

## ESG Program Application

### Neighborly Software User Guide

Genesee County Metropolitan Planning Commission

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**GENESEE COUNTY**  
METROPOLITAN PLANNING  
COMMISSION

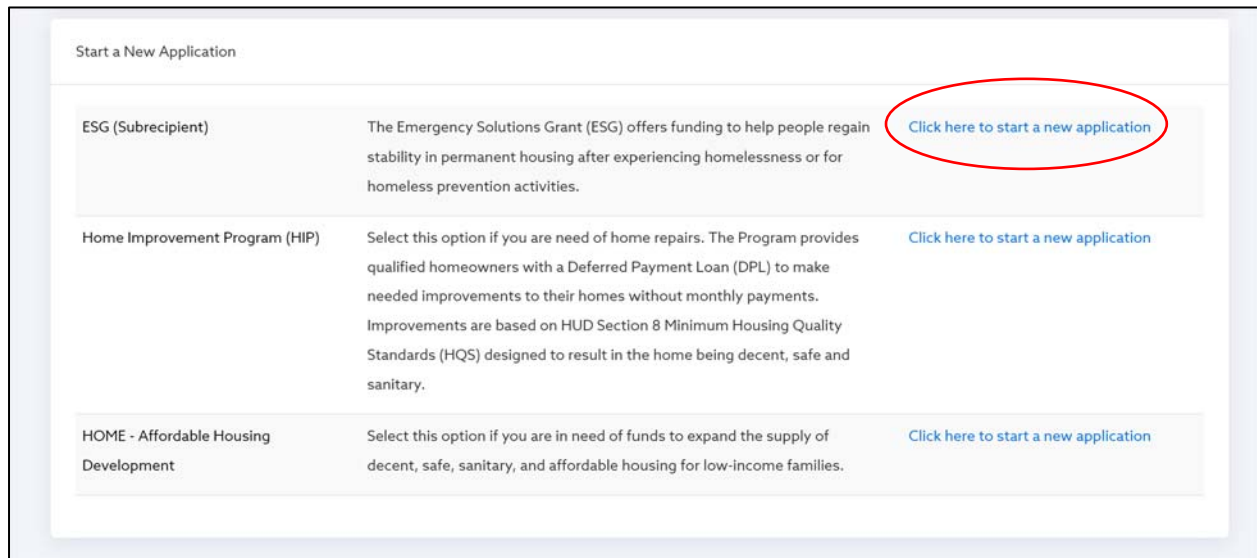


## Starting a New ESG Application

To begin a new application, visit the Genesee County Portal at the following link:  
<https://portal.neighborlysoftware.com/GENESEECOUNTYMI/Participant>

If you have not already created an account with Neighborly, please see the “Registering Your Account” section of the User Guide.

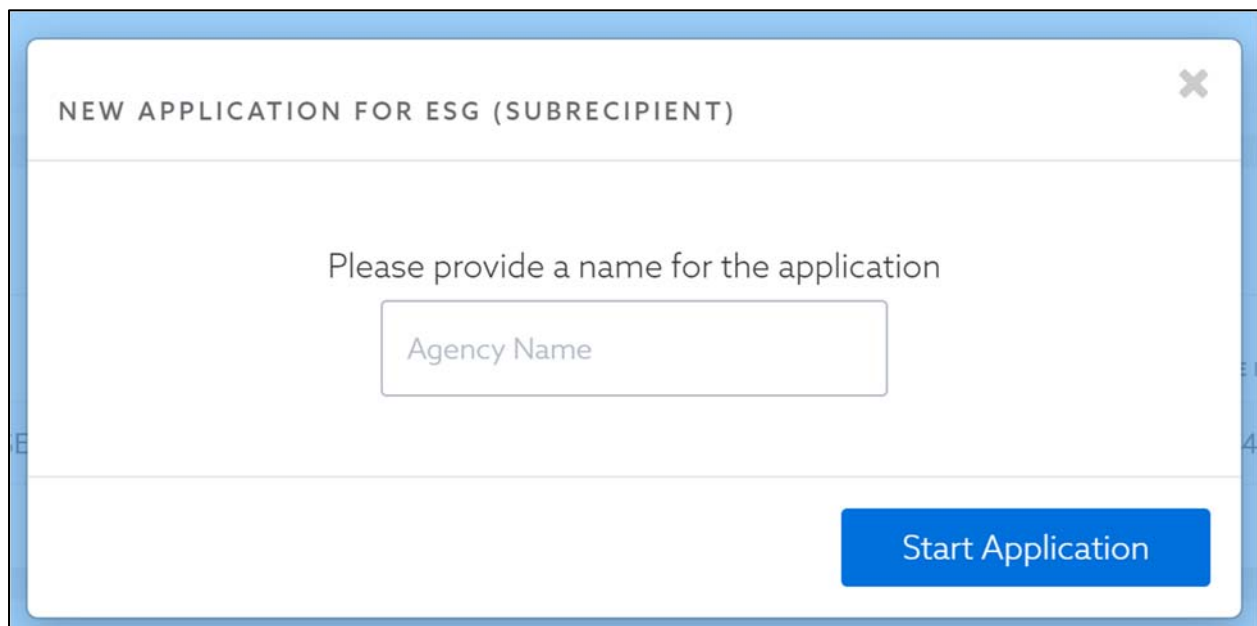
From the Home Page, scroll to the bottom of the page to find the “Start a New Application” section. Click on “Click here to start a new application” next to ESG as shown below:



Start a New Application

ESG (Subrecipient)	The Emergency Solutions Grant (ESG) offers funding to help people regain stability in permanent housing after experiencing homelessness or for homeless prevention activities.	<a href="#">Click here to start a new application</a>
Home Improvement Program (HIP)	Select this option if you are need of home repairs. The Program provides qualified homeowners with a Deferred Payment Loan (DPL) to make needed improvements to their homes without monthly payments. Improvements are based on HUD Section 8 Minimum Housing Quality Standards (HQS) designed to result in the home being decent, safe and sanitary.	<a href="#">Click here to start a new application</a>
HOME - Affordable Housing Development	Select this option if you are in need of funds to expand the supply of decent, safe, sanitary, and affordable housing for low-income families.	<a href="#">Click here to start a new application</a>

Next, enter your agency name to begin the application.



NEW APPLICATION FOR ESG (SUBRECIPIENT)

Please provide a name for the application

Agency Name

Start Application

## Completing and Saving Applications

The first section of the application will provide a Program Overview. It is recommended to click on the “Application Program Guide” link for detailed eligibility guidelines before proceeding with the application.

The screenshot shows the 'Program Overview' section of the application. On the left is a sidebar with a list of sections: Program Overview\*, A. Agency Information, B. Program Information, C. Program Questions, D. Required Documents, and Submit. The main content area has a header 'Program Overview' with a red arrow pointing to a link 'Application Program Guide'. Below this is a note: 'Please refer to the Application Program Guide for additional details prior to completing this application. \*Note\* - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.' The Genesee County Metropolitan Planning Commission logo and contact information are displayed. A 'General Overview' section provides details about the Emergency Solutions Grant (ESG) program award for 2022.

At the end of each section, at the bottom of the page will be a “Save” button and a “Complete & Continue” button. If you have not yet completed a section but wish to save and return to it later, click Save. Once you have entered all of the required fields, you may click Complete & Continue to finish the section.

The screenshot shows the 'Agency Information' section of the application. The sidebar on the left lists sections: Program Overview, A. Agency Information\*, B. Program Information, C. Program Questions, D. Required Documents, and Submit. The main content area is titled 'AGENCY INFORMATION' and contains several form fields: A.1. Name of Agency, A.2. Address (Address Line 1, Address Line 2, City, Zip), A.3. Tax ID Number, A.4. DUNS Number, A.5. SAM Registration Name, A.6. SAM Expiration Date, A.7. First Name, A.8. Last Name, A.9. Email, and A.10. Phone Number. At the bottom, there is a 'No save history' message and two buttons: 'Save' and 'Complete & Continue'.

On the left side, you will see the sections required to be completed. A checkbox will appear next to each section as they are completed.

## Uploading Documents






Section D of the application is where you will upload required attachments for the ESG program. All of these documents are required for your application to be approved. You will not be able to click Continue or Submit an application until all uploads are complete. Click the “Upload File” button next to each item to locate and upload a document.

### D. Required Documents

**\*Note\*** - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

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#### Documentation

<input type="radio"/> Agency Bylaws <b>*Required</b>	<b>Upload File</b> 
<input type="radio"/> Agency's 501(c) designation <b>*Required</b>	<b>Upload File</b> 
<input type="radio"/> Approved Signatories <b>*Required</b>	<b>Upload File</b> 
<input type="radio"/> Certification of Discharge Coordination Policy <b>*Required</b>	<b>Upload File</b> 
<input type="radio"/> Certification of ESG standards <b>*Required</b>	<b>Upload File</b> 

## Submitting Applications

Once all sections are complete, the final step is the “Submit” page shown below. Here you will check each box to confirm you agree with each statement. Next, go to “Click here to electronically sign”. Enter your name to continue, and finally click “Complete & Submit”. GCMPC staff will be notified that a new application is available to review.

### Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.  
\*Note\* - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

☐ I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statutes. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.

☐ I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.

☐ I/We understand that the all documents are subject to State public records laws.

Signature  
[Click here to electronically sign](#)

No save history


[Save](#) [Complete & Submit](#)


## Adding Additional Users

If you wish to assign another user to your application in progress, click the "View Users" button on the left side. Next, enter the email address of the new user, and click "Add a User". This person will receive an email allowing them to create an account, and view or make changes to an application.

### ESG (Subrecipient) Application

Id: 30194

  
View Users (1)

  
Print Application

- ☐ Program Overview
- ☐ A. Agency Information
- ☐ B. Program Information
- ☐ C. Program Questions
- ☐ D. Required Documents\*
- ☐ Submit

### Users

