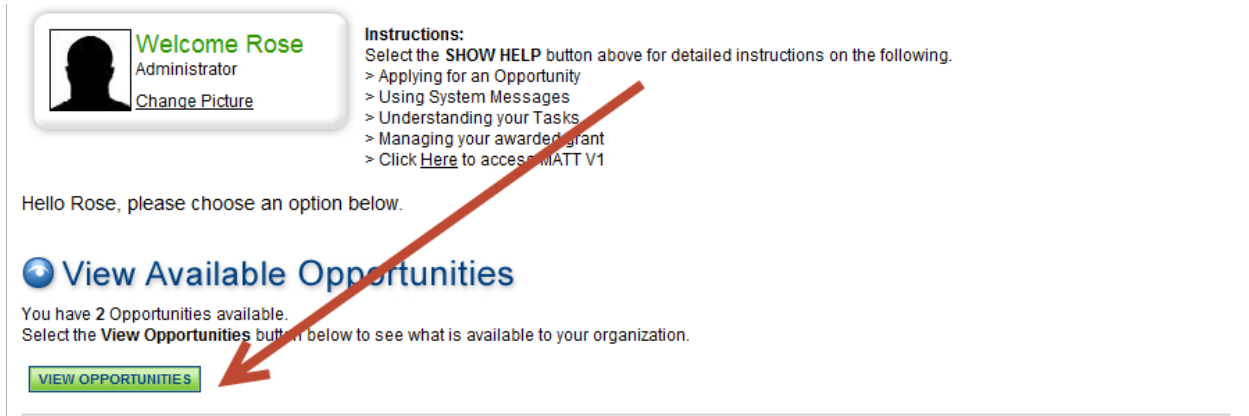


## Instructions for completing and submitting an Emergency Solutions Grant (ESG) Application in MATT 2.0

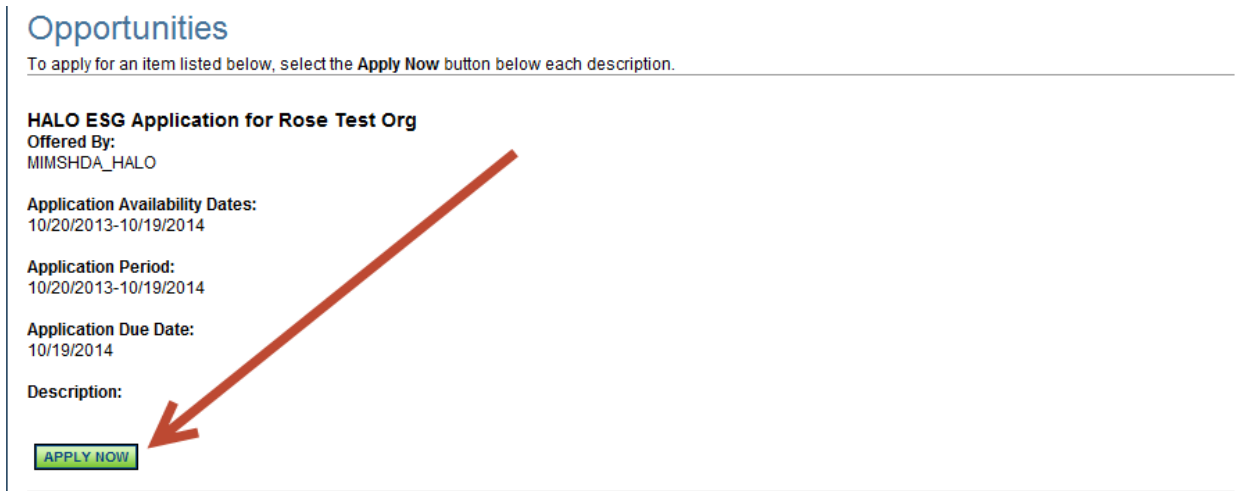
1. To initiate the ESG Application, the Authorized Official or Administrator logs into the MATT 2.0 system at: <https://mshda-matt.org/login2.aspx?APPTHEME=MIMSHDA>.



