

**Submit completed application with supporting documents to the Fiduciary and/or MSHDA.**

**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 and/or MSHDA.

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-FY22-23-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](https://www.michigan.gov/mshda/-/media/Project/Websites/mshda/homeless/contact-lists/Homeless_Assistance_Specialist_Map.pdf)

**Application Due Date: August 12, 2022**

**General Instructions**

To be eligible to receive MSHDA ESG 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 Fiduciary agency and/or assigned Homeless Assistance Specialist (Fiduciary only) by the deadline. Fiduciaries will complete a cumulative application for all funded agencies under the Continuum of Care (CoC) or Local Planning Body (LPB) in MATT 2.0. The Fiduciary and/or 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.

**Note:** All MSHDA ESG applications must be part of an approved CoC or LPB funding strategy in order to be eligible to apply.

**1. CoC/LPB Information**

Name of CoC/LPB	Counties Included in CoC/LPB	
CoC/LPB Coordinator	Telephone	Email
CoC/LPB(Co-)Chair	Telephone	Email
CoC/LPB (Co-)Chair	Telephone	Email

**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 Unique Entity Identifier		
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 <input type="checkbox"/> Faith Based Organization <input type="checkbox"/> Other: _____			
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			
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			
What counties does your organization currently serve? (include all, even if in a different CoC)			



**3. Budget Information**

**Total Award Amount**

	<b>Amount Requested</b>
<b>Total Award Amount</b>	

**Budget Component/Activity Detail**

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

<b>Street Outreach</b>	
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.	
<b>Street Outreach</b>	<b>Amount Requested</b>
<b>Engagement/Case Management</b> -detail required below.	
<b>Transportation</b>	
<b>Services for Special Populations</b>	
<b>Component Total</b>	

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).

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



## MSHDA ESG FY2022-2023 Application

<b>Emergency Shelter</b>	
MSHDA ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, i.e., case management and operating emergency shelters.	
Emergency Shelter	Amount Requested
<b>Essential Services</b>	
Case Management <i>-detail required below.</i>	
Child Care	
Education Services	
Employment Assistance and Job Training	
Transportation	
Services for Special Populations	
<b>Sub-Total</b>	
<b>Shelter Operations</b>	
Maintenance (including minor or routine repairs)	
Rent	
Security	
Fuel/Utilities	
Food (for shelter guests)	
Furnishings	
Equipment	
Insurance	
Supplies	
<b>Sub-Total</b>	
<b>Component Total</b>	

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](#). If your agency requests MSHDA ESG Emergency Shelter Operations funding, your agency is required to complete the [Emergency Shelter Minimum Habitability Standards Inspection Checklist](#) prior to grant funding and every quarter thereafter for each funded address.



MSHDA ESG FY2022-2023 Application

<b>Homelessness Prevention</b>	
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.	
<b>Homelessness Prevention</b>	<b>Amount Requested</b>
<b>Housing Relocation and Stabilization Services – Services Costs</b>	
<b>Housing Search and Placement/Housing Stability Case Management</b> -detail required below.	
<b>Mediation</b>	
<b>Legal Services</b>	
<b>Sub-Total</b>	
<b>Housing Relocation and Stabilization Services – Financial Assistance</b>	
<b>Rental Application Fees</b>	
<b>Security Deposits</b>	
<b>Utility Arrearages and/or Deposits</b>	
<b>Moving Costs</b>	
<b>Sub-Total</b>	
<b>Short-Term and Medium-Term Rental Assistance</b>	
<b>Rental Assistance/Rental Arrearages</b>	<b>Sub-Total</b>
<b>Component Total</b>	

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).

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



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<b>Rapid Re-Housing</b>	
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.	
<b>Rapid Re-Housing</b>	<b>Amount Requested</b>
<b>Housing Relocation and Stabilization Services – Services Costs</b>	
Housing Search and Placement/Housing Stability Case Management <i>-detail required below.</i>	
Waiting List Case Management <i>-detail required below.</i>	
Mediation	
Legal Services	
<b>Sub-Total</b>	
<b>Housing Relocation and Stabilization Services – Financial Assistance</b>	
Rental Application Fees	
Security Deposits	
Utility Arrearages and/or Deposits	
Moving Costs	
<b>Sub-Total</b>	
<b>Short-Term and Medium-Term Rental Assistance</b>	
Rental Assistance	<b>Sub-Total</b>
<b>Component Total</b>	

