



**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**  
Office of Development and Grants

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1026  
Detroit, Michigan 48226

Phone 313•628•1258  
Fax 313•224•0542  
www.detroitmi.gov

May 2, 2025

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Request to Accept and Appropriate the FY 2025 Detroit Right to Counsel Grant**

The Michigan State Housing Development Authority (MSHDA) has awarded the City of Detroit Law Department with the FY 2025 Detroit Right to Counsel Grant for a total of \$1,500,000.00. There is no match requirement. The total project cost is \$1,500,000.00.

The objective of the grant is to expand the Right to Counsel program for City of Detroit tenants in eviction proceedings. The funding allotted to the department will be utilized to expand program capacity to provide tenant rights in areas such as:

- Providing full representation to qualified low-income occupants in residential eviction cases; and
- More proactively reaching tenants prior to their first court appearance; and
- Outreach to those in need such as seniors and non-English speaking residents.

If approval is granted to accept and appropriate this funding, the appropriation number is 21531.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:  
*Terri Daniels*

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Terri Daniels  
Director of Grants, Office of Development and Grants

CC:  
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:  
*Matthew Spayth*

17E14C346551467...

Office of Budget

DocuSigned by:  
*Cheryl Smith-Williams*

B8CAE73E1C57487

Agreement Approved as to Form  
By the Law Department

## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the Law Department is requesting authorization to accept a grant of reimbursement from the Michigan State Housing Development Authority (MSHDA), in the amount of \$1,500,000.00, to implement the Detroit Right to Counsel Ordinance which includes providing legal representation and outreach to Detroit residents facing eviction; and

**WHEREAS**, the Law Department has approved the attached agreement as to form; and

**WHEREAS**, this request has been approved by the Office of Budget; now

**THEREFORE, BE IT RESOLVED** that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

**BE IT RESOLVED**, that the Budget Director is authorized to establish Appropriation number 21531, in the amount of \$1,500,000.00, for the FY 2025 Detroit Right to Counsel Grant.



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

AMY HOVEY  
CHIEF EXECUTIVE OFFICER  
AND EXECUTIVE DIRECTOR

April 28, 2025

Abby Laframboise  
City of Detroit  
laframboisea@gmail.com

RE: Announcement of Funding Award, Grant #LEG-2025-382-ENH

Dear Abby Laframboise:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your request for MSHDA funds in the amount of \$1,500,000. The purpose of this letter is to inform you of the documentation needed to initiate this grant.

Enclosed you will find the following documents:

- A Grant Agreement
- Authorized Signature Designation Form
- *Legislative Enhancement Grant Administrative Guidance Policy*
- *ACH Payee Authorization Form*

Return the Grant Agreement as soon as possible via email to your assigned grant manager, Liz Faulkner at [faulknere@michigan.gov](mailto:faulknere@michigan.gov).

## Executing the Grant Agreement

Your agency's Authorized Official must sign the Grant Agreement before a witness.

**NOTE: MSHDA will NOT allow consultants and/or third-party administrators to be designated to act on behalf of the authorized official.**

## Authorized Signature Designation Form

Your agency's Authorized Official may designate up to two Authorized Signers for the grant. The form must include signatures of the Authorized Signers and the Authorized Official. As a reminder, the City of Detroit's Authorized Official is Terri Daniels.

Abby Laframboise  
April 28, 2025  
Page Two of Two

### **Financial Status Report (FSR) and Progress Reports**

Please refer to Exhibit A in the Grant Agreement for guidance on how to properly complete FSRs and progress reports. Each FSR and progress report must be submitted in the MSHDA grant management system IGX by the designated Authorized Signatory. Authorized Signatories may be different than the Authorized Official and require MSHDA approval. FSRs and progress reports must be submitted 30 days after the end of a calendar quarter.

Keep in mind that 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 517-335-6355.

Sincerely,

A handwritten signature in cursive script that reads "Liz Faulkner".

