

Instructions: To be eligible to receive MSHDA ESG-CV Second Round funding, this document and required attachments should be completed in their entirety, then distributed for the required review and electronic signatures. This document and the required attachments should be submitted to your assigned Homeless Assistance Specialist by the deadline. Submissions will be accepted via email only. Your Homeless Assistance Specialist will send you an email to confirm receipt by the stated deadline. The email response you receive only confirms receipt of the submitted documents; it does not indicate a thorough review has been completed.

For further information, or if you have any questions, please contact the Homeless Assistance Specialist assigned to your region:

- Jenny Leaf – leafj@michigan.gov – 517-241-6602 – Regions 1, 2, and 3
- Michelle Edwards – edwardsm6@michigan.gov – 517-241-1156 – Regions 6 and 10
- Nicole Schalow – schalown@michigan.gov – 517-335-1852 – Regions 4 and 9
- Stephanie Oles – oless@michigan.gov – 517-241-8591 – Regions 5, 7, and 8

1. Continuum of Care (CoC) or Local Planning Body (LPB) Information

CoC or LPB Name:	County/Counties included in CoC or LPB:	
Coordinator Name and Title:	Phone:	Email:
(Co-)Chair Name and Title:	Phone:	Email:
(Co-)Chair Name and Title:	Phone:	Email:

2. Fiduciary Information

Fiduciary Name:	Current MSHDA ESG-CV Grant Number:	
Authorized Official Name and Title:	Phone:	Email:
Alternate Contact Name and Title:	Phone:	Email:

3. New ESG-CV Subgrantee(s) – List all new ESG-CV subgrantees that will receive MSHDA ESG-CV funds for the first time

New Subgrantee Name:			
Physical Address:			
Mailing Address:			
Phone:	Fax:	Email:	Web Address:
Authorized Official Name and Title:		Phone:	Email:
Alternate Contact Name and Title:		Phone:	Email:
Type of Organization: <input type="checkbox"/> Government <input type="checkbox"/> Non-Government		County/Counties Served:	
Target Population(s): <input type="checkbox"/> General Homeless <input type="checkbox"/> Chronically Homeless <input type="checkbox"/> Single Adults <input type="checkbox"/> Families <input type="checkbox"/> Domestic Violence Survivors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth <input type="checkbox"/> Development Disabilities <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Substance Use Disorders <input type="checkbox"/> Co-Occurring Disorders <input type="checkbox"/> Persons with HIV/AIDS			
Proposed ESG-CV Second Round 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			

ESG-CV Second Round Application

New Subgrantee Name:			
Physical Address:			
Mailing Address:			
Phone:	Fax:	Email:	Web Address:
Authorized Official Name and Title:		Phone:	Email:
Alternate Contact Name and Title:		Phone:	Email:
Type of Organization: <input type="checkbox"/> Government <input type="checkbox"/> Non-Government		County/Counties Served:	
Target Population(s): <input type="checkbox"/> General Homeless <input type="checkbox"/> Chronically Homeless <input type="checkbox"/> Single Adults <input type="checkbox"/> Families <input type="checkbox"/> Domestic Violence Survivors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth <input type="checkbox"/> Development Disabilities <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Substance Use Disorders <input type="checkbox"/> Co-Occurring Disorders <input type="checkbox"/> Persons with HIV/AIDS			
Proposed ESG-CV Second Round 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			

New Subgrantee Name:			
Physical Address:			
Mailing Address:			
Phone:	Fax:	Email:	Web Address:
Authorized Official Name and Title:		Phone:	Email:
Alternate Contact Name and Title:		Phone:	Email:
Type of Organization: <input type="checkbox"/> Government <input type="checkbox"/> Non-Government		County/Counties Served:	
Target Population(s): <input type="checkbox"/> General Homeless <input type="checkbox"/> Chronically Homeless <input type="checkbox"/> Single Adults <input type="checkbox"/> Families <input type="checkbox"/> Domestic Violence Survivors <input type="checkbox"/> Veterans <input type="checkbox"/> Youth <input type="checkbox"/> Development Disabilities <input type="checkbox"/> Serious Mental Illness <input type="checkbox"/> Substance Use Disorders <input type="checkbox"/> Co-Occurring Disorders <input type="checkbox"/> Persons with HIV/AIDS			
Proposed ESG-CV Second Round 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			

*Complete additional pages as needed to respond for all New ESG-CV subgrantees



ESG-CV Second Round Application

4. Estimated Number Served

If MSHDA ESG-CV funds will be used to support any portion of the activities in the components listed below, please estimate the total number of individuals or households that will be served during the grant term in each component funded.

Note: These should reflect unduplicated counts. When administering both financial assistance and services, do not count twice, they are counted only once within the component.

Budget Component	Programs Serving Individual Adults and Youth	Programs Serving Families	
	Total Number of Individuals	Total Number of Households	Total Number of Persons in Families (including children)
Street Outreach			
Emergency Shelter			
Homelessness Prevention			
Rapid Re-Housing			

5. Other Funding Sources

Historically, ESG funding provides resources to prevent homelessness and to re-house people experiencing homelessness. This remains critical under the ESG-CV funding, with respect to emerging and evolving priorities in supporting those who are homeless or at risk of homelessness. This funding is not intended to be the community's entire funding source. ESG cannot supplant existing resources.

Please detail any funding available to support the community's plan to prevent the spread of COVID-19 among those who are homeless or at risk of homelessness and respond to those already impacted by the pandemic. If receiving ESG or ESG-CV funding from other jurisdictions (city or county), outline current or anticipated allocation by component type (i.e. Emergency Shelter, Rapid Re-Housing, etc.):

Funding Source	Administering Organization	Amount of Funding	Project Type



6. Additional Information

How has the community worked collaboratively to prevent the spread of COVID-19 among those who are homeless or at risk of homelessness and to respond to those already impacted by the pandemic? Please include how the COC/LPB is connected with the local health department and emergency operations center.

Please provide a complete description of how the HARA and Coordinated Entry System remain accessible to those seeking housing support during this pandemic.

ESG-CV Second Round Application

Please provide a complete description of the community's plan and practice for safe and accessible emergency shelter and isolation/quarantine space as needed.

7. ESG-CV Round 2 Application Certification

By electronically signing below, each individual certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining funds under the Emergency Solutions Grant program and is true and complete to the best of their knowledge and belief. By electronically signing below, the Chairperson(s) also certifies that this application has been made available to participating CoC or LBP members as well as to community leaders, which includes county/counties Director(s) of Health and Human Services, Director(s) of Mental Health, and the Chairperson(s) of the Community Collaborative, regardless of their regular participation in the CoC or LPB.

CoC/LPB Coordinator Signature	Date
CoC/LPB Chairperson Signature	Date
CoC/LPB Chairperson Signature	Date
Fiduciary Authorized Official Signature	Date



ESG-CV Second Round Application

ESG-CV Round 2 Application Checklist

To be eligible to receive MSHDA ESG-CV Second Round funding, the following items must be submitted to MSHDA by the due date of the application.

Fiduciary:

- ESG-CV Second Round Application
- ESG-CV Second Round Budget Application
- ESG-CV Memorandum of Understanding

New ESG-CV Subgrantee(s):

All Organization Types (Government & Non-Government):

- Proof of Liability Insurance
- Crime and Dishonesty Insurance
- ESG-CV Administrative Compliance Certification (attachment)
- ESG-CV Conflict of Interest Certification (attachment)
- ESG-CV Fair Housing Agreement (attachment)
- Fraud Policy
- Indirect Cost Allocation Plan
- Organizational Mission Statement
- List of Board of Directors & Officers
- Current Organizational Chart
- Housing Employee Roster
- Target or Service Area Map
- Most Recent Completed Financial Audit
- Single Audit Certification (attachment)

If Organization will receive ESG-CV Emergency Shelter funds:

- ESG-CV Minimum Standards for Emergency Shelter Certification (attachment)

Additional Non-Government Organization Documents:

- Most Recent IRS-990 (Corporate Tax Return)
- Current Fiscal Year Operating Budget
- Certificate of Good Standing (dated within the last 12 months)
- IRS-501(c)(3) Designation
- Articles of Incorporation
- Organizational Bylaws
- CHDO Authorization Letter for MSHDA CHDO and Local PJ CHDO (only if organization is a CHDO)
- Employee Status List (list indicating number of paid personnel working 35 hours or more per and the number working less than 35 hours per week)

Disclaimer: New subgrantees cannot receive any ESG-CV funding from the fiduciary until all required documents are submitted to and affirmed by the assigned MSHDA Homeless Assistance Specialist.