

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 or 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/FY26-27/ESG-FY26-27-NOFA.pdf?rev=c555016cc81041feae135041fd99aa81>) 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: Friday, July 31, 2026

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 documents 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, MSHDA's grant management system, by the application due date.

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

CoC/LPB Information

Name of CoC/LPB:
Counties included in CoC/LPB:

Applicant Information

Legal Name of Organization:
Applicant Role: ☐ Fiduciary ☐ HARA ☐ Subgrantee
MSHDA Organization Number (Fiduciary only):
Tax Identification Number:
SAM.gov Unique Entity ID Number and Expiration Date:
Physical Address:
Mailing Address (if different than above):
Telephone and Fax:
Email and Web Address:
Executive Director or Highest Elected Official Name:
Telephone and Email:
Primary Contact Name:
Telephone and Email:
Alternate Contact Name:
Telephone and Email:
*Both the primary and alternate contacts provided above will serve as intermediaries between the agency and MSHDA. Therefore, the primary and alternate contacts shall be responsible for the distribution of information provided by MSHDA within the agency.
Type of Organization: ☐ Government ☐ Non-Government
Proposed ESG Component(s): ☐ Street Outreach ☐ Emergency Shelter ☐ Homelessness Prevention ☐ Rapid Re-Housing ☐ HMIS ☐ Administrative Costs

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.	
Essential Services	Amount Requested
Engagement/Case Management (detail required in the table below):	
Transportation:	
Component Total:	

Engagement/Case Management Detail:

Please list all current and proposed staff positions funded by MSHDA ESG for Street Outreach Engagement/Case Management. If multiple staff members hold the same position or 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

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.

Essential Services	Amount Requested
Case Management (detail required in the table below):	
Child Care:	
Education Services:	
Employment Assistance and Job Training:	
Transportation:	
Subtotal:	

Shelter Operations	Amount Requested
Maintenance (including minor or routine repairs):	
Rent:	
Security:	
Fuel/Utilities:	
Food (for shelter guests):	
Furnishings:	
Equipment:	
Insurance:	
Supplies:	
Subtotal:	

Emergency Shelter	Amount Requested
Component Total:	

Case Management Detail:

Please list all current and proposed staff positions funded by MSHDA ESG for Emergency Shelter Case Management. If multiple staff members hold the same position or 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 MSHDA's [Minimum Standards for Emergency Shelter Certification](#) form.

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.

Services Costs	Amount Requested
Housing Search and Placement/Housing Stability Case Management (detail required in the table below):	
Mediation:	
Legal Services:	
Subtotal:	

Financial Assistance	Amount Requested
Rental Application Fees:	
Security Deposits:	
Utility Arrearages and/or Deposits:	
Moving Costs:	
Subtotal:	

Rental Assistance	Amount Requested
Rental Assistance/Rental Arrearages:	
Subtotal:	

Homelessness Prevention	Amount Requested
Component Total:	

Housing Search and Placement/Housing Stability Case Management Detail:

Please list all current and proposed staff positions funded by MSHDA ESG for Homelessness Prevention Housing Search and Placement/Housing Stability Case Management. If multiple staff members hold the same position or 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 Homelessness Prevention Rental Assistance funding, your agency is required to complete MSHDA's [AffordableHousing.com User Access Certification](#) form.

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.

Services Costs	Amount Requested
Housing Search and Placement/Housing Stability Case Management (detail required in the table below):	
Waiting List Case Management (detail required in the table below):	
Mediation:	
Legal Services:	
Subtotal:	

Financial Assistance	Amount Requested
Rental Application Fees:	
Security Deposits:	
Utility Arrearages and/or Deposits:	
Moving Costs:	
Subtotal:	

Rental Assistance	Amount Requested
Rental Assistance:	
Subtotal:	

Rapid Re-Housing	Amount Requested
Component Total:	

Housing Search and Placement/Housing Stability Case Management Detail:

Please list all current and proposed staff positions funded by MSHDA ESG for Rapid Re-Housing Housing Search and Placement/Housing Stability Case Management. If multiple staff members hold the same position or 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

Waiting List Case Management Detail:

Please list all current and proposed staff positions funded by MSHDA ESG for Rapid Re-Housing Waiting List Case Management. If multiple staff members hold the same position or 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 Rapid Re-Housing Rental Assistance funding, your agency is required to complete MSHDA's [AffordableHousing.com User Access Certification](https://www.affordablehousing.com/user-access-certification) form.