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**

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

**Waiting List Case Management**

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



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<b>HMIS</b>	
The HEARTH Act makes the Homeless Management Information System (HMIS) participation, or participation in a comparable database by victim service providers, a statutory requirement for ESG grantees and subgrantees, therefore costs associated with contributing data to the HMIS or comparable database are eligible for reimbursement up to 10% of the total grant allocation for grantees and subgrantees funded under the HMIS component.	
HMIS	Amount Requested
<b>Component Total</b>	

<b>Administration</b>	
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
<b>General Management/Oversight/Coordination</b>	
<b>Training on ESG Requirements</b>	
<b>Component Total</b>	

**Budget Summary**

Summary of FY2022-2023 Funds	
Component/Activity	Amount Requested
<b>Street Outreach</b>	<b>Component Total</b>
<b>Emergency Shelter</b>	
Essential Services	
Shelter Operations	
<b>Component Total</b>	
<b>Homelessness Prevention</b>	
Housing Relocation and Stabilization Services – Services Costs	
Housing Relocation and Stabilization Services – Financial Assistance	
Short-Term and Medium-Term Rental Assistance	
<b>Component Total</b>	
<b>Rapid Re-Housing</b>	
Housing Relocation and Stabilization Services – Services Costs	
Housing Relocation and Stabilization Services – Financial Assistance	
Short-Term and Medium-Term Rental Assistance	
<b>Component Total</b>	
<b>HMIS</b>	<b>Component Total</b>
<b>Administration</b>	
<b>Component Total</b>	
<b>Total Award Amount</b>	



#### 4. Certification & Assurances

**By signing at the bottom of this application, I certify that to the best of my knowledge and belief, information in the application is true and correct, and the application has been duly authorized by the governing body of the Applicant, I am an authorized representative of the Applicant, and the Applicant will comply with all applicable federal and state requirements, including, but not limited to the following, if assistance is approved:**

##### General Certifications

The Applicant acknowledges and agrees that any representation or information contained in this application and in any subsequent documentation provided to the Michigan State Housing Development Authority (MSHDA) that is misleading or incorrect may result in termination of: 1) review of this application; 2) any reservation of funds; 3) any commitment of funds; 4) any pending disbursement of funds. The Applicant acknowledges and agrees that it is obligated to notify MSHDA of any changes in the information provided in the application.

The Applicant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any Federal department or agency. The Excluded Parties List System can be found at <https://www.sam.gov/>.

The Applicant will use any ESG funds granted pursuant to MSHDA's approved Consolidated Plan and any applicable local Consolidated Plan and in compliance with all requirements of 24 CFR Part 576.

##### Federal and State Requirements

If awarded MSHDA ESG funds, the Applicant will comply with the following:

- The federal ESG rules and regulations at 24 CFR Part 576, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.
- All applicable State of Michigan statutes and Administrative Rules.
- The requirements of the federal grant Uniform Guidance, 2 CFR Part 200, and the financial management guidelines issued by the U.S. Office of Management and Budget, as applicable, in accordance with 2 CFR Part 200.
- The Violence Against Women Act (VAWA) Reauthorization of 2013 and HUD Final Rule Implementing VAWA, including protections against denial of assistance or admission, termination, and eviction protections, VAWA Notice and Certification, and VAWA Emergency Transfer Plan.
- Procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter. In addition, the Applicant will develop and implement written procedures to ensure that all records containing personally identifying information of any individual or family who applies for and/or receives grant assistance will be kept secure and confidential per state and federal guidelines.
- Maintaining in client files adequate documentation of homelessness or at risk of homelessness status to determine the eligibility of persons served, according to the most current definition of homelessness from the U.S. Department of Housing and Urban Development at 24 CFR Sec. 576.2.
- Data and reporting requirements utilizing the Michigan Statewide Homeless Management Information System (MSHMIS) or other means subject to agreement with the Authority, and according to standards established by the HMIS lead agency.
- Termination of Assistance procedures, including a formal notification and appeals process for the termination of assistance to individuals or families who violate program requirements.
- Coordinated Entry participation according to the approved Continuum of Care system as established by HUD.
- To the maximum extent possible, the involvement, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted with grant funds, in providing services assisted with grant funds, and in providing services for occupants of facilities assisted with grant funds.
- Conflict of Interest provisions at 2 CFR Sec. 200.112, 24 CFR Sec. 578.95, and 24 CFR Sec. 576.404. In addition, the provision of any type or amount of assistance will not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the agency, or a parent or subsidiary of the agency. If awarded MSHDA ESG, the Applicant will not, with respect to individuals or families occupying housing owned by the agency, or any parent or subsidiary of the agency, carry out the initial evaluation for assistance or administer homelessness prevention assistance under Part 576.103.
- Non-discrimination, in accordance with all applicable federal and state regulations. These include the requirements in 24 CFR Part 5, the prohibitions against discrimination against disabled individuals under Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act, the nondiscrimination and equal opportunity requirements under 24 CFR Part 576.407(a), and the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07).
- Requirements for religious organizations: the Applicant will not be engaging in religious proselytizing or counseling utilizing these grant funds, will not require attendance at religious services as a requirement or condition to receive services, and will not limit services or give preference to persons on the basis of religion.
- Fair Housing Requirements, including all applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and implementing regulations at 28 CFR part 35 and part 36 (public accommodations and requirements for certain types of short-term housing assistance).



