000
 - Before Pictures
 - Estimates-2 Estimates are required, check the box for the estimate selected for the project
 - Occupant Eligibility Verification
 - Income Verification Documents
 - Homeowner Certification Form
 - Rental Units
 - Before Pictures
 - Estimates-2 Estimates are required, check the box for the estimate selected for the project
 - Occupant Eligibility Verification
 - Income Verification Documents
 - Landlord Written Participation and Certification Agreement

Save using the Save button at the top right-hand corner of the screen. Using the left-hand menu click Submit Activity to send it to your Champion or Cancel Activity to cancel it

Existing Housing Unit Improvement Pre-Close Out

The **Authorized Official, Agency Administrator, or Authorized Signer** will log into IGX and go to the NDD MI Neighborhood grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter NDD MI Neighborhood Grant for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.

Click Activity on the left-hand menu then select the Activity you want to work on from the pop-up. Click Activity Completion on the left-hand menu.

To complete the Activity Completion Form you will need to complete the following sections:

- Activity Completion
 - Date Completed
 - Updated Budget (budget increases require a revised Activity Pre-Approval Form)
 - Accessibility and Energy Saving Questions
- Supporting Documentation-You can use the + at the end of the line to add an additional line
 - Single family home requesting less than \$10,000
 - After Pictures
 - Household Participation Engagement Survey
 - Approval and Request for Contractor Payment
 - Final Contract
 - Contractor License and Insurance
 - Single family home requesting more than \$10,000
 - After Pictures
 - Household Participation Engagement Survey
 - Homeowner Mortgage
 - Homeowner Note
 - Approval and Request for Contractor Payment
 - Final Contract
 - Contractor License and Insurance
 - Rental Units
 - After Pictures
 - Household Participation Engagement Survey
 - Rental Mortgage
 - Rental Note
 - Approval and Request for Contractor Payment
 - Final Contract
 - Contractor License and Insurance

NDD-4550-Rental Rehab

Existing Housing Unit Improvement Activity Pre Close Out

Activity Completion

Date Completed: MM/DD/YYYY

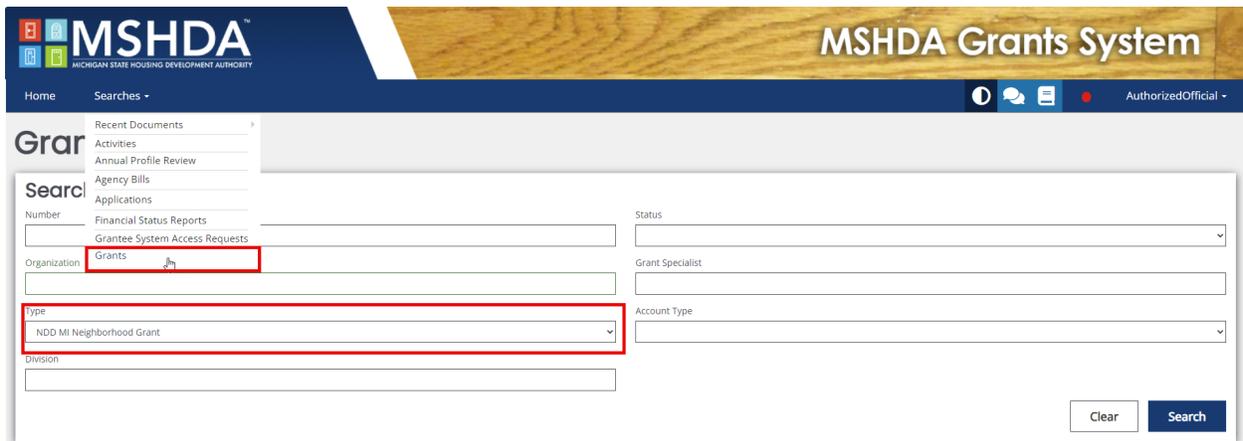
Activity Category Expended:	MSHDA Amount Requested	Leveraged Funds Reserved	MSHDA Amount Expended	Leverage Funds Expended
A. Exterior Rehabilitation	\$25,000.00	\$	\$	\$
B. Interior Rehabilitation	\$	\$	\$	\$
Total	\$25,000.00	\$0.00	\$0.00	\$0.00