Liz Faulkner, Community Development Analyst  
Office of Housing Strategies  
Partnerships & Engagement Division

Cc: Karen Gagnon, Office of Housing Strategies Manager

## **ENHANCEMENT GRANT AGREEMENT ENHANCEMENT GRANT # LEG-2025-382-ENH**

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
735 East Michigan Avenue, Lansing, Michigan 48912

THIS ENHANCEMENT GRANT AGREEMENT ("Agreement") made and entered into as of April 28, 2025, by and between City of Detroit, a local unit of government, whose address is 2 Woodward Avenue, Suite 1026, Detroit, Michigan 48226 (the "Grantee"), and the Michigan State Housing Development Authority, a public body corporate and politic of the State of Michigan, whose address is 735 East Michigan Avenue, Lansing, Michigan 48912 ("the Authority").

### **RECITALS**

A. Enacted on July 31, 2024, 121 PA 2024 (the "Budget Act") appropriated funding to the Michigan Department of Labor and Economic Opportunity for "Enhancement Grants" intended to be allocated to the Michigan State Housing Development Authority ("Authority") to award and administer special grants to intended grantees.

B. Funds appropriated pursuant to the Budget Act are to be used to support initiatives and expand opportunities for low- and moderately low-income housing, including but not limited to improving the Grantee's ability to provide housing services, building capacity, initiate and coordinate housing development, and to provide gap funding for housing projects falling at 120% or less of the local region's Area Median Income.

C. The Authority is responsible for administering Enhancement Grants, ensuring that funds are distributed in accordance with the Budget Act.

D. The Authority, as a public body, is charged with the responsibility of regulating the use of funds advanced by it to assure that such funds are being used for authorized purposes and in a manner that are in accordance with the Budget Act and the Authority's General Rules (R 125.101, et seq., as amended) (the "Rules").

E. The Grantee has represented to the Authority that it is not debarred, is authorized to conduct business in the State of Michigan, that the signatory executing this Agreement is authorized to bind the Grantee to the terms of this Agreement and fully intends to distribute funds in accordance with the Budget Act for housing-related purposes as described in Exhibit A attached and incorporated in this Agreement.

F. This Enhancement Grant, LEG-2025-382-ENH, in an amount not to exceed One Million and Five Hundred Thousand Dollars (\$1,500,000) (the "Grant") is for housing-related activities more specifically described in Exhibits A, B, and C (collectively the "Program").

NOW, THEREFORE, in consideration of and as a condition to receiving the Grant, the Grantee agrees that:

1. The terms and conditions set forth herein are a reasonable and appropriate means to assure the use of funds in accordance with the Budget Act, the Rules, and the Authority's Authorizing Resolutions.

2. All aspects of the Grantee's plan for the use of the Grant are specifically described in the terms attached hereto as Exhibit A (the "Program"), which Program is incorporated herein, and the Grantee will operate the Program as described in Exhibit A.

3. All housing units constructed or rehabilitated under the Grant shall serve persons whose incomes do not exceed 120 percent of the area median income, adjusted for family size for the area in which each unit will be located.

4. All actions of the Grantee and requirements of the Grantee's Program are subject to the terms of this Agreement, the provisions of the Budget Act and the Rules of the Authority.

5. The activities of the Grantee will be subject to the review of and, in the discretion of the Authority, audit by Authority staff to ensure compliance with this Agreement, the Budget Act and the Authority's Rules, and the Grantee will provide any books, records or documents in such form and at such place as the Authority may request.

6. The Grantee acknowledges and agrees to comply with federal and state laws and regulations as may be applicable to the Project.

7. The Grantee agrees to draw down Grant proceeds only when and, in such amounts, as may be necessary to pay for the activities as Authorized in the Budget Act or otherwise described in Exhibit A. Grant funds may not be used to pay for expenses that will be or have been reimbursed or matched by other sources of funds. Grant funds may only be applied to expenditures that occur on or after the effective date of October 1, 2024, through March 30, 2028. Grant funds may not be used to reimburse costs accruing before October 1, 2024, the enactment date of the Budget Act.