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- Affirmative Action, including all requirements as implemented with Executive Orders 11625, 12432, and 12138, which require that every effort be made to solicit the participation of minority and women business enterprises (MBE/WBE) in governmental projects.
- Affirmative Outreach efforts, including procedures to ensure that all persons who qualify for the assistance, regardless of their race, color, religion, sex, age, national origin, familial status, or disability, know of the availability of the ESG services and assistance, including facilities and services accessible to persons with a handicap, and maintain evidence of implementation of the procedures. Consistent with Title VI and Executive Order 13166, the Recipient must also take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency persons.
- Job Training and Employment for Low-income Residents, including Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).
- Section 6002 of the Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act.
- The Drug-Free Workplace Act of 1988 and HUD's implementing regulations at 24 CFR Part 24.
- The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R, as applicable.
- If awarded funding for Emergency Shelter: the age or gender of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that provides shelter to families with children under age 18.
- If awarded funding for ESG Homelessness Prevention and/or Rapid Re-Housing: Rental assistance requirements according to Fair Market Rent restrictions at 24 CFR Sec. 982.503 and Rent Reasonableness standards at 24 CFR Sec. 982.507.

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**Note that the Certifications & Assurances above are not an exhaustive list of all federal and state requirements that pertain to the ESG program, and that requirements may change over time. Applicants awarded funds are required to comply with all applicable state and federal regulations.**

*I certify that I am authorized to execute this application on behalf of the Applicant.*

\_\_\_\_\_  
**Authorized Official Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**ATTACHMENT-A**

**Officer Compensation Form (Fiduciary Only)**

**To be signed by the Authorized Official of Applicant, as applicable.**

**Instructions:** Fiduciaries must submit one copy of the Officer Compensation Form to MSHDA. In accordance with the Federal Funding Accountability and Transparency Act, (FFATA) of 2006, as amended, Subawardees must enter 'Yes' or 'No' to indicate whether it is required to report its top five most highly compensated officers. Recipient reports 'Yes' if:

- I. In the recipient's fiscal year immediately preceding the year in which the federal award was awarded, the recipient received:
  - o 80% or more of its annual gross revenues from federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements; and
  - o \$25 million or more in annual gross revenues from federal contracts (and subcontracts), loans, grants (and sub grants) and cooperative agreements; and
- II. The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If 'No', there is no officer compensation information requirement.

If 'Yes', sub-recipient must provide the names and "total compensation" of the top five most highly compensated officers for the calendar year in which the award is awarded.

**Note:** Total compensation means the cash and non-cash dollar value earned by the executive during the sub recipient's past fiscal year of the following (for more information see 17 CFR 229.402(c)(2)).

**Answer the Following:**

In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive:

- 1. 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND
- 2. \$25 million or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements; AND
- 3. The public does not have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C.78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

**Check One:**

- Yes – the above does apply to my agency.
- No – the above does not apply to my agency.

