

Submit the completed application with supporting documents to the Fiduciary.

Please:

Complete Electronically.

No hand-written applications will be accepted.

Avoid Processing Delays:

Applications must:

- Be complete, signed and dated.
- Include all supporting documents as listed in the attached checklist.
- Be submitted to the Fiduciary by the CoC/LPB deadline.

Applications submitted without required supporting documents can be held for a maximum of 30 days.

The Emergency Solutions Grant (ESG) program is a federal program of the U.S. Department of Housing and Urban Development (HUD) designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The MSHDA ESG program is governed by federal regulations at 24 CFR Part 576 and your agency will be required to certify that if awarded MSHDA ESG funds, your agency is in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR Part 200.

Who is eligible?

Your agency may be eligible for the MSHDA ESG program if it meets **all** the following conditions:

1. Recommended by the Continuum of Care (CoC) or Local Planning Body (LPB)
2. 501(c)(3) nonprofit organization or a local unit of government that operates its principal place of business in the State of Michigan
3. Experience in serving homeless or at risk of homelessness populations
4. Experience in providing assessments, referrals, and case management services specifically targeted to people who are homeless or at risk of homelessness

For more information on eligibility, please see the MSHDA ESG Notice of Funding Availability (NOFA) (online at <https://www.michigan.gov/mshda/-/media/Project/Websites/mshda/homeless/esg/funding-opportunities/ESG-FY24-25-NOFA.pdf>) or call your Homeless Assistance Specialist assigned to your region. A regional list by county can be found online at <https://www.michigan.gov/mshda/-/media/Project/Websites/mshda/homeless/contact-lists/Homeless-Assistance-Specialist-Map.pdf>.

Fiduciary Application Due Date: August 2, 2024

General Instructions

To be eligible to receive MSHDA ESG funding, this document and the required attachments must be completed and distributed for the required review and electronic signatures. Subgrantees must submit this document and the required attachments to your Fiduciary agency by the internal deadline set by the Continuum of Care (CoC) or Local Planning Body (LPB). Fiduciaries will complete a cumulative application for all funded agencies under the CoC/LPB in IGX by the application due date.

Note: Applications submitted without CoC or LPB approval will not be considered.

1. CoC/LPB Information

Name of CoC/LPB	Counties Included in CoC/LPB
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2. Applicant Information

Legal Name of Organization <input type="checkbox"/> Fiduciary <input type="checkbox"/> HARA <input type="checkbox"/> Subgrantee	MSHDA Organization Number (Fiduciary only)		
Tax Identification Number	SAM.gov UEI Number	SAM.gov UEI Expiration Date	
Physical Address	City	State	Zip Code
Mailing Address (if different than above)	City	State	Zip Code
Telephone	Fax	Email	Web Address
Executive Director or Highest Elected Official	Telephone	Email	
*Primary Contact	Telephone	Email	
*Alternate Contact	Telephone	Email	
<i>*Both the primary and alternate contact provided above will serve as intermediaries between the agency and MSHDA. Therefore, the primary and alternate contact shall be responsible for the distribution of information, provided by MSHDA, within the agency.</i>			
Type of Organization <input type="checkbox"/> Government <input type="checkbox"/> Non-Government			
Proposed ESG Component(s) <input type="checkbox"/> Street Outreach <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Homelessness Prevention <input type="checkbox"/> Rapid Re-Housing <input type="checkbox"/> HMIS <input type="checkbox"/> Administrative Costs			



3. Budget Information

Total Award Amount

	Amount Requested
Total Award Amount	

Budget Component/Activity Detail

Please provide details on EACH component/activity your agency will provide if funded.

Street Outreach	
MSHDA ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care.	
Street Outreach	Amount Requested
Engagement/Case Management -detail required in the table below.	
Transportation	
Component Total	

Please show all current/proposed staff positions funded with MSHDA ESG Street Outreach Engagement/Case Management. If multiple staff members have the same position/title, list them separately (e.g., Case Manager 1, Case Manager 2).

Position Title	Current or Proposed Position	Total Position Costs Requested
Ex: Case Manager	Current	\$12,000



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Emergency Shelter	
MSHDA ESG funds may be used for costs of providing essential services, i.e., case management and shelter operations to homeless families and individuals in emergency shelters.	
Emergency Shelter	Amount Requested
Essential Services	
Case Management <i>-detail required in the table below.</i>	
Child Care	
Education Services	
Employment Assistance and Job Training	
Transportation	
Sub-Total	
Shelter Operations	
<i>Note: Maintenance (including minor or routine repairs) and furnishing costs over \$1,000 must receive written authorization from MSHDA ESG program staff prior to expenditure.</i>	
Maintenance (including minor or routine repairs)	
Rent	
Security	
Fuel/Utilities	
Food (for shelter guests)	
Furnishings	
Equipment	
Insurance	
Supplies	
Sub-Total	
Component Total	

Please show all current/proposed staff positions funded with MSHDA ESG Emergency Shelter Case Management. If multiple staff members have the same position/title, list them separately (e.g., Case Manager 1, Case Manager 2).

Position Title	Current or Proposed Position	Total Position Costs Requested
Ex: Case Manager	Current	\$12,000

Note: If your agency requests MSHDA ESG Emergency Shelter funding, your agency is required to complete [ATTACHMENT-B Minimum Standards for Emergency Shelter Certification Form](#).