8. All requests for the disbursement of Grant proceeds shall be submitted to the Chief Executive Officer and Executive Director of the Authority or their designee, shall be made in writing, and shall include the amount of Grant proceeds to be disbursed, a description of the purposes for which the proceeds are to be used, copies of invoices, billings, or such other documentation as may be necessary to demonstrate project costs, and such other information as the Chief Executive Officer and Executive Director or their designee may request.

9. If an advance or a portion of the Grant for a specific purpose is not used for that purpose due to conditions that make it impossible to use as provided herein, or if the Grantee decides not to use the money, the sum shall be returned to the Authority immediately. Failure to return such funds in a timely manner may result in recoupment of funds by the Michigan Department of Treasury.

10. Grant proceeds are to be used for housing-related activities only. Accordingly, the Grantee shall, prior to disbursement of funds, prepare and submit to the Authority a detailed budget of work to be completed. In the event that Grantee earns interest on any deposited grant funds, any interest earned must be reported to the

Authority, and total interest in excess of \$1,000.00 delivered to the Michigan Department of Treasury.

11. The Grantee may not use any Grant funds to give contributions, endorsements, publicity, or to conduct similar activities intended to influence Federal, State or local elections, referenda, initiatives, or similar processes. The Grantee may not use Grant funds to give direct or indirect financial or administrative support to political parties, campaigns, political action committees, or other organizations created to influence elections. The Grantee may not use Grant funds to influence or attempt to influence an officer or employee of any federal or state agency or Congressional member/staff in connection with actions related to the making, extending, or renewing of a grant or awarding of a contract. As part of the grant application process, the Grantee and all subrecipients are required to provide a certification acknowledging that Grant funds may not be used to support the above-described lobbying activity. Grantee must also include this certification language in the award documents for subawards at all levels including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements.

12. Any of Grantee's activities that are assisted using grant proceeds and the selection of persons for participation in the Program shall not discriminate against any person on the grounds of race, color, national origin, religion, height, weight, sex, sexual orientation, gender identity or expression, age (except for a Development specifically designed for elderly occupants), national origin, handicap, or marital or familial status except as provided by law. The Grantee shall comply with all requirements imposed by Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendments Act of 1988), the Americans with Disabilities Act, the Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Civil Rights Act.

13. The Grantee will maintain or implement appropriate measures designed to (a) ensure the security and confidentiality of any Nonpublic Personal Information it receives from the Program applicants and/or participants, (b) protect against any anticipated threats or hazards to the security or integrity of such information, including, without limitation, implementing necessary screening and background checks for individuals that may access or use the Nonpublic Personal Information as permitted by this Agreement, (c) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to the subject of such information, (d) ensure the proper disposal of all Nonpublic Personal Information received from the other party upon the termination of this Agreement for any reason, unless the information is required to be retained for legal or regulatory record retention purposes, (e) treat the Nonpublic Personal Information with at least the same degree of care that it uses to protect its own confidential and proprietary information of a similar nature but with no less than a reasonable degree of care. For the purposes of this Agreement, the term "Nonpublic Personal Information" is any information received from or provided by the other party which pertains to or identifies an individual, such as a name, postal address, e-mail or IP address, facsimile or phone number, mother's maiden name, social security or identification number, transactional, employment, or financial data, medical or health records, personal, gender, political, profile, account, and password information.

14. Within 30 days following the termination date of this Agreement, the Grantee shall provide to the Authority a report including, but not limited to, all receipts, expenditures, project activities and accomplishments including a comparison of the final budget to the approved budget and supporting documentation for claimed expenditures.

15. If an advance of Grant funds is allowed by the Authority, any subsequent disbursement to the Grantee, will only be made once the Grantee has provided sufficient documentation to the Authority, that, in the Authority's sole discretion, evidences that the initially advanced funds have been completely expended for eligible expenses. All disbursements will otherwise be on a reimbursement basis.

16. The Grantee assumes responsibility for any and all costs to implement the Grantee's Program exceeding the amount of the Grant. To the extent that Grant funds are expended to purchase goods or services, the Grantee must ensure that all procurement transactions must be conducted in a manner that provides for open and free competition in a manner consistent with local and state law.

17. The Authority, the State of Michigan, their officers, agents, and employees are not, in any manner, liable for any loss or damage connected to or resulting from activities implemented under this Agreement; nor to any materials, equipment, or other property that may be used or employed in connection herewith, or for any injury or damages to any person whether an employee of the Grantee or otherwise

18. All documents and reports delivered to the Grantee under this Agreement shall become and be the property of the Grantee, but may be reviewed by the Authority as set forth herein. The Grantee must retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of seven (7) years after final disbursement, as required by the State of Michigan, or for a longer period of time if required by law. The Grantee agrees to provide or make these records available for audit proposes to the Authority and to any authorized oversight body, including but not limited to the Auditor General of the State of Michigan and the Michigan Department of Treasury.

19. If any member of the Grantee's Board of Directors, leadership, or staff, or the Grantee's agent, consultant, officer, or elected or appointed official has a conflict of interest or an identity of interest in the form of a financial interest or in the form of a common immediate family relationship with (a) any of the staff persons hired, (b) any of the persons or households to be assisted directly or indirectly with the funds, or (c) the persons and/or businesses retained to perform technical services hereunder or with persons or businesses providing supplies or services for which funds are being disbursed under this Agreement, the Grantee must make written disclosure to the Authority of the nature and extent of the relationship prior to contracting with such persons and/or businesses or hiring them. The Grantee further agrees not to enter into any contractual relationship with any of the persons or entities listed above unless it has received written approval from the Authority.

20. In the event of a violation of any of the provisions of this Agreement, the Authority will notify the Grantee in writing of the violation and the Grantee will have a 30-day period in which to correct the violation. In the event the violation is not corrected to the satisfaction of the Authority within the time prescribed herein, the Authority may:

- a. immediately terminate the Grant, without further notice, in a writing signed by the Authority's Chief Executive Officer and Executive Director; and
- b. recapture grant funding; and
- c. pursue any other remedy provided at law.



21. The Grantee hereby agrees that an election by the Authority to pursue any one remedy shall not be construed to preclude or be a waiver of the right to pursue any other remedy available to it.

22. The term of this Agreement shall commence on October 1, 2024, and shall terminate, unless extended by the Authority, on March 30, 2028.

23. The invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portion hereof.

24. This Agreement may be signed in several counterparts and all so executed shall constitute one agreement, binding on all parties hereto.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGES TO FOLLOW

*Signature Page*  
*Enhancement Grant # LEG-2025-382-ENH*

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year shown above.

**City of Detroit**

By: \_\_\_\_\_

Abby Lamframboise

Its: Deputy Director of Grants

*Signature Page*  
*Enhancement Grant # LEG-2025-382-ENH*

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year shown above.

**MICHIGAN STATE HOUSING  
DEVELOPMENT AUTHORITY**

By: \_\_\_\_\_

Amy Hovey

Its: Chief Executive Officer and Executive Director

Exhibit A  
Enhancement Grant # LEG-2025-382-ENH  
Grantee: City of Detroit

In accordance with the Budget Act, Representative Donovan McKinney is the grant sponsor and certified that this grant is for a public purpose. The following information is a summary of the grant provided by Representative Donovan McKinney. See Exhibit C, Sponsorship Letter.

Public Purpose:

Funds will be used to expand the City of Detroit's Right to Counsel Program's capacity for providing full representation to qualified low-income occupants in residential eviction cases in 36th District Court, and in housing-related administrative proceedings which threaten occupancy. Outreach will be attempted for tenants prior to their first court appearance, and there will be a focus on tenants who have missed their first hearing or defaulted. Other targeted Right to Counsel outreach will be to those in need such as seniors and non-English speaking residents.