2. Click the “VIEW OPPORTUNITIES” button under the “View Available Opportunities” section on the main menu.



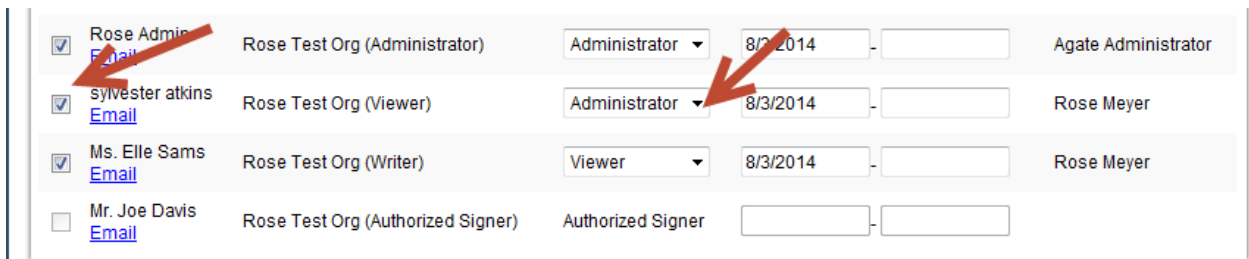
3. Click the “APPLY NOW” button below the HALO ESG Application.



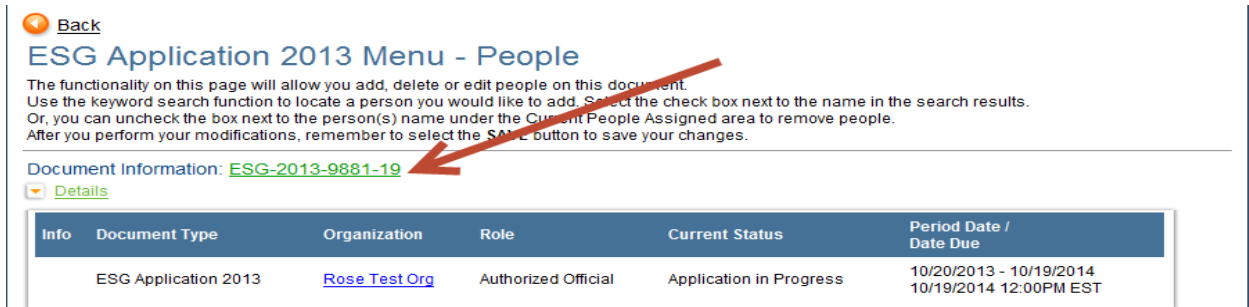
To give staff access to the document, click “Add/Edit” Staff.



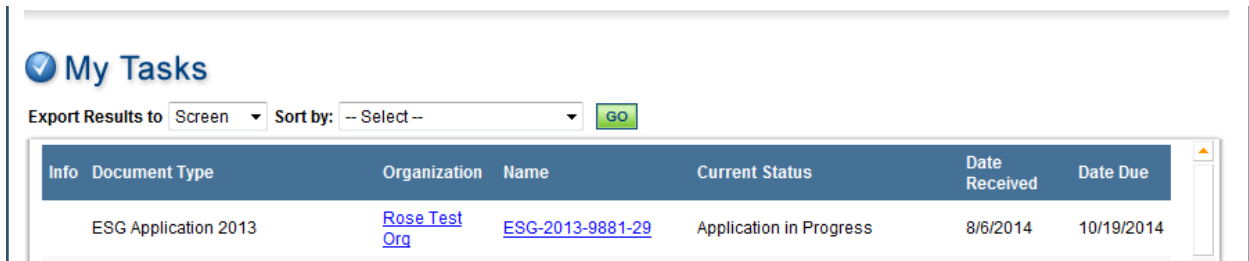
Check the staff to be added, then select their role from the drop-down box, and click Save.



Click on the Document ID at the top of the page to navigate back to the ESG Forms Menu.



After the Application has been initiated, it will appear as “Application in Progress” under “My Tasks” on the main page.



4. Click on the “Continuum of Care” (CoC) link.

**ESG Application 2013 Menu - Forms**  
Please complete all required forms below.

Document Information: [ESG-2013-9881-10](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	ESG Application 2013	<a href="#">Rose Test Org</a>	Administrator	Application in Progress	10/20/2013 - 10/19/2014 10/19/2014 12:00PM EST

**Forms**

Status	Page Name	Note	Created By	Last Modified By
	<a href="#">Continuum of Care</a>			

5. Select the CoC from the dropdown box. Click “SAVE”. Click on the “Document ID” to navigate back to the ESG Forms Menu, which displays the forms that must be completed.

Administration | Organization(s) | Profile | Logout

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#)

Page Information  
The information has been saved.

Back  
Document Information: [ESG-2013-9881-15](#)  
[Details](#)

You are here: > [ESG Application 2013 Menu](#) > [Forms Menu](#) > Continuum of Care

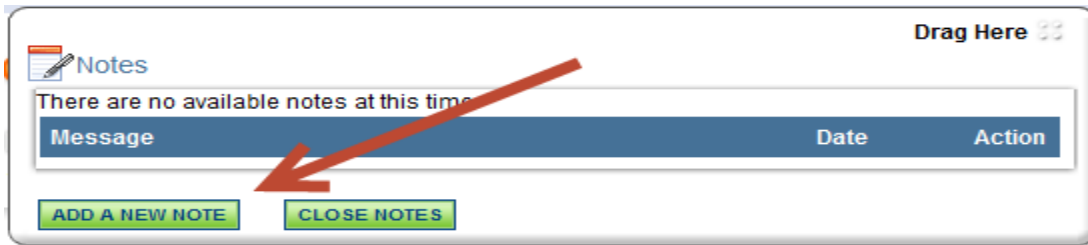
**CONTINUUM OF CARE**

**Instructions:** Please indicate the continuum of care you are applying under.  
Click the "Document ID" to return to the main menu.

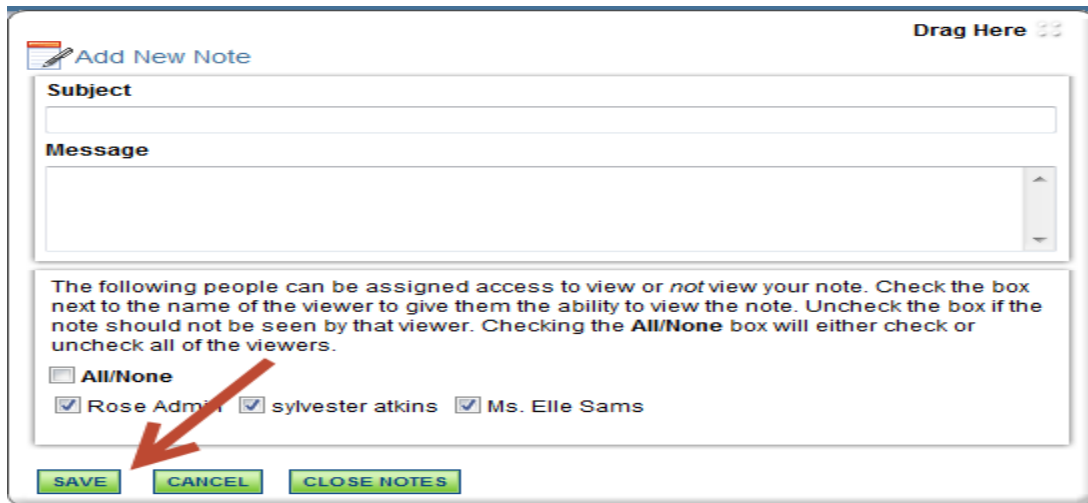
Apply	Component
Select the continuum of care:	<input type="text" value="Ionia-Montcalm"/>

Selected continuum of care county: Ionia-Montcalm

To add a note to a form, click the “Add Note” link at the top of the page (see above). .Click “Add a New Note”.



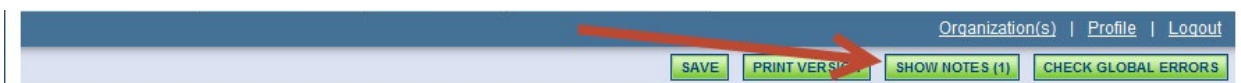
A note can be visible for everyone or just a specific individual. Select staff to view note, save the note, then click on the Document ID to navigate back to the Forms Menu.



When a note is left on a page, it will show up as an icon next to the form on the main menu.

Status	Page Name	Note	Created By	Last Modified By
	Continuum of Care			
	<a href="#">Continuum of Care</a>		Rose Meyer 7/23/2014 11:03:02 AM	

Once the page is open, the “Show Notes” link will display the note(s).



6. Click open each form to complete, and “Save”, then click the “Document ID” to navigate back to the Forms Menu.

### ESG Application 2013 Menu - Forms

Please complete all required forms below.

Document Information: [ESG-2013-9881-10](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	ESG Application 2013	<a href="#">Rose Test Org</a>	Administrator	Application in Progress	10/20/2013 - 10/19/2014 10/19/2014 12:00PM EST

#### Forms

Status	Page Name	Note	Created By	Last Modified By
Continuum of Care				
	<a href="#">Continuum of Care</a>		Rose Admin	7/1/2014 9:14:31 AM
Application				
	<a href="#">Instructions</a>			
	<a href="#">Fiduciary Information</a>		Rose Admin	7/1/2014 9:20:55 AM
	<a href="#">HARA Locations</a>			
	<a href="#">Funded Agencies</a>			
	<a href="#">Estimate of Number to be Served</a>			
Use of Funds				
	<a href="#">Budget Component Detail</a>			
	<a href="#">Funding Allocation By Agency</a>			
	<a href="#">Budget Summary</a>			
	<a href="#">Other Funding Sources</a>			
Application				
	<a href="#">Attachment A - Officer Compensation Form</a>			
	<a href="#">Attachment B - Shelter Standards</a>			
	<a href="#">Attachment C - Administrative Compliance Guidelines</a>			

7. To add notes/comments, click the “Review Notes” link.

Review Notes	
	<a href="#">Review Notes</a>
Administrative Tools	
	<a href="#">Change the Status</a>
	<a href="#">Status History</a>

8. A blank review form will be displayed to the first person that accesses the review form. Add a note, save, and click the “Document ID” to navigate back to the Forms Menu.

The screenshot shows a web interface for reviewing a document. At the top right, there are four buttons: 'SAVE', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. Below these is a 'Page Information' box stating 'The information has been saved.' On the left, there is a 'Back' button and a 'Document Information' link with the ID 'ESG-2013-9881-10'. Below that is a 'Details' button and a breadcrumb trail: 'You are here: > ESG Application 2013 Menu > Forms Menu > Review Notes'. The main section is titled 'REVIEW NOTES' and contains a message: 'The "Entered By" and "Date" fields will auto-populate when the page is saved.' Below this is a table with columns 'Entered By', 'Date', and 'Comments'. The first row shows 'Rose Admin' and '7/1/2014'. The 'Comments' column contains a text area with 'test.' and a character count '5 of 500'. Below the text area is another empty text area with a character count '0 of 500'. Two red arrows point from the 'SAVE' button to the 'Document ID' link and from the 'PRINT VERSION' button to the 'SAVE' button.

9. After all forms have been completed, the **Authorized Official** clicks “OPEN TASKS” under “My Tasks” on the main menu. Clicking this link takes you to the task menu, displaying documents that require action.

The screenshot shows a main menu with three sections. The first section is 'View Available Opportunities' with a sub-header 'View Available Opportunities' and a message 'You have 2 Opportunities available. Select the View Opportunities button below to see what is available to your organization.' Below this is a 'VIEW OPPORTUNITIES' button. The second section is 'My Inbox' with a sub-header 'My Inbox' and a message 'You have 5 new messages. Select the Open Inbox button below to open your system message inbox.' Below this is an 'OPEN INBOX' button. The third section is 'My Tasks' with a sub-header 'My Tasks' and a message 'You have 18 new tasks. You have 0 tasks that are critical. Select the Open Tasks button below to view your active tasks.' Below this is an 'OPEN TASKS' button. Three red arrows point to the 'VIEW OPPORTUNITIES', 'OPEN INBOX', and 'OPEN TASKS' buttons.

10. Click open the application link to be submitted.

**My Tasks**

Export Results to: Screen   Sort by: -- Select --   **GO**

ESG Application 2013	<a href="#">Rose Test Org</a>	<a href="#">ESG-2013-9881-08</a>	Application Modifications Required	7/1/2014	10/19/2014
ESG Application 2013	<a href="#">Rose Test Org</a>	<a href="#">ESG-2013-9881-09</a>	Application in Progress	6/30/2014	10/19/2014
FSR	<a href="#">Rose Test Org</a>	<a href="#">HALO-2015-9881-00009</a>	FSR in Progress	6/12/2014	
FSR	<a href="#">Rose Test Org</a>	<a href="#">HALO-2015-9881-00010</a>	FSR in Progress	6/18/2014	
FSR	<a href="#">Rose Test Org</a>	<a href="#">HALO-2015-9881-00014</a>	FSR Grantee Modifications Required	7/8/2014	

**CLOSE TASKS**

11. Click the “Change the Status” link.

**Administrative Tools**

- [Change the Status](#)
- [Status History](#)
- [Examine Related Items](#)
- [Add/Edit People](#)
- [Create Full Print Version](#)

When a status change is executed, a note may be added about the status change. Click “I Agree” to “Change the Status”.