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Homelessness Prevention	
MSHDA ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in CFR 576.2.	
Homelessness Prevention	Amount Requested
Housing Relocation and Stabilization Services – Services Costs	
Housing Search and Placement/Housing Stability Case Management -detail required in the table below.	
Mediation	
Legal Services	
Sub-Total	
Housing Relocation and Stabilization Services – Financial Assistance	
Rental Application Fees	
Security Deposits	
Utility Arrearages and/or Deposits	
Moving Costs	
Sub-Total	
Short-Term and Medium-Term Rental Assistance	
Rental Assistance/Rental Arrearages	Sub-Total
Component Total	

Please show all current/proposed staff positions funded with MSHDA ESG Homelessness Prevention Housing Search and Placement/Housing Stability Case Management. If multiple staff members have the same position/title, list them separately (e.g., Case Manager 1, Case Manager 2).

Position Title	Current or Proposed Position	Total Position Costs Requested
Ex: Case Manager	Current	\$12,000



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Rapid Re-Housing	
MSHDA ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.	
Rapid Re-Housing	Amount Requested
Housing Relocation and Stabilization Services – Services Costs	
Housing Search and Placement/Housing Stability Case Management <i>-detail required in the table below.</i>	
Waiting List Case Management <i>-detail required in the table below.</i>	
Mediation	
Legal Services	
Sub-Total	
Housing Relocation and Stabilization Services – Financial Assistance	
Rental Application Fees	
Security Deposits	
Utility Arrearages and/or Deposits	
Moving Costs	
Sub-Total	
Short-Term and Medium-Term Rental Assistance	
Rental Assistance	Sub-Total
Component Total	

Please show all current/proposed staff positions funded with MSHDA ESG Rapid Re-Housing Housing Search and Placement/Housing Stability Case Management and Waiting List Case Management. If multiple staff members have the same position/title, list them separately (e.g., Case Manager 1, Case Manager 2).

Housing Search and Placement/Housing Stability Case Management

Position Title	Current or Proposed Position	Total Position Costs Requested
Ex: Case Manager	Current	\$12,000

Waiting List Case Management

Position Title	Current or Proposed Position	Total Position Costs Requested
Ex: Case Manager	Current	\$12,000



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HMIS	
The HEARTH Act makes the Homeless Management Information System (HMIS) participation, a statutory requirement for ESG grantees and subgrantees, therefore costs associated with contributing data to the HMIS are eligible for reimbursement up to 10% of the total grant allocation for grantees and subgrantees funded under the HMIS component.	
HMIS	Amount Requested
Component Total	

Administration	
MSHDA ESG grantees and subgrantees may use up to 7.5% of the total grant allocation for the payment of administrative costs related to the planning and execution of ESG activities.	
Administration	Amount Requested
General Management/Oversight/Coordination	
Training on ESG Requirements	
Component Total	

Budget Summary

Summary of FY2024-2025 Funds	
Component/Activity	Amount Requested
Street Outreach	Component Total
Emergency Shelter	
Essential Services	
Shelter Operations	
Component Total	
Homelessness Prevention	
Housing Relocation and Stabilization Services – Services Costs	
Housing Relocation and Stabilization Services – Financial Assistance	
Short-Term and Medium-Term Rental Assistance	
Component Total	
Rapid Re-Housing	
Housing Relocation and Stabilization Services – Services Costs	
Housing Relocation and Stabilization Services – Financial Assistance	
Short-Term and Medium-Term Rental Assistance	
Component Total	
HMIS	
Component Total	
Administration	
Component Total	
Total Award Amount	
Total Award Amount	



4. Application Checklist

Before submitting this application for the MSHDA ESG program, please review the following to make sure that all required information is included with the application. Each document must be retained by the Fiduciary and/or uploaded into IGX.

Retained in IGX:**CoC/LPB**

- [Memorandum of Understanding \(MOU\)](#) (MSHDA Form)

All Applicants

- Organizational Mission Statement and Target/Service Area Map
- List of Board of Directors & Officers
- Organizational Chart – including a staff roster with relevant program staff
- Most Recent Completed Financial Audit
- [Single Audit Certification Form](#) (MSHDA Form)
- [Conflict of Interest Certification Form](#) (MSHDA Form: Attachment-C)
- [Fair Housing Certification Form](#) (MSHDA Form: Attachment-D)
- Fraud Policy
- Indirect Cost Allocation Plan
- Proof of Liability Insurance
- Proof of Crime and Dishonesty Insurance
- Proof of SAM.gov UEI Active Status

Fiduciary Applicants Only

- [Officer Compensation Form](#) (MSHDA Form: Attachment-A)

HARA Applicants Only

- [HCV Lead Agency MOU](#) (MSHDA Form, if applicable)
- [HCV Key Person Security Agreement](#) (MSHDA Form, if applicable)

Emergency Shelter Applicants Only

- [Minimum Standards for Emergency Shelter Certification Form](#) (MSHDA Form: Attachment-B)

Non-profit Applicants Only

- Most recent 990 (Corporate Tax Return)
- Current Fiscal Year Operating Budget
- Certificate of Good Standing, dated within last 12 months
- IRS 501(c)(3) Designation
- Articles of Incorporation
- Organizational Bylaws
- Employee Status (list indicating the number of paid personnel working 35 hours or more per week and the number working less than 35 hours per week)

Retained by the Fiduciary:**All Applicants**

- [Administrative Compliance Certification Form](#) (MSHDA Form)

5. Certification and Attestation

By signing below, I affirm that all the information provided in this application, including attachments and documents, is accurate and complete to the best of my knowledge. I acknowledge having reviewed the Application Checklist and certify compliance with all the guidelines and obligations as outlined in the Administrative Compliance Certification Form. This signature confirms that the application is authorized by our organization's governing body and meets all necessary regulatory requirements.

Signature: _____

Print Name: _____

Title: _____

Organization Name: _____

Date: _____.