Disbursement and Use of Funds:

Initial disbursement of 20% may be provided to the Grantee, in the form of an advance, upon execution of the grant agreement. After the initial disbursement, additional funds will only be disbursed on a reimbursement basis, after verification that the initial payment has been fully expended, and after verification that grant activities are progressing in accordance with the project purpose.

The grant terms cannot be increased or deviated from the boilerplate language. Grant funds may only be applied to expenditures that occur on or after the effective date of October 1, 2024, through March 30, 2028.

Project Timeline:

All grant funds must be fully expended no later than March 30, 2028. If at that time unexpended funds remain in the possession of Grantee, those funds must be timely returned to the Authority, for the Authority to return to the Michigan Department of Treasury.

Progress Reports and Final Reporting:

The Grantee must provide to the Authority regular and final reports of the grant activities performed during the grant term. An accounting of Grantee's actual expenditure of all funds on the Project over the grant period is required, including the breakdown of Grantee's actual use of Grant funds in conducting the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements; the Grantee's estimated percentage of completion of the Project; and any other information deemed relevant by Grantee to support the grant activities actually performed. Each Financial Status Report ("FSR") and progress report must be submitted on the MSHDA IGX grant management system by the designated authorized signatory. FSRs and progress reports must be submitted 30 days after the end of a calendar quarter. Beginning March 15, 2025, the Authority shall post a report on grant information and grant activity in a publicly accessible location on its and/or the Department of Labor and Economic Opportunity's website. The report will list the grant recipient, project purpose, and location of the project for each legislative enhancement grant administered by the Authority, the status of funds allocated and disbursed under the grant agreement, and the legislative sponsor, if applicable. The Authority and/or LEO shall update the report and shall post an updated report not later than June 15, 2025, and again not later than September 15, 2025. Grantee agrees

to provide the Authority all information necessary to make these public disclosures and consents to the disclosure of the described information.

Reporting requirements include the following:

1. Calendar year quarterly Financial Status Report and progress report
2. Grant/financial narrative (final report)

Exhibit B  
Enhancement Grant # LEG-2025-382-ENH  
Grantee: City of Detroit

Budget:

<b>Component</b>	<b>Activities</b>	<b>Funding Source: Michigan Enhancement Grant</b>
Outreach	Outreach activities for tenants before first court appearance; when tenants have missed their first hearing or defaulted; and targeted outreach to those in need.	\$350,000
Consultants/Outside Contractors	Legal representation and operational expense related to providing full representation to residents facing eviction.	\$1,000,000
General Administration Costs	Staffing costs to administer the Right to Counsel program	\$150,000
	<b>Total</b>	<b>\$1,500,000</b>

Exhibit C  
SIGNED LEGISLATIVE SPONSORSHIP LETTER



14TH DISTRICT  
STATE CAPITOL  
P.O. BOX 30014  
LANSING, MI 48909-7514

MICHIGAN HOUSE OF REPRESENTATIVES  
**DONAVAN MCKINNEY**  
STATE REPRESENTATIVE

PHONE: (517) 373-0140  
FAX: (517) 373-5924  
DonavanMcKinney@house.mi.gov

December 12, 2024

Jen Flood  
State Budget Director  
111 South Capitol Avenue  
Lansing, MI 48910

Director Susan Corbin  
Department of LEO  
105 W. Allegan St.  
Lansing, MI 48933

Dear Directors:

SUBJECT: Legislative Sponsorship of Public Act 121 of 2024 Grant

In accordance with Public Act 121 of 2024, Article 9, Section 1037, I am pleased to sponsor the grant identified below and I certify that this grant is for a public purpose.

The following information summarizes the grant I am sponsoring:

**GRANT SUMMARY**

<b>Grant Recipient:</b>	City of Detroit, Eviction Right to Council
<b>Grant Amount:</b>	\$1,500,000
<b>Boilerplate Section: Authorizing Grant Boilerplate Language:</b>	Article 9, Sec. 1037  Sec. 1037. Funds appropriated in part 1 for right to counsel must be allocated to a city with a population greater than 600,000 according to the most recent federal decennial census, to implement a right to counsel program for city tenants involved in eviction proceedings.
<b>Public Purpose:</b>	The funding would expand the Right to Council Program's capacity for providing full representation to qualified low-income occupants in residential eviction cases in 36 <sup>th</sup> District Court and in housing-related administrative proceedings. The funding would also help to proactively reach tenants prior to the first court appearance, complete outreach to tenants who have missed hearings or defaulted and help target outreach to more at-risk populations.

Please see attachments for completed grant application form and grant project budget which provides additional detail and contact information for the grant recipient. Thank you for your consideration.

Sincerely,

Donavan McKinney  
State Representative  
14<sup>th</sup> House District

Mary Cavanagh  
State Senator  
6th Senate District





**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY(MSHDA)**  
**Partnerships and Engagement Division**  
**Office of Housing Strategies**

***Legislative Enhancement Grant Administrative Guidance Policy – City of Detroit***

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**Disbursement and Use of Funds**

Funds will only be disbursed on a reimbursement basis after verification that grant activities are progressing in accordance with the project purpose.

Financial Status Reports (“FSRs”) and quarterly progress reports will be submitted on the MSHDA IGX grant management platform. Supporting documentation of expenditures includes receipts, general ledgers, or other evidence of expenditure activity statements.

Please allow three weeks for processing of FSRs. If payment has not been received after four weeks, questions regarding the status of payment may be directed to the assigned grant manager.

**Progress Reports and Final Reporting**

Progress reports summarizing the grant activities performed during the grant term are required and will be submitted with each FSR. A narrative on agency letterhead is acceptable. A final report accounting of Grantee’s actual expenditure of all funds on the Project over the grant period is required, including the breakdown of Grantee’s actual use of Grant funds on the Project within each applicable category of the Budget; the Grantee’s estimated percentage of completion of the Project; and any other information deemed relevant by Grantee to support the grant activities performed.

Reporting requirements include the following:

1. Calendar year quarterly FSR and Quarterly Progress Reports (attached with FSR)
2. Grant/financial narrative (final report)

**Travel/Meals/Guidelines**

Mileage is reimbursable, as well as meals and lodging, in accordance with the MSHDA Standardized Travel Regulations and Rate Schedule (Exhibit A).

- ❑ When submitting invoices, keep the following in mind:
  - A. Invoices that request meal reimbursements **MUST** include original **detailed** receipts for each meal (no receipts – no reimbursement). **Per diem is not allowed.**
  - B. Grantees and consultants (those necessary to complete the grant’s goals and objectives) are entitled to meals in accordance with the following schedule. Meals must be





purchased within the starting and ending time of travel.

- Breakfast – If travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m.
- Lunch – If travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.
- Dinner – If travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.
- Midnight – Shall be at the lunch rate if work extends beyond midnight, 12:00 a.m.

C. The receipt should be electronically generated to include the place, date, and time of the meal, and the menu items purchased. **Alcohol is not a billable expense.**

### **Grantee Monitoring**

MSHDA will monitor grantees to assure compliance with the grant terms, to assure the grant is progressing in a timely and appropriate manner, and to identify and respond to any issues that need addressing. This monitoring will be done through review of payment requests, progress reports, and through regular phone and/or email contact.

In addition, MSHDA may evaluate or monitor the progress of grantees by contacting relevant local government officials, contractors, consultants, and/or any other individuals and groups involved in any of the grant funded events or services.

