



HALO IGX System Guide - ESG Application 2024

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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 your Emergency Solutions Grants (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.

Initiating an ESG Application

To start a new 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 is divided into several sections:

- Instructions:** Click on an Opportunity Name to start applying for the Opportunity. The 'My Tasks' panel will show documents that are currently in process or are in need of attention.
- My Tasks:** A table with columns: Name, Document Type, Organization, Status, Status Date, Due Date. It lists three tasks, including 'ESG-APP-2024-1735-11' and 'ESG-APP-2024-1735-8'.
- My Opportunities:** A table with columns: Name, Provider, Availability, Description. It lists 'Annual Profile Review 2022', 'ESG Application 2023', and 'ESG Application 2024' (highlighted with a red box).
- Announcements:** A section for displaying announcements.

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. At the top, the header includes the MSHDA logo, the text "DEMO-UAT", and "MSHDA Grants System". Below the header, there is a navigation bar with "Home" and "Searches" options, and a user profile for "Randy AuthorizedOfficial".

The main content area is titled "Document Landing Page" and features a "New Note" button in the top right corner, highlighted by a red arrow. The page displays application details for "ESG-APP-2024-1735-12".

Instructions:
• View document details.

Template HALO ESG Application 2024	Instance ESG Application 2024	Process Application
Document Name ESG-APP-2024-1735-12	Document Status Application in Progress	
Organization Randy's Testing Organization	Your Role Authorized Official	

The progress bar shows four stages: "Application in Progress" (checked), "Application in Specialist Review", "Application Manager Review Required", and "Application Approved".

The left-hand navigation menu includes the following items:

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

Completing the ESG Application

Click **[Instructions]**. To complete this form, answer the two questions and click **[Save]** in the top right-hand corner. Below is a table with additional information regarding the response to each question:

Question	Yes Response	No Response
Do you have subgrantees?	<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 or if the subgrantee is not the Housing Assessment and Resource Agency (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 or if the applicant has one subgrantee and it is the HARA.</p>
Is your agency the Housing Assessment and Resource Agency (HARA)?	<p>A “Yes” 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>

Note: If there is only one subgrantee, and it is the HARA, both questions should be answered “No.”

The screenshot shows the MSHDA Grants System interface. The left sidebar contains a list of sections: Forms, Applicant Information, Fiduciary Information, HARA Information, Subgrantee Information, Total Allocation, Budget Summary, Budget Component Detail, and Funding Allocation by Organization. The 'Instructions' section is highlighted with a red box. The 'Instructions' section 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)."

Below the instructions are two questions:

- Do you have subgrantees?
 - Yes
 - No
- Is your agency the Housing Assessment and Resource Agency (HARA)?
 - Yes
 - No

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 the required documents listed and click **[Save]** in the top right-hand corner.

MSHDA DEMO-UAT MSHDA Grants System

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

ESG-APP-2024-1735-12

Forms

Instructions

Applicant Information

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

Fiduciary Information

Fiduciary Information

HARA Information

HARA Information

Subgrantee Information

Subgrantee Information

Total Allocation

Budget Summary

Budget Component Detail

Funding Allocation by Organization

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

Name of CoC/LPB

Counties included in CoC/LPB

- Alcona County
- Alger County
- Allegan County
- Alpena County

MSHDA Memorandum of Understanding (MSHDA Form)

Select Drag Files Here

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.

MSHDA DEMO-UAT MSHDA Grants System

Home Searches - Randy AuthorizedOfficial - New Note | Profile | Messages | Log Out

ESG-APP-2024-1735-12

Forms

Instructions

Applicant Information

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

Fiduciary Information

Fiduciary Information

HARA Information

HARA Information

Subgrantee Information

Subgrantee Information

Total Allocation

Budget Summary

Budget Component Detail

Funding Allocation by Organization

Fiduciary Information

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
Primary Contact Randy AuthorizedOfficial	Telephone Number (123) 456-7890
Email Address HorstmanR@michigan.gov	Email Address HorstmanR@michigan.gov

To complete the rest of the Fiduciary Information form, respond to the proposed MSHDA ESG components and shelter-related questions. If applicable, upload MSHDA’s Minimum Standards for Emergency Shelter Certification form. If your organization manages multiple shelter addresses with MSHDA ESG funding, click the **[+]** in the “Shelters” section to add additional addresses. Once all information is entered, click **[Save]** in the top right-hand corner of the form.

The screenshot shows the 'Fiduciary Information' section of the MSHDA Grants System. The 'Shelters' section is highlighted with a red box. It contains the following fields:

- Shelter Name *
- Physical Address *
- City *
- State * (Alabama)
- Zip Code *
- Primary Contact *
- Telephone Number *
- Email Address *
- Inspection Date *
- Inspection Result *

A '+' icon in the top right corner of the form is also highlighted with a red box.

After saving the form, return to the “Fiduciary Information” menu to complete any additional forms that have appeared following the initial save.

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

The screenshot shows the 'Fiduciary Information' menu in the MSHDA Grants System. The 'Proposed Budget' and 'Required Attachments' options are highlighted with a red box. The menu items are:

- Randy's Testing Organization
- Proposed Budget
- Required Attachments

The main form area shows the 'Fiduciary Information' section with the following fields:

- Tax Identification Number: 12-3242424
- SAM.gov UEI Expiration Date: 06/30/2024
- Number
- Email Address: dont@have.com
- Web Address
- Telephone Number: (123) 456-7890
- Email Address: HorstmanR@michigan.gov
- Telephone Number: (123) 456-7890
- Email Address: HorstmanR@michigan.gov

Click **[Proposed Budget]**. To complete this form, input your requested budget for each component requested. If your organization requests Case Management in any of the components, it is necessary to accurately report your position costs. Ensure that the Case Management lines and overall position cost lines match; discrepancies will generate an error message and prevent you from submitting the ESG Application. Once complete, click **[Save]** in the top right-hand corner.

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

If the ESG Application does not include any subgrantees, the Authorized Official should review all applicable forms again to ensure accuracy and confirm that the allocation reports on the menu are correct before submitting the application. If your organization is ready to submit the ESG Application, please refer to the [“Submitting the ESG Application”](#) section of this guide for further details.

If the ESG Application includes a HARA, complete the “HARA Information” forms in the same manner as the “Fiduciary Information” forms. Each form should be saved by clicking **[Save]** in the top right-hand corner.

Note: The “HARA Information” forms are specifically applicable only to the HARA. The “Proposed Budget” and “Required Attachments” forms will become available once the main “HARA Information” form is saved, similar to the “Fiduciary Information” forms.

The screenshot displays the MSHDA Grants System interface. The top navigation bar includes the MSHDA logo, 'DEMO-UAT', and 'MSHDA Grants System'. The user is logged in as 'Randy AuthorizedOfficial'. The main content area is titled 'HARA Information'. A sidebar on the left lists various application sections, with 'HARA Information' highlighted. The form itself contains several input fields: 'Legal Name of Organization', 'Tax Identification Number', 'SAM.gov Unique Entity Identifier (UEI) Number', 'SAM.gov UEI Expiration Date', 'Physical Address', and 'Mailing Address (if different than above)'. Below these are sections for 'Telephone Number', 'Fax Number', 'Email Address', and 'Web Address' for the organization, and similar fields for 'Executive Director or Highest Elected Official', 'Primary Contact', and 'Alternate Contact'. A 'Save' button is visible in the top right corner of the form area.

If the ESG Application includes subgrantees that are not HARAs, fill out the “Subgrantee Information” forms in the same manner as the “Fiduciary Information” forms, clicking **[Save]** in the top right-hand corner for each form. If there are multiple subgrantees, use the **[Add]** button in the top right-hand corner of the main “Subgrantee Information” form to generate additional forms as needed.

Note: The “Subgrantee Information” forms are specifically applicable only to subgrantees. Like the “Fiduciary Information” forms, the “Proposed Budget” and “Required Attachments” forms will become available once the main “Subgrantee Information” form(s) is saved.

The screenshot displays the MSHDA Grants System interface for the 'Subgrantee Information' form. The layout is identical to the HARA Information form, with the sidebar highlighting 'Subgrantee Information'. The form fields include: 'Legal Name of Organization', 'Tax Identification Number', 'SAM.gov Unique Entity Identifier (UEI) Number', 'SAM.gov UEI Expiration Date', 'Physical Address', and 'Mailing Address (if different than above)'. It also includes contact information fields for 'Telephone Number', 'Fax Number', 'Email Address', and 'Web Address' for the organization, and similar fields for 'Executive Director or Highest Elected Official', 'Primary Contact', and 'Alternate Contact'. In addition to the 'Save' button, an 'Add' button is present in the top right corner of the form area.

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. Verify the correctness of the allocation reports shown on the menu. Once confirmed, the application can be submitted from any form within the ESG Application. Click **[Submit Application]** located under “Status Options” on the navigation menu. Upon submission, MSHDA will review the application for organizational and financial capacity. If any issues are identified, the application will be returned for modifications.

MSHDA DEMO-UAT MSHDA Grants System

Home Searches - Randy AuthorizedOfficial - New Note

ESG-APP-2024-1735-12

Total Allocation

Budget Summary

Budget Component Detail

Funding Allocation by Organization

Budget Summary

Budget Component Detail

▼ Status Options

Submit Application

Cancel Application

▼ Related Documents

Initiate Related Doc

▼ Tools

Landing Page

Add/Edit People

Document Landing Page

Instructions:

- View document details.

Template HALO ESG Application 2024	Instance ESG Application 2024	Process Application
Document Name ESG-APP-2024-1735-12	Document Status Application in Progress	
Organization Randy's Testing Organization	Your Role Authorized Official	

Application in Progress Application in Specialist Review Application Manager Review Required Application Approved

Accessing the ESG Application

If you need to return to the ESG Application after leaving it, scroll through “My Tasks” on the IGX Dashboard. From there, click on the link labeled with your application number to access the specific application you wish to review or continue editing.

MSHDA DEMO-UAT MSHDA Grants System

Home Searches - Randy AuthorizedOfficial -

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks

Initiate Related Document

Filter

Name	Document Type	Organization	Status	Status Date	Due Date
ESG-APP-2024-1735-12	ESG Application 2024	Randy's Testing Organization	Application in Progress	6/11/2024 11:56:18 AM	
ESG-APP-2024-1735-11	ESG Application 2024	Randy's Testing Organization	Application in Progress	6/6/2024 10:39:56 AM	
ESG-APP-2024-1735-8	ESG Application 2024	Randy's Testing Organization	Application in Progress	6/5/2024 9:56:44 AM	

My Opportunities

Filters

Name	Provider	Availability	Description
Annual Profile Review 2022	MSHDA	12/8/2021 12:00:00 AM - Open Ended	
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	

Announcements