Have you entered your comments in the "Grant Comments" form so that the Specialist understands what modifications are required?  
If you would like to include notes about this status change, please supply them below.

Training and testing

21 of 2000

**I AGREE**   **I DO NOT AGREE**

If a note is entered concerning the status change, it appears in the Document Status History on the Main Menu.

**Document Status History**

Status	Date/Time	By	Notes
Grant Creation In Progress	7/23/2014 1:51:20 PM	Meyer, Rose	
Manager Review Required	7/23/2014 2:14:11 PM	Edwards, Michelle	
Manager Review Required	7/23/2014 2:14:37 PM	Edwards, Michelle	Training.
Grant Creation In Progress	7/23/2014 2:28:05 PM	Meyer, Rose	Training and testing.

12. The Authorized Official either submits or cancels the application.

### ESG Application 2013 Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [ESG-2013-9881-10](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	ESG Application 2013	<a href="#">Rose Test Org</a>	Authorized Official	Application in Progress	10/20/2013 - 10/19/2014 10/19/2014 12:00PM EST


Possible Statuses

**APPLICATION SUBMITTED**


[APPLY STATUS](#)

**APPLICATION CANCELLED**

[APPLY STATUS](#)



If the application is returned for modifications, the Administrator or Authorized Official logs into MATT 2.0, clicks “OPEN TASKS” from “My Tasks” on the main menu screen.



**Welcome Rose**  
Administrator  
[Change Picture](#)

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant
- > Click [Here](#) to access MATT V1

Hello Rose, please choose an option below.

**View Available Opportunities**

You have 2 Opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

[VIEW OPPORTUNITIES](#)

**My Inbox**

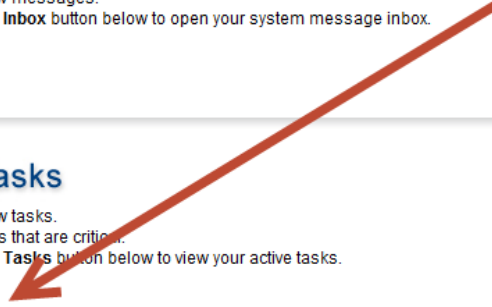
You have 28 new messages.  
Select the **Open Inbox** button below to open your system message inbox.

[OPEN INBOX](#)

**My Tasks**

You have 18 new tasks.  
You have 0 tasks that are critical.  
Select the **Open Tasks** button below to view your active tasks.

[OPEN TASKS](#)





Click open the application, modify the form(s) as needed, and save the changes. The **Authorized Official** then logs in (Steps 9-12) to “Change the Status” to resubmit to MSHDA for review.

The screenshot shows a web interface titled "My Tasks". At the top left is a blue checkmark icon. Below the title are two dropdown menus: "Export Results to" set to "Screen" and "Sort by" set to "-- Select --", followed by a green "GO" button. A red arrow points to the first row of a table. The table has five columns: Application Name, Organization, ID, Status, and Dates. Below the table is a green "CLOSE TASKS" button.

Application Name	Organization	ID	Status	Dates
ESG Application 2013	<a href="#">Rose Test Org</a>	<a href="#">ESG-2013-9881-08</a>	Application Modifications Required	7/1/2014 10/19/2014
ESG Application 2013	<a href="#">Rose Test Org</a>	<a href="#">ESG-2013-9881-09</a>	Application in Progress	6/30/2014 10/19/2014
FSR	<a href="#">Rose Test Org</a>	<a href="#">HALO-2015-9881-00009</a>	FSR in Progress	6/12/2014
FSR	<a href="#">Rose Test Org</a>	<a href="#">HALO-2015-9881-00010</a>	FSR in Progress	6/18/2014
FSR	<a href="#">Rose Test Org</a>	<a href="#">HALO-2015-9881-00014</a>	FSR Grantee Modifications Required	7/8/2014