Send to Activity Closeout Review Required

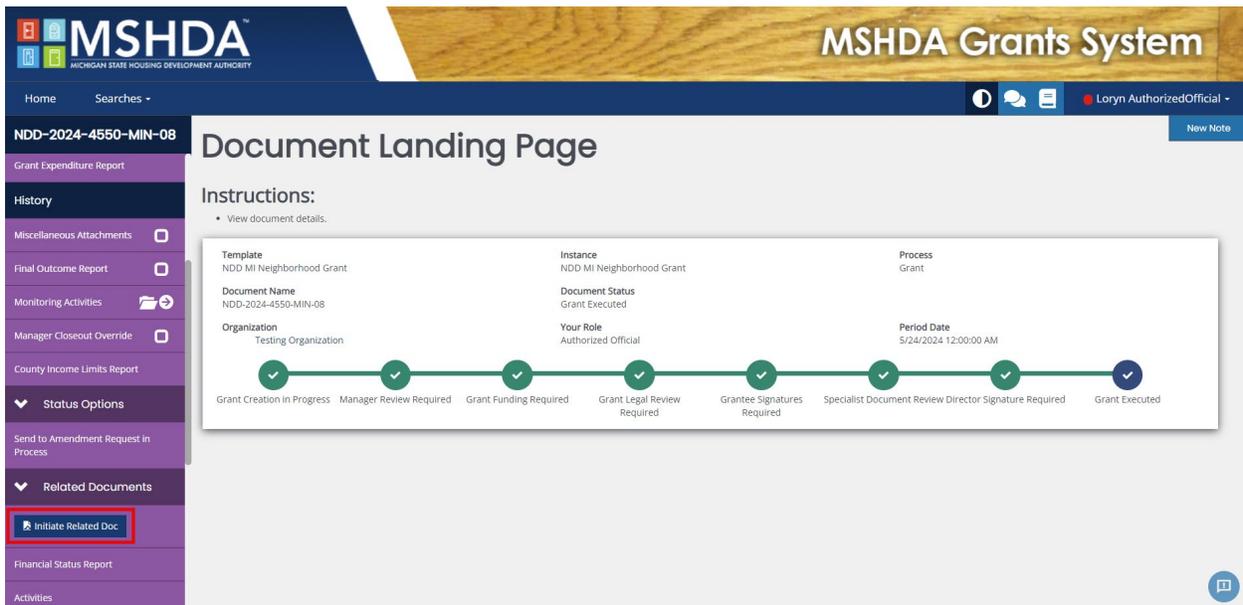
Save using the Save button at the top right-hand corner of the screen. You can cancel the activity, send it back for revisions, or submit it using Send to Activity Closeout Review Required. If the activity went over the originally approved amount you will need to send it back for revisions to the Pre-Approval form.