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
HMIS:	
Component Total:	

Administrative Costs

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.

Administrative Costs	Amount Requested
General Management/Oversight/Coordination:	
Training on ESG Requirements:	
Component Total:	

Budget Summary:

Component/Activity	Amount Requested
Street Outreach	
Essential Services:	
Component Total:	
Emergency Shelter	
Essential Services:	
Shelter Operations:	
Component Total:	
Homelessness Prevention	
Services Costs:	
Financial Assistance:	
Rental Assistance:	
Component Total:	
Rapid Re-Housing	
Services Costs:	
Financial Assistance:	
Rental Assistance:	
Component Total:	
HMIS	
HMIS:	
Component Total:	
Administrative Costs	
Administrative Costs:	
Component Total:	
Total Award Amount:	

New 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. Document requirements may vary based on applicant role, funding component, and organization type (for example, nonprofit).

Under the terms of the Grant Agreement, the Fiduciary is responsible for ensuring that all Subgrantees meet eligibility, capacity, and compliance requirements. The Fiduciary must collect, review, and retain all applicable Subgrantee documentation pertaining to ESG funding.

The table below identifies documentation that must be submitted to MSHDA in IGX and documentation that must be retained by the Fiduciary. Documentation retained by the Fiduciary must be made available to MSHDA upon request for monitoring or verification.

All Applicants

Document	Requirement
☐ Memorandum of Understanding (MOU) (MSHDA Form)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ Conflict of Interest Certification (MSHDA Form)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ Fair Housing Certification (MSHDA Form)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ Indirect Cost Allocation Plan (If applicable)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ Proof of SAM.gov Unique Entity ID Active Status	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ Organizational Mission Statement and Target/Service Area Map	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ List of Board of Directors & Officers	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Organizational Chart – including a staff roster with relevant program staff	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Most Recent Completed Financial Audit	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Single Audit Certification (MSHDA Form)	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Fraud Policy	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Proof of Liability Insurance	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Proof of Crime and Dishonesty Insurance	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Administrative Compliance Certification (MSHDA Form)	Fiduciary retains Fiduciary and Subgrantee documentation.

Fiduciary Applicants Only

Document	Requirement
☐ Fiduciary Officer Compensation Certification (MSHDA Form)	Fiduciary submits Fiduciary documentation to MSHDA in IGX.

HARA Applicants Only

Document	Requirement
☐ HCV Lead Agency MOU (MSHDA Form, if applicable)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ HCV Key Person Security Agreement (MSHDA Form, if applicable)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.

Applicants Receiving MSHDA ESG Homelessness Prevention or Rapid Re-Housing Rental Assistance Only

Document	Requirement
☐ AffordableHousing.com User Access Certification (MSHDA Form)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.

Emergency Shelter Applicants Only

Document	Requirement
☐ Minimum Standards for Emergency Shelter Certification (MSHDA Form)	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.

Nonprofit Applicants Only

Document	Requirement
☐ Current Certificate of Good Standing, dated within the last 12 months	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ IRS 501(c)(3) Designation Letter	Fiduciary submits Fiduciary and Subgrantee documentation to MSHDA in IGX.
☐ Most recent 990 (Corporate Tax Return)	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Current Fiscal Year Operating Budget	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Articles of Incorporation	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ Organizational Bylaws	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.
☐ 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)	Fiduciary submits Fiduciary documentation to MSHDA in IGX. Subgrantee documentation retained by Fiduciary.

Agency/Staff Certification

Organization Name:

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. This signature confirms that the application is authorized by our organization's governing body and meets all necessary regulatory requirements.

Authorized Official Name:	Title:
Signature:	Date: