



STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

AMY HOVEY  
CHIEF EXECUTIVE OFFICER  
AND EXECUTIVE DIRECTOR

February 26, 2024

Danielle Leach  
City of Mackinac  
[clerk@cityofmi.org](mailto:clerk@cityofmi.org)

**RE: Announcement of Funding Award, Grant #HRI-2024-10590-LEG**

Dear Danielle Leach:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your request for a Housing Readiness Incentive grant in the amount of \$22,800. The purpose of this letter is to inform you of the documentation needed to initiate this grant.

**Executing the Grant Agreement**

Please navigate to MSHDA's grants management system, IGX, at [mgs.michigan.gov](https://mgs.michigan.gov) and sign into your IGX account. Navigate to the "My Tasks" table and click on your grant number. Your grant number is HRI-2024-10590-LEG. On the left-hand navigation bar, click "Grant Documents." Fill out the required page and click "Submit Signed Grant."

Return the Grant Agreement via IGX within 30 days of this letter. If you have any technical difficulties, please contact your Grant Manager, Marcel Jackson at [Jacksonm45@michigan.gov](mailto:Jacksonm45@michigan.gov) or 517-335-3437.

**Financial Status Report and Quarterly Updates**

Please follow the policies included in Exhibit A in your grant agreement to properly complete Financial Status Reports (FSRs) and Quarterly Updates. Each FSR and quarterly update must be submitted via IGX by the designated authorized signatory; if this person is different than the Authorized Official, MSHDA approval is required. FSRs and progress reports must be submitted 30 days after the end of a calendar quarter.

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Any deviations from the terms or conditions of the Grant Agreement must be requested and approved by MSHDA. If you have questions, please contact me at [Jacksonm45@michigan.gov](mailto:Jacksonm45@michigan.gov) or 517-335-3437.

Sincerely,

*Marcel Jackson*

Marcel Jackson, Community Development Analyst  
Office of Housing Strategies  
Partnerships and Engagement Division

C: Karen Gagnon, Office of Housing Strategies Manager