New Housing Unit Production Pre-Approval

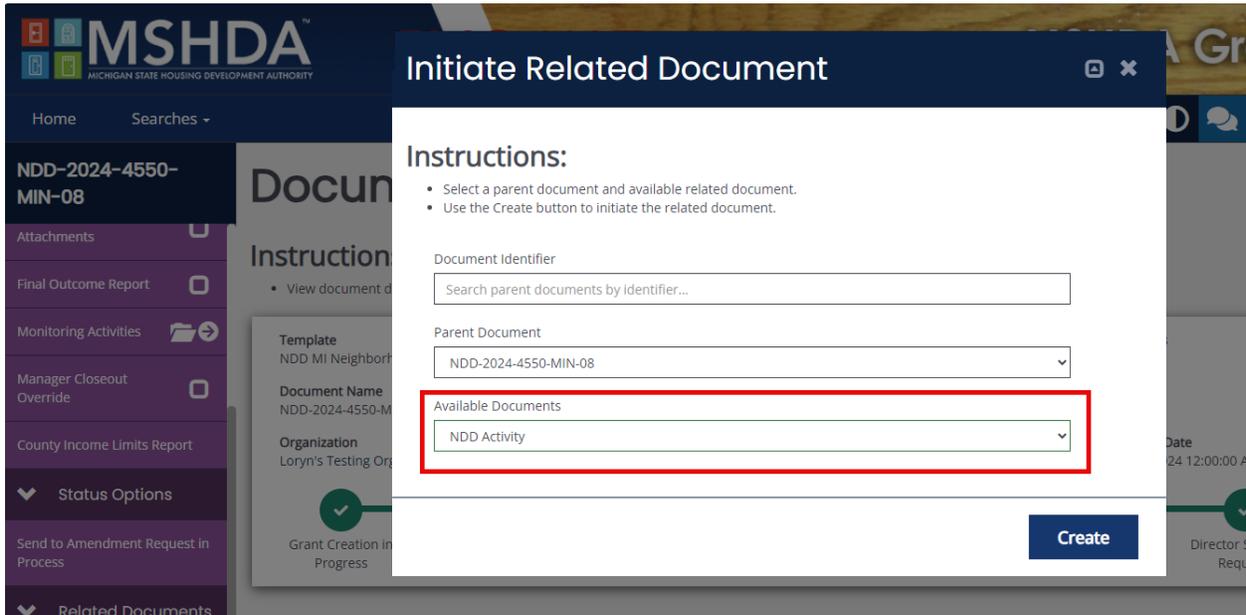
The **Authorized Official, Agency Administrator, or Authorized Signer** will log into IGX and go to the NDD MI Neighborhood grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter NDD MI Neighborhood Grant for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.



To initiate an Activity the Authorized Official, Authorized Signer, or Agency Administrator will click Initiate Related Doc from the lefthand menu.



Select NDD Activity from the Available Document dropdown and click Create. Click Proceed on the next pop up.

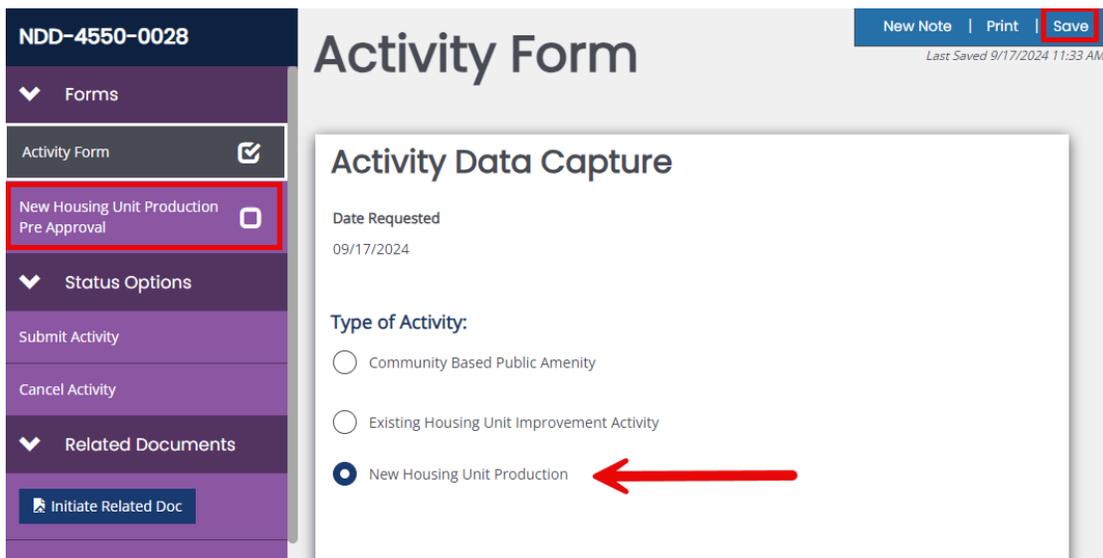


Click Activity Form on the left-hand menu to start the activity.