If you checked yes above, please complete the following for the top five most highly compensated officers:

Name	Total Compensation

\_\_\_\_\_  
**Organization Name**

\_\_\_\_\_  
**Authorized Official Signature and Date**



**ATTACHMENT-B**

**Minimum Standards for Emergency Shelter Certification Form (MSHDA ESG Emergency Shelter funded Applicants Only)**

**To be signed by the Authorized Official of Applicant, as applicable.**

On behalf of the \_\_\_\_\_ (*organization name*), I certify that the following emergency shelter locations for which FY2022-2023 Emergency Solutions Grant (ESG) funds will be expended meet the federal requirements listed in [CFR 24 Part 576.403](#), including lead-based paint remediation and disclosure, and [MSHDA's minimum habitability standards](#) for emergency shelters.

**Shelter Address(es):**

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\_\_\_\_\_  
**Authorized Official Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**ATTACHMENT-C**

**Conflict of Interest Certification Form (All Applicants)**

**To be signed by the Authorized Official of Applicant.**

**Certifications**

In connection with the Emergency Solutions Grant (ESG) Agreement for the term October 1, 2022 to September 30, 2023 (the Grant Agreement), and pursuant to applicable Michigan State Housing Development Authority (MSHDA), state and federal requirements and regulations, including without

limitation the regulations set forth in [24 CFR § 576.404](#), an Authorized Official of \_\_\_\_\_ (Grantee) states and affirms the following:

- 1) The provision of any type or amount of ESG assistance shall not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the Grantee, a subgrantee, or a parent or subsidiary of the Grantee; and
- 2) Grantee may not carry out initial evaluations or administer homelessness prevention assistance with respect to individuals or families occupying housing owned by the Grantee or any parent or subsidiary of the Grantee; and
- 3) For the procurement of goods and services, the Grantee and its subgrantees shall comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).
- 4) As provided in 24 CFR 576.404, unless granted an exception by HUD on a case-by-case basis no employee, agent, consultant, officer, contractor or elected or appointed official of the Grantee who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure; and
- 5) Grantee shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts; and
- 6) No employee, officer, or agent of Grantee shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Grantee shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subgrants.

However, subject to HUD and/or MSHDA approval, as applicable, Grantee may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient; and

- 7) Grantee shall keep records to show compliance with the organizational conflicts-of-interest requirements in 24 CFR 576.404(a), a copy of the personal conflicts of interest policy or codes of conduct developed and implemented to comply with the requirements in 24 CFR 576.404(b), and records, if any, supporting exceptions to the personal conflicts of interest prohibitions; and
- 8) If Grantee is operating continuum of care programs it shall not use leasing funds to lease units or structures owned by the Grantee, its parent organization(s), any other related organization(s), or organizations that are members of a partnership, where the partnership owns the structure, unless HUD authorized an exception for good cause; and
- 9) Neither Grantee or its contractors may enter into a contract or arrangement in connection with the tenant-based programs in which the following class of persons has any interest, direct or indirect, during tenure or for one year thereafter: any employee of the Grantee or any of its contractors who formulates policy or who influences decisions with respect to the programs, without those employees disclosing their interest or prospective interest to MSHDA and HUD.

Failure to adhere to these certifications may result in applicable penalties and/or sanctions as prescribed by law.

**Disclosures on next page.**

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## Conflict Disclosure

A disclosure of the nature of any conflict of interest with MSHDA is as follows:

- Grantee certifies that no conflict of interest exists between MSHDA and Grantee.
- Grantee discloses that a conflict of interest exists between MSHDA and Grantee. The nature of the conflict of interest is described below.

Please identify the individual, employment, and the conflict of interest (their affiliation with your organization).

## Identity of Interest Disclosure

Grantee affirms to the best of its knowledge, information, and belief that no member of the Grantee's Board of Directors, employees or staff has an identity of interest with:

- a) Any of the staff persons hired or
- 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 the Grant Agreement.