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,  
VEHICLE AND TRAVEL SERVICES  
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES  
FY 2025 – Effective January 1, 2025**

**MICHIGAN SELECT CITIES\***

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	\$98.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

**MICHIGAN IN-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	\$98.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00

Lodging	\$66.00
Breakfast	\$9.75
Lunch	\$9.75
Dinner	\$22.00
<b>Per Diem Total</b>	<b>\$107.50</b>

**OUT-OF-STATE SELECT CITIES\***

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

**OUT-OF-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting (pre-arranged and approved)</b>
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00

Lodging	\$66.00
Breakfast	\$11.75
Lunch	\$11.75
Dinner	\$27.00
<b>Per Diem Total</b>	<b>\$104.75</b>

Incidental Costs Per Day (with overnight stay)    \$5.00

<b>Mileage Rates</b>	<b>Current</b>
Premium Rate	\$0.70 per mile
Standard Rate	\$0.440 per mile

\* See Select Cities Listing

\*\* Lodging available at State rate, or call Conlin Travel at 877-654-2179 or [www.concursolutions.com](http://www.concursolutions.com)

**SELECT CITY LIST**  
**SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES**  
**Effective October 1, 2024**

<b>Michigan Select Cities/Counties</b>		
	<b>CITIES</b>	<b>COUNTIES</b>
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
<b>Out of State Select Cities/Counties</b>		
<b>STATE</b>	<b>CITIES</b>	<b>COUNTIES</b>
<b>Alaska</b>	All locations	
<b>Arizona</b>	Phoenix, Scottsdale, Sedona	
<b>California</b>	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
<b>Colorado</b>	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
<b>Connecticut</b>	Bridgeport, Danbury	
<b>District of Columbia</b>	Washington DC (See also Maryland & Virginia)	
<b>Florida</b>	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
<b>Georgia</b>	Brunswick, Jekyll Island	
<b>Hawaii</b>	All locations	
<b>Idaho</b>	Ketchum, Sun Valley	
<b>Illinois</b>	Chicago	Cook, Lake
<b>Kentucky</b>	Kenton	
<b>Louisiana</b>	New Orleans	
<b>Maine</b>	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
<b>Maryland</b>	Baltimore City, Ocean City	Montgomery, Prince George
<b>Massachusetts</b>	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
<b>Minnesota</b>	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
<b>Nevada</b>	Las Vegas	
<b>New Mexico</b>	Santa Fe	
<b>New York</b>	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
<b>Ohio</b>	Cincinnati	
<b>Pennsylvania</b>	Pittsburgh	Bucks
<b>Puerto Rico</b>	All locations	
<b>Rhode Island</b>	Bristol, Jamestown, Middletown, Newport, Providence	Newport
<b>Texas</b>	Austin, Dallas, Houston, L.B. Johnson Space Center	
<b>Utah</b>	Park City	Summit
<b>Vermont</b>	Manchester, Montpelier, Stowe	Lamoille
<b>Virginia</b>	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
<b>Washington</b>	Port Angeles, Port Townsend, Seattle	
<b>Wyoming</b>	Jackson, Pinedale	

**Michigan State Housing Development Authority  
735 E. Michigan Avenue, P.O. Box 30044  
Lansing, MI 48909**

**AUTHORIZED SIGNATURE DESIGNATION FORM**

**Organization Name: City of Detroit  
Organization #: 382  
Grant #: LEG-2025-382-ENH**

As the Authorized Official of the City of Detroit, I designate the following individual(s) as Authorized Signer(s) for Grant # LEG-2025-382-ENH to sign the associated Grant Agreement and Grant Amendments (if applicable) and to submit FSR payment requests for the aforementioned grant.

(1) \_\_\_\_\_  
Authorized Signer Printed Name Title

\_\_\_\_\_  
Signature

(2) \_\_\_\_\_  
Authorized Signer Printed Name Title

\_\_\_\_\_  
Signature

**APPROVED BY AUTHORIZED OFFICIAL:**

\_\_\_\_\_  
Authorized Official Printed Name Title

\_\_\_\_\_  
Signature Date