You will need to choose the type of activity that you want to create and save the page using the save button on the top right corner of the page. This must be one of the activities in your grant agreement.

The options are:

- Community Based Public Amenity
- Existing Housing Unit Improvement Activity
- New Housing Unit Production



After saving the page, the Pre-Approval page will show up on the purple menu under Activity Form. Click New Housing Unit Production Activity Pre-Approval Form on the left-hand menu. To complete the Pre-Approval Form you will need to complete the following sections:

- Activity Data Capture
 - Address Information
 - Budget
 - Only include the MSHDA amount
- Beneficiary Information of Household Occupants
 - Race
 - Income Levels
- Property Information
 - Anticipated Occupant Income Level
 - Activity Description
 - Cost Reasonableness Documentation
 - NEPA Environmental Review Information
 - SAM.gov check-If an organization or person has an exclusion on SAM.gov they are ineligible for funding

Save using the Save button at the top right-hand corner of the screen. Using the left-hand menu click Submit Activity to send it to your Champion or Cancel Activity to cancel it

The screenshot displays the 'New Housing Unit Production Activity Pre-Approval Form' interface. On the left, a purple sidebar menu contains sections: 'Forms' (with 'New Housing Unit Production Pre Approval' highlighted), 'Status Options' (with 'Submit Activity' and 'Cancel Activity' highlighted by red arrows), and 'Related Documents' (with an 'Initiate Related Doc' button). The main content area is titled 'Activity Data Capture' and includes fields for Date Requested (09/17/2024), Address, City, State (Michigan), Zip, and County. At the bottom, there are fields for Activity Category Requested (A. New Unit Home Buyer), MSHDA Funds, and Leveraged Funds, each with a dollar sign icon and an input field. The top right corner has buttons for 'New Note', 'Print', and 'Save'.

New Housing Unit Production Pre-Close Out

The **Authorized Official, Agency Administrator, or Authorized Signer** will log into IGX and go to the NDD MI Neighborhood grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter NDD MI Neighborhood Grant for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.

Click Activity on the left-hand menu then select the Activity you want to work on from the pop-up. Click Activity Completion on the left-hand menu.

The screenshot displays the IGX system interface. On the left is a sidebar menu with various report and activity options. The 'Activities' section is expanded, showing a list of activities for grant NDD-2024-4550-MIN-08. One activity, 'NDD-4550-123 Test: Activity Approved/Closeout Required', is highlighted with a red box. To the right, a 'Landing Page' is visible, featuring a process flow diagram. The diagram shows a sequence of steps: Review Required, Grant Funding Required, Grant Legal Review Required, Grantee Signatures Required, Specialist Document Review Director Signature Required, and Grant Executed. Each step is marked with a green checkmark, indicating completion. The 'Grant Executed' step is marked with a blue checkmark. The process flow is titled 'Instance: NDD MI Neighborhood Grant' and 'Process: Grant'. Other details include 'Document Status: Grant Executed', 'Your Role: Authorized Signer', and 'Period Date: 5/24/2024 12:00:00 AM'. A 'New Note' button is located in the top right corner of the landing page.