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**By signing this Conflict of Interest Certification Form, I hereby certify, under penalty of perjury, that I have read, understand, and will adhere to all the information, requirements and standards provided above as a prerequisite of ESG funding.**

\_\_\_\_\_  
**Organization Name**

\_\_\_\_\_  
**Authorized Official Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**ATTACHMENT-D**

**Fair Housing Certification Form (All Applicants)**

**To be signed by the Authorized Official of Applicant.**

- \_\_\_\_\_ (*organization name*) is committed to fair housing and will work aggressively to ensure that \_\_\_\_\_ (*organization name*) housing and homeless programs fully comply with local, state, and federal fair housing laws.
- \_\_\_\_\_ (*organization name*) has appointed the person below as the fair housing contact person. This person has knowledge of fair housing and will attend applicable training to remain informed.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Email**

- \_\_\_\_\_ (*organization name*) will ensure that persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil Rights (MDCR), the Department of Housing and Urban Development (HUD), and their local fair housing center.
- \_\_\_\_\_ (*organization name*) will ensure that persons wishing to file a complaint or concern that is employment related will be referred to the federal Equal Employment Opportunity Commission, the Michigan Equal Employment Opportunity Office, and MDCR.
- \_\_\_\_\_ (*name of staff person*) will notify MSHDA if a complaint or concern is filed, which results in an adverse finding or determination, or as otherwise requested by MSHDA if a complaint or concern is filed.
- \_\_\_\_\_ (*organization name*) is accessible and barrier free.
- \_\_\_\_\_ (*organization name*) will make every attempt to reasonably accommodate all customers with reasonable accommodation needs.
- \_\_\_\_\_ (*organization name*) will include the fair housing logo on relevant documents and all advertisements.
- \_\_\_\_\_ (*organization name*) will post a fair housing poster in a visible place.
- \_\_\_\_\_ (*organization name*) will secure and distribute the following fair housing materials to all applicants and customers:

**MDCR, "Your Guide to Fair Housing"**

<https://www.michigan.gov/-/media/Project/Websites/mdcr/brochures/fair-housing/fair-housing.pdf>

**U.S. Department of Justice, "Sexual Harassment is Illegal. Fair Housing is Your Right."**

<https://www.justice.gov/crt/page/file/1048331/download>

- \_\_\_\_\_ (*organization name*) will have at a minimum one hard copy of the HUD booklet "Fair Housing Equal Opportunity for All" to be used as an onsite reference. The booklet will be accessible to all staff and customers. The booklet can be found at MSHDA's website.

**MSHDA Fair Housing, HUD 1686 Fair Housing Booklet**

<https://www.michigan.gov/mshda/-/media/Project/Websites/mshda/assets/Folder2/HUD16861FHEO.pdf>

# MSHDA ESG FY2022-2023 Application

- \_\_\_\_\_ (*organization name*) will consider all applicants, customers and contractors based on qualifications and eligibility. No applicant, customer or contractor will be denied housing, services or a contract based on their race, color, national origin, religion, age, sex, pregnancy, height, weight, material status, familial status, and disability. Persons raising concerns regarding discrimination will not be retaliated against.
- \_\_\_\_\_ (*organization name*) will consider all applicants, customers and contractors based on qualifications and eligibility. No applicant, customer or contractor will be denied housing, services or a contract based on their race, color, national origin, religion, age, sex, pregnancy, height, weight, material status, familial status, and disability. Persons raising concerns regarding discrimination will not be retaliated against.
- \_\_\_\_\_ (*organization name*) is committed to affirmative marketing and will identify their fair housing needs and barriers.
- \_\_\_\_\_ (*organization name*) will address these needs and barriers by establishing a plan to resolve and meet fair housing needs.
- \_\_\_\_\_ (*organization name*) is committed to providing safe, affordable, decent, and sanitary housing located in areas where people choose to live, or shelter that is safe, decent, and sanitary.

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**By signing this Fair Housing Certification Form, I hereby certify, under penalty of perjury, that I have read, understand, and will adhere to all the information, requirements and standards provided above as a prerequisite of MSHDA grant funding.**

\_\_\_\_\_  
**Authorized Official Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### Submission 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 uploaded into MATT 2.0 for each funded applicant.

#### 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)
- Conflict of Interest Policy
- [Fair Housing Certification Form](#) (MSHDA Form: Attachment-D)
- Fraud Policy
- Indirect Cost Allocation
- 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)
- [Emergency Shelter Minimum Habitability Standards Inspection Checklist](#) (MSHDA Form, if applicable)

#### 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
- CHDO Authorization Letter (if CHDO)
- 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)