



## HALO IGX System Guide – ESG Application 2025

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Users will use the following link to access the [MSHDA Grants System](#) in IGX.

## ESG Application

### Overview of the ESG Application User Guide

Welcome to the ESG Application User Guide. This document provides detailed instructions for initiating, completing, and submitting an Emergency Solutions Grant (ESG) application in IGX. Each section is designed to guide you through the various stages of the application process to ensure clarity and efficiency.

Should you need further assistance or have any questions about the ESG application process in IGX, please contact your assigned grant specialist or [MSHDA-ESGHelp@michigan.gov](mailto:MSHDA-ESGHelp@michigan.gov).

### Initiating an ESG Application

To initiate an ESG application, the Authorized Official or Agency Administrator must log into the IGX system. After logging in, the Dashboard will be displayed. Navigate to “My Opportunities” to begin a new ESG application.

Important Note: To access an existing ESG application or to check the status of a submitted application, please refer to the “[Accessing the ESG Application](#)” section of this guide. Selecting the ESG Application under “My Opportunities” when an application is already in progress will initiate a new application.

Upon selecting the ESG Application from “My Opportunities,” a confirmation pop-up will appear to verify the application you are about to start. Confirm that the correct application is displayed and click **[Proceed]** to continue.

The screenshot displays the MSHDA Grants System Dashboard. The header includes the MSHDA logo, 'DEMO-UAT', and 'MSHDA Grants System'. The user is logged in as 'Randy AuthorizedOfficial'. The dashboard features a 'Dashboard' title, 'Instructions', and two main sections: 'My Tasks' and 'My Opportunities'. The 'My Tasks' section contains a table with columns for Name, Document Type, Organization, Status, Status Date, and Due Date. The 'My Opportunities' section contains a table with columns for Opportunity Name, Organization, and Dates. The 'ESG Application 2025' row in the 'My Opportunities' table is highlighted with a red box.

**My Tasks**

Name	Document Type	Organization	Status	Status Date	Due Date
ESG-APP-2025-1735-12	ESG Application 2025	Randy's Testing Organization	Application in Progress	7/9/2025 2:32:39 PM	
ESG-APP-2025-1735-11	ESG Application 2025	Randy's Testing Organization	Application in Progress	6/24/2025 3:29:00 PM	
S25-APP-2025-1735-22	HALO S25 Application 2025	Randy's Testing Organization	Application in Progress	6/24/2025 3:28:41 PM	

**My Opportunities**

Opportunity Name	Organization	Dates
ESG Application 2023	MSHDA	4/17/2023 12:00:00 AM - Open Ended
ESG Application 2024	MSHDA	6/5/2024 12:00:00 AM - Open Ended
ESG Application 2025	MSHDA	6/16/2025 12:00:00 AM - Open Ended
Grantee ACH-Payee Authorization Form	MSHDA	3/25/2025 12:00:00 AM - Open Ended
Grantee System Access	MSHDA	8/29/2022 12:00:00 AM - 8/31/2030 11:59:00 PM
HALO S25 Application 2025	MSHDA	5/19/2025 12:00:00 AM - Open

## Navigating Within the ESG Application

Upon accessing the ESG Application, you'll find a navigation menu on the left-hand side that allows you to move through the various required forms needed to submit your application. The icons next to each form indicate their status:

- A **check mark** indicates a completed form.
- An **exclamation mark** identifies forms with errors needing corrections.
- An **empty square** signals forms that have not been saved.

Each form includes a Save button located in the top right-hand corner. It's important to note that, except for the Document Landing Page, all other applicable forms within the application are equipped with a Save button.

The screenshot displays the MSHDA Grants System interface. The header includes the MSHDA logo, 'DEMO-UAT', and 'MSHDA Grants System'. The user is logged in as 'Randy AuthorizedOfficial'. The main content area is titled 'Document Landing Page' and contains a 'New Note' button in the top right corner, indicated by a red arrow. The page features a navigation menu on the left with various forms, including 'Instructions', 'Applicant Information', 'Fiduciary Information', 'Total Allocation', 'Funding Allocation by Organization', and 'Status Options'. The main content area displays a progress bar for the application process, with steps: 'Application in Progress' (checked), 'Application in Specialist Review', 'Application Manager Review Required', and 'Application Approved'. The progress bar shows the current status as 'Application in Progress'.

## Completing the ESG Application

Click **[Instructions]**. To complete this form, read the instructions and answer the two questions. After responding, click **[Save]** in the top right-hand corner.

Important Note: If there is only one subgrantee and it is the Housing Assessment and Resource Agency (HARA), both questions should be answered “No.”

Use the table below to understand how your responses affect what appears in the application:

Question	Yes Response	No Response
<b>Do you have subgrantees?</b>	<p>A “Yes” response will populate a Subgrantee Information form to complete.</p> <p>A “Yes” response is required if the applicant has more than one subgrantee <b>or</b> if the subgrantee is not the HARA.</p>	<p>A “No” response indicates the ESG Application is for the Applicant only or if the applicant has one subgrantee and it is the HARA.</p> <p>A “No” response is required if the applicant does not have a subgrantee <b>or</b> if the applicant has one subgrantee and it is the HARA.</p>
<b>Is your agency the Housing Assessment and Resource Agency (HARA)?</b>	<p>A “Yes” response indicates the applicant is the HARA.</p> <p>A “Yes” response is required if the applicant is the HARA.</p>	<p>A “No” response will populate a HARA Information form to complete.</p> <p>A “No” response is required if a subgrantee is the HARA.</p>

The screenshot shows the MSHDA Grants System interface. The header includes the MSHDA logo, 'DEMO-UAT', and 'MSHDA Grants System'. The user is logged in as 'Randy AuthorizedOfficial'. The main content area is titled 'Instructions' and contains the following text:

To be eligible to receive MSHDA ESG funding, this application and required attachments should be completed in their entirety, then distributed for the required review and signatures. This application and the required attachments should be submitted to your assigned Homeless Assistance Specialist by the deadline. Fiduciaries will complete a cumulative application for all funded agencies under the Continuum of Care (CoC) or Local Planning Body (LPB).

Do you have subgrantees?  
 Yes  No

Is your agency the Housing Assessment and Resource Agency (HARA)?  
 Yes  No

The left sidebar shows a navigation menu with items like 'Forms', 'Applicant Information', 'Fiduciary Information', 'HARA Information', 'Subgrantee Information', 'Total Allocation', 'Budget Summary', 'Funding Allocation by Organization', and 'Status Options'. A red arrow points from the 'Subgrantee Information' menu item to the 'No' radio button for the HARA question.

Click **[Continuum of Care (CoC) or Local Planning Body (LPB) Information]**. To complete this form, enter the name of the CoC/LPB you are applying under and select the counties for which the CoC/LPB serves. You will then upload all required documents listed and click **[Save]** in the top right-hand corner.

The screenshot displays the MSHDA Grants System interface. The header includes the MSHDA logo (Michigan State Housing Development Authority), a 'DEMO-UAT' watermark, and the text 'MSHDA Grants System'. The user is logged in as 'Randy AuthorizedOfficial'. The main navigation menu on the left lists various sections: Forms, Instructions, Applicant Information (highlighted in red), Fiduciary Information, HARA Information, Subgrantee Information, Total Allocation, Budget Summary, Funding Allocation by Organization, and Status Options. The 'Continuum of Care (CoC) or Local Planning Body (LPB) Information' form is the active page. It features a red-bordered input area containing a text field for 'Name of CoC/LPB', a list of counties with checkboxes (Alcona County, Alger County, Allegan County), and a section for 'MSHDA Memorandum of Understanding' with a 'Browse' button and a 'Drag Files Here' area. The top right corner of the form has 'New Note', 'Print', and 'Save' buttons.

Click **[Fiduciary Information]**. To complete this form, review and approve the auto-populated information and enter your SAM.gov Unique Entity Identifier (UEI) Expiration Date. If any adjustments are needed, you can access your "Profile" via the dropdown menu in the top right-hand corner to make updates to your Organization's Information forms.

Once you verify that all information is correct, continue to answer the other applicable questions. At the bottom, if your organization manages multiple shelter addresses with MSHDA ESG funding, use the **[+]** button in the Shelters section to add additional addresses. Once the entire form is complete, click **[Save]** in the top right-hand corner.

**MSHDA DEMO-UAT MSHDA Grants System**

Home Searches - Randy AuthorizedOfficial - New Note | Print | Save

### Fiduciary Information

ESG-APP-2025-1735-13

- Forms
- Instructions
- Applicant Information
  - Continuum of Care (CoC) or Local Planning Body (LPB) Information
- Fiduciary Information**
  - Fiduciary Information**
  - HARA Information
  - Subgrantee Information
  - Subgrantee Information
- Total Allocation
- Budget Summary
  - Budget Component Detail
- Funding Allocation by Organization
  - Budget Summary
  - Budget Component Detail
- Status Options

Legal Name of Organization Randy's Testing Organization		Tax Identification Number 12-3242424	
SAM.gov Unique Entity Identifier (UEI) Number 123456789111		SAM.gov UEI Expiration Date MM/DD/YYYY	
Physical Address 123 Test Address, Test City, Michigan, 12345			
Mailing Address (if different than above)			
Telephone Number (517) 555-5555	Fax Number	Email Address dont@have.com	Web Address
Executive Director or Highest Elected Official Randy AuthorizedOfficial		Telephone Number (123) 456-7890	Email Address HorstmanR@michigan.gov
Primary Contact Randy AuthorizedOfficial		Telephone Number (123) 456-7890	Email Address HorstmanR@michigan.gov

After saving the form, return to the “Fiduciary Information” menu to complete the newly populated “Proposed Budget” and “Required Attachments” forms.

Note: The “Proposed Budget” and “Required Attachments” forms located under the “Fiduciary Information” menu are for the fiduciary only. You will complete different forms for your subgrantees, if applicable.

The screenshot displays the MSHDA Grants System interface. At the top, the MSHDA logo and 'DEMO-UAT' are visible on the left, and 'MSHDA Grants System' is on the right. The user is logged in as 'Randy AuthorizedOfficial'. The main navigation menu on the left includes sections like 'Forms', 'Applicant Information', 'Fiduciary Information', 'HARA Information', 'Subgrantee Information', and 'Total Allocation'. The 'Fiduciary Information' section is expanded, showing a sub-menu with 'Proposed Budget' and 'Required Attachments' highlighted in red. The main content area shows a form for 'Randy's Testing Organization' with the following fields:

Tax Identification Number	12-3242424	
SAM.gov UEI Expiration Date	07/10/2025	
Member	Email Address	Web Address
	dont@have.com	
al	Telephone Number	Email Address
	(123) 456-7890	HorstmanR@michigan.gov
	Telephone Number	Email Address
	(123) 456-7890	HorstmanR@michigan.gov

Click **[Proposed Budget]**. To complete this form, enter your requested budget for each component. If your organization requests Case Management in any of the components, ensure that the Case Management lines match the overall position cost lines, as discrepancies will generate an error message and prevent you from submitting the ESG Application. If you have multiple positions, click the **[+]** button to add additional positions. Once the Proposed Budget form is complete, click **[Save]** in the top right-hand corner.

The screenshot shows the 'Proposed Budget' form in the MSHDA Grants System. The left sidebar contains a navigation menu with the following items: Forms, Instructions, Applicant Information, Fiduciary Information (highlighted), HARA Information, Subgrantee Information, Total Allocation, Budget Summary, Budget Component Detail, Funding Allocation by Organization, Budget Summary, Budget Component Detail, Status Options, and Submit Application. The main content area is titled 'Budget' and contains a table for 'Amount Requested' and a table for 'Total Position Costs Requested'. The 'Amount Requested' table has a total of \$22,000. The 'Total Position Costs Requested' table has a total of \$20,000. A red box highlights the 'Proposed Budget' menu item in the sidebar. Another red box highlights the 'Amount Requested' table. A third red box highlights the 'Total Position Costs Requested' table. A blue box highlights the '+' button in the 'Total Position Costs Requested' table. The top right corner of the page has buttons for 'New Note', 'Print', and 'Save'.

Click **[Required Attachments]**. To complete this form, upload all the required documents listed and click **[Save]** in the top right-hand corner.

If your application does not include any subgrantees, proceed to the [“Submitting the ESG Application”](#) section of this guide.

The screenshot shows the 'Required Attachments' form in the MSHDA Grants System. The left sidebar contains a navigation menu with the following items: Forms, Instructions, Applicant Information, Fiduciary Information (highlighted), HARA Information, Subgrantee Information, Total Allocation, Budget Summary, Budget Component Detail, Funding Allocation by Organization, Budget Summary, Budget Component Detail, Status Options, and Submit Application. The main content area is titled 'Attachments' and contains a list of required attachments with input fields for each. A red box highlights the 'Required Attachments' menu item in the sidebar. Another red box highlights the list of attachments. The top right corner of the page has buttons for 'New Note', 'Print', and 'Save'.

If the ESG Application includes a subgrantee that is the HARA, click **[HARA Information]**. Enter the required information for the HARA, then click **[Save]** in the top right-hand corner.

Note: The “HARA Information” forms are completed manually and are only applicable to the HARA. Unlike the “Fiduciary Information” form, which is auto populated, these forms require full data entry.

Once the “HARA Information” form is complete, proceed to complete the “Proposed Budget” and “Required Attachments” forms for the HARA, just as you did for the Fiduciary organization.

The screenshot shows the MSHDA Grants System interface. The header includes the MSHDA logo (Michigan State Housing Development Authority) and the text 'DEMO-UAT' and 'MSHDA Grants System'. The user is logged in as 'Randy AuthorizedOfficial'. The main content area is titled 'HARA Information' and contains a form with the following fields:

- Legal Name of Organization \*
- Tax Identification Number \*
- SAM.gov Unique Entity Identifier (UEI) Number \*
- SAM.gov UEI Expiration Date \*
- Physical Address \*
- Mailing Address (if different than above)
- Telephone Number \*
- Fax Number
- Email Address \*
- Web Address
- Executive Director or Highest Elected Official \*
- Telephone Number \*
- Email Address \*
- Primary Contact \*
- Telephone Number \*
- Email Address \*
- Alternate Contact
- Telephone Number
- Email Address

The 'HARA Information' section is highlighted in the left sidebar. The 'Save' button is visible in the top right corner.

If the ESG Application includes subgrantees that are not the HARA, click **[Subgrantee Information]**. Enter the required information for the subgrantee, then click **[Save]** in the top right-hand corner. If your application includes more than one subgrantee, click the **[Add]** button in the top right-hand corner to generate additional “Subgrantee Information” forms as needed.

Note: The “Subgrantee Information” forms are completed manually and are only applicable to subgrantees. Unlike the “Fiduciary Information” form, which is auto populated, these forms require full data entry.

Once the “Subgrantee Information” form is complete, proceed to complete the “Proposed Budget” and “Required Attachments” forms for each subgrantee, just as you did for the Fiduciary organization.

The screenshot shows the 'Subgrantee Information' form in the MSHDA Grants System. The form is titled 'Subgrantee Information' and is part of the 'ESG-APP-2025-1735-13' application. The form fields are outlined in red and include:

- Legal Name of Organization \*
- Tax Identification Number \*
- SAM.gov Unique Entity Identifier (UEI) Number \*
- SAM.gov UEI Expiration Date \*
- Physical Address \*
- Mailing Address (if different than above)
- Telephone Number \*
- Fax Number
- Email Address \*
- Web Address
- Executive Director or Highest Elected Official \*
- Primary Contact \*
- Alternate Contact

The form is part of a larger application interface. The top navigation bar includes 'Home', 'Searches', and 'Randy AuthorizedOfficial'. The left sidebar contains a list of application sections, with 'Subgrantee Information' highlighted. The top right corner of the form has buttons for 'Now Note', 'Print', 'Save', 'Add', and 'Delete'.

## Submitting the ESG Application

Before submission, the Authorized Official should perform a final review of all completed forms to ensure they are accurate and error-free.

To submit the application, click **[Submit Application]** located under “Status Options” on the navigation menu and click **[OK]** on the pop-up. Once submitted, the application will be locked and sent to MSHDA for review.

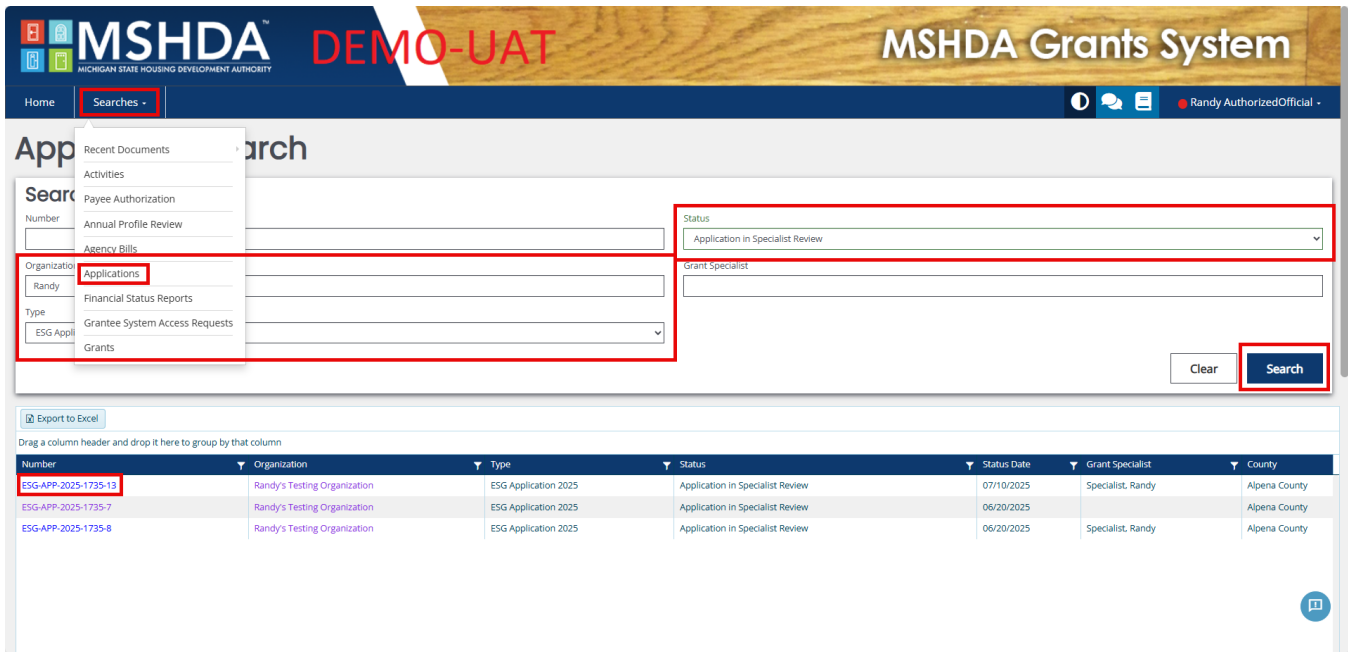
Please refer to the “[ESG Application Approval Process](#)” section of this guide for what happens after submission and how returned applications are handled.

The screenshot shows the MSHDA Grants System interface. The header includes the MSHDA logo and 'DEMO-UAT' text. The navigation menu on the left lists various sections, with 'Submit Application' highlighted in red. The main content area is titled 'Document Landing Page' and contains a progress bar with four stages: 'Application In Progress', 'Application in Specialist Review', 'Application Manager Review Required', and 'Application Approved'. The current status is 'Application In Progress'. The progress bar also includes a 'View document details' link. The user's role is identified as 'Authorized Official'.

Template	Instance	Process
HALO ESG Application 2025	ESG Application 2025	Application
Document Name ESG-APP-2025-1735-13	Document Status Application In Progress	
Organization Randy's Testing Organization	Your Role Authorized Official	

### Accessing the ESG Application

To access the ESG Application after leaving it, users log into the IGX system and access the application either through “My Tasks” or by using the Search menu. If using the Search menu, click **[Searches]** and then **[Applications]**, applying filters such as Type, Status, or Organization to narrow down the results. Once the application is located, users must click on its number to open it.



### ESG Application Approval Process

After the ESG Application is submitted, it will be reviewed by the Grant Specialist and Manager within MSHDA. If any issues or discrepancies are identified, the application will be returned to the Authorized Official to make updates and resubmit. Once all required information is confirmed, the application will move forward for final review and approval.

**ESG Application Approval Process Flowchart**



Fiduciary Applicant

## Frequently Asked Questions (FAQ)

### **Q: How do I initiate an ESG Application?**

A: To initiate an ESG Application, log into the IGX system as the Authorized Official or Agency Administrator, navigate to “My Opportunities,” and click **[ESG Application 2025]**. Upon selecting the ESG Application from “My Opportunities,” a confirmation pop-up will appear to verify the application you are about to start. Confirm that the correct application is displayed and click **[Proceed]** to continue.

### **Q: How long does it take for an ESG Application to be approved?**

A: The approval process typically involves a review by the Grant Specialist and Manager within MSHDA. The timeline for approval can vary, but it usually takes a couple of weeks. Be sure to submit all required documentation to avoid delays.

### **Q: How do I add or remove subgrantees?**

A: To add or remove subgrantees, you must be on the Subgrantee Information page and click **[Add]** or **[Delete]** in the top right-hand corner. If you’re adding a subgrantee, you must enter at least the organizations name and click **[Save]** to have it populate on the navigation menu. The Proposed Budget and Required Attachment forms do not have the **[Add]** or **[Delete]** buttons.

### **Q: What should I do if my ESG Application is returned for corrections?**

A: If your ESG Application is returned, review the feedback provided, make the necessary corrections, and resubmit the ESG Application through the IGX system. Ensure all forms are complete and accurate.

### **Q: Can an Agency Administrator submit an ESG Application?**

A: No. Only the Authorized Official can submit an ESG Application.

### **Q: How can I check the status of a submitted ESG Application?**

A: To check the status of a submitted ESG Application, log into the IGX system and navigate to your application using either My Tasks or the Search menu. Once you access it, you can see the status on the Document Landing Page.

### **Q: How can I cancel an ESG Application?**

A: To cancel an ESG Application, click **[Cancel Application]** located under “Status Options” on the navigation menu and click **[OK]** on the pop-up. If this button is not available, please reach out to your grant specialist for next steps.

### **Q: Who can I contact for help with the ESG Application process?**

A: For assistance with the ESG Application process, please contact your Grant Specialist or [MSHDA-ESGHelp@michigan.gov](mailto:MSHDA-ESGHelp@michigan.gov).