To complete the Activity Completion Form you will need to complete the following sections:

- Activity Completion
 - Date Completed
 - Updated Budget (budget increases require a revised Activity Pre-Approval Form)
 - Accessibility and Energy Saving Questions
- Beneficiary Information of Household Occupants
 - Race
 - Income Levels
- Supporting Documentation-You can use the + at the end of the line to add an additional line
 - Occupant Eligibility Form
 - Income Verification Documentation
 - Authorization to Release Information
 - After Pictures
 - Construction Mortgage
 - Regulatory Agreement (Tenant Occupied) or Homebuyer Mortgage and Note
 - Final Contract
 - Contractor License and Insurance

NDD-4550-New Unit Homebuyer

New Housing Unit Production Activity Pre-Close Out

New Note | Print | Save

Last Saved 9/12/2024 2:18 PM

New Housing Unit Production Activity Pre-Close Out

Forms

- Activity Form
- New Housing Unit Production Pre Approval
- New Housing Unit Production Activity Pre Close Out**

Status Options

- Send to Activity Cancelled
- Send to Activity Revision
- Send to Activity Closeout Review Required

Related Documents

- Initiate Related Doc

Activity Completion

Date Completed: MM/DD/YYYY

Activity Category Expended:	MSHDA Amount Requested	Leveraged Funds Reserved	MSHDA Amount Expended	Leverage Funds Expended
A. New Unit Home Buyer	\$25,000.00	\$	\$	\$
B. New Unit Rental	\$	\$	\$	\$
Total	\$25,000.00	\$0.00	\$25,000.00	\$0.00

1. Is the unit Section 504 accessible?

Save using the Save button at the top right-hand corner of the screen. You can cancel the activity, send it back for revisions, or submit it using Send to Activity Closeout Review Required. If the activity went over the originally approved amount you will need to send it back for revisions to the Pre-Approval form.

Revising an Activity

To make changes to a Pre-Approval once it's been submitted, it will need to be put into the Activity Revision status. If the Activity is with the Champion in the In Review or Activity Approved/Closeout Review Required status the Champion can send it to Activity Revision for you. If the activity is with the grantee at Activity Approved/Closeout Required, the grantee can send it to Revision using the Status option in the activity. Once the changes have been made the grantee can submit the activity and the Champion will review it.

To send the Activity to Activity Revision, the **Authorized Official, Agency Administrator, or Authorized Signer** will log into IGX and go to the NDD MI Neighborhood grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter NDD MI Neighborhood Grant for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant. Click Activity on the left-hand menu then select the Activity you want to work on from the pop-up.

NDD-4550-Low Homeowner Rehab

Existing Housing Unit Improvement Activity Pre-Approval

New Note | Print

Existing Housing Unit Improvement Activity Pre-Approval

Forms

- Activity Form
- Existing Housing Unit Improvement Activity Pre Approval
- Existing Housing Unit Improvement Activity Pre Close Out

Status Options

- Send to Activity Cancelled
- Send to Activity Revision
- Send to Activity Closeout Review Required

Activity Data Capture

Date Completed: 09/10/2024

Homeowner Name

Occupant Name

Address

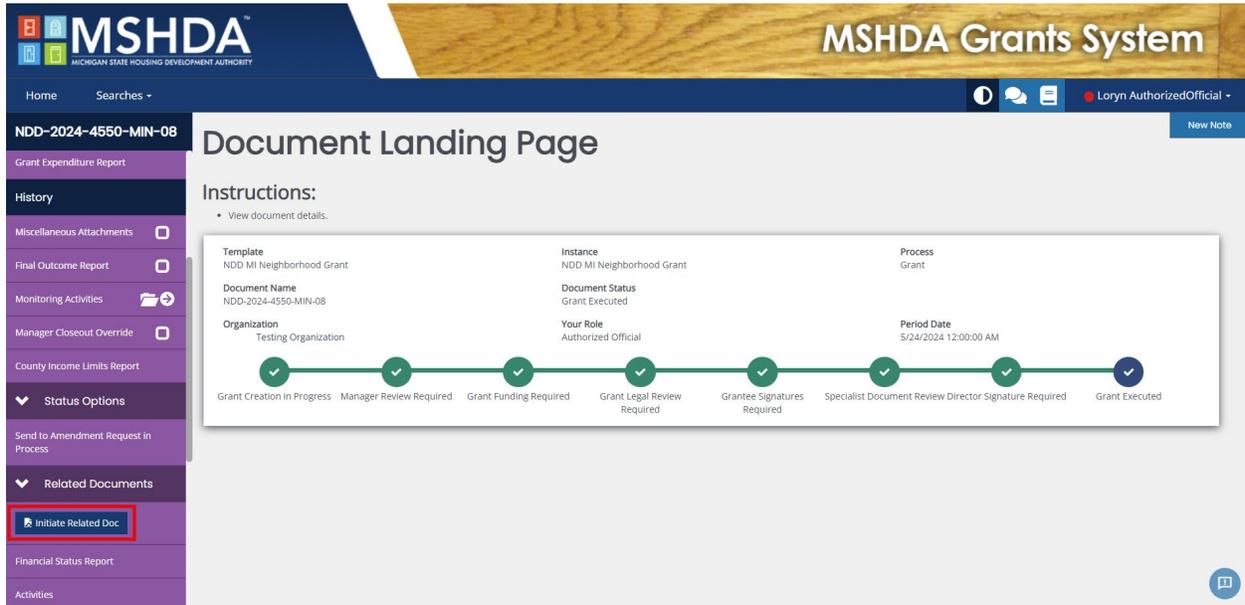
Complete the Pre-Approval page and save using the Save button at the top right-hand corner of the screen. Using the left-hand menu click Submit Activity to send it to your Champion or Cancel Activity to cancel it.

Financial Status Reports (FSR)

Creating an FSR

The **Authorized Official or Authorized Signer** will log into IGX and go to the grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter the grant name for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.

To initiate an FSR the **Authorized Official or Authorized Signer**, will click Initiate Related Doc from the lefthand menu.



Select NDD FSR from the Available Document dropdown and click Create. Click Proceed on the next pop up.

Initiate Related Document

Instructions:

- Select a parent document and available related document.
- Use the Create button to initiate the related document.

Document Identifier

Parent Document

Available Documents

- NDD MI Neighborhood FSR
- NDD Activity

Create

To complete the FSR you will need to complete the following sections.

- Report Information contains timeline and check information.
 - Select the radio button determining if this is the final FSR or not.
 - Fill in the Current Report Period. This should encompass all the dates on the invoices in the FSR and must be within the term of the grant agreement.
- Expense Summary includes prepopulated budget information.
 - Complete the Requested Advance line if requesting an advance with this FSR.
- Expense Detail section must be completed for each activity included in this FSR. If you need to include more than one line, click the + button at the end of the Expense Detail line.
 - Budget Category-Use the drop down to choose they type of activity.
 - Address-Enter the address, enter Admin for Administrative Costs.
 - Activity-Enter the activity.
 - Description-Enter a description for the eligible activity.
 - Total Amount of Invoice-Enter the total amount of the invoice, including money that will not be covered by the MSHDA grant.
 - Amount Billed to MSHDA-This should include only the amount of the invoice that will be billed to MSHDA.
 - Supporting Documentation-Upload the invoice(s).

Save using the Save button on the top right-hand corner of the screen. The FSR can be cancelled or submitted by the **Authorized Signer** or **Authorized Official** using the Cancel FSR or Submit FSR on the left-hand menu. After the FSR is submitted, it will be reviewed by the Specialist, Manager, and Director within MSHDA. If errors are found, the FSR will be returned for modifications.

NDD-2024-4550-MIN-08
FSR #4

New Note | Print | Save

Forms

Financial Status Report/Payment Request

Status Options

Submit FSR ←

Cancel FSR

Related Documents

Initiate Related Doc

Grant

Financial Status Report

Activities

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages

Financial Status Report/Payment Request

Report Information

Final Report: Yes No

Current Report Period: From To

Check Date: _____

Check #: _____

Check Amount: \$0

Expense Summary

Component/Activity	Approved Funds	Previous Expenditures	Returned Funds	This Period Expenditures	Total Expenditures	Current Balance
Component A	\$100,000.00	\$25,000.00	\$10,000.00	\$0.00	\$15,000.00	\$85,000.00
Component B	\$100,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$85,000.00
Administrative Costs	\$10,000.00	\$6,000.00	\$0	\$0.00	\$6,000.00	\$4,000.00
TOTAL	\$210,000.00	\$46,000.00	\$10,000.00	\$0.00	\$36,000.00	\$174,000.00

Requested Advance: \$ 0.00

Cash on Hand: \$0.00

TOTAL PAYMENT REQUESTED: \$0.00

Expense Detail

Budget Category	Address (Enter "Admin" for Administrative Costs)	Activity	Description	Total Amount of Invoice	Amount Billed to MSHDA	Supporting Documents
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="button" value="Browse"/> Drag Files Here <input style="float: right; border: none; background: none; padding: 0 5px; font-size: 20px; font-weight: bold; color: #4a4a8a;" type="button" value="+"/>

Returning to an FSR in Progress

Log into IGX and go to the grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter the grant name for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.

The screenshot shows the MSHDA Grants System search interface. The search dropdown menu is open, and the 'Grants' option is highlighted with a red box. Below the search dropdown, the 'Type' dropdown menu is also highlighted with a red box, showing 'NDD MI Neighborhood Grant' selected. The search form includes fields for Number, Organization, Status, Grant Specialist, and Account Type. A 'Search' button is visible at the bottom right.

Scroll the lefthand menu down and click Financial Status Report, this will show a dropdown list of the FSRs for this grant.

The screenshot shows the MSHDA Grants System interface. The left-hand menu is open, and the 'Financial Status Report' option is highlighted with a red box. The dropdown menu shows two FSRs: 'HDF-2022-4550-NEP-03 FSR #1: Payment Complete' and 'HDF-2022-4550-NEP-03 FSR #2: In Progress'. The main content area shows the 'Standing Page' for the grant, including details like Instance, Document Status, and Your Role.

Final Outcome Report

The Final Outcome Report is used to close out the grant after all funds have been spent and the grant term is over.

The **Authorized Signer, Agency Administrator, or Authorized Official** will log into IGX and go to the grant either using MY Tasks or the Search menu. To use the Search Option, Click Search, then Grants. Enter the grant name for the Type and the organizations name under Organization. Click Search. Click the grant number to take you to the grant.

Click Final Outcome Report on the left-hand menu to get to the Final Outcome Report. The person completing the report will need to complete the contact section. We ask for the Final Outcome Report, Photos, and the Grantee Participation Survey. If your grant Champion has waived one of these requirements, the upload box will not show on your screen. Save the form using the Save button at the top right-hand corner of the screen.

NHID-2024-4550-MIN-11 New Note | Print | Save

Final Outcome Report

Grant Number	Grant Begin Date	Grant End Date
Grantee		
Contact	Phone	Email Address

By checking any of these boxes MSHDA Staff waives the required upload corresponding with the checkbox.			Explanation of Waiver
Final Outcome Report <input type="checkbox"/>	Photos <input type="checkbox"/>	Survey <input type="checkbox"/>	

Final Outcome Report

Upload the Final Outcome Report Here

[Browse](#) *Drag Files Here*

Photos

Upload before and after photos of projects/units undertaken with this grant

Instructions:

- Rename photo files with grant #, component/activity and Before or After (i.e., #HRF-2020-9882-00004, Park Improvement, Before)
- One document should be uploaded with the before and after photo from all project/units in one document.

[Browse](#) *Drag Files Here*

Survey

Please complete and upload the Grantee Participation Engagement Survey: [Download Survey](#)

[Browse](#) *Drag Files Here*

Final Outcome Report | 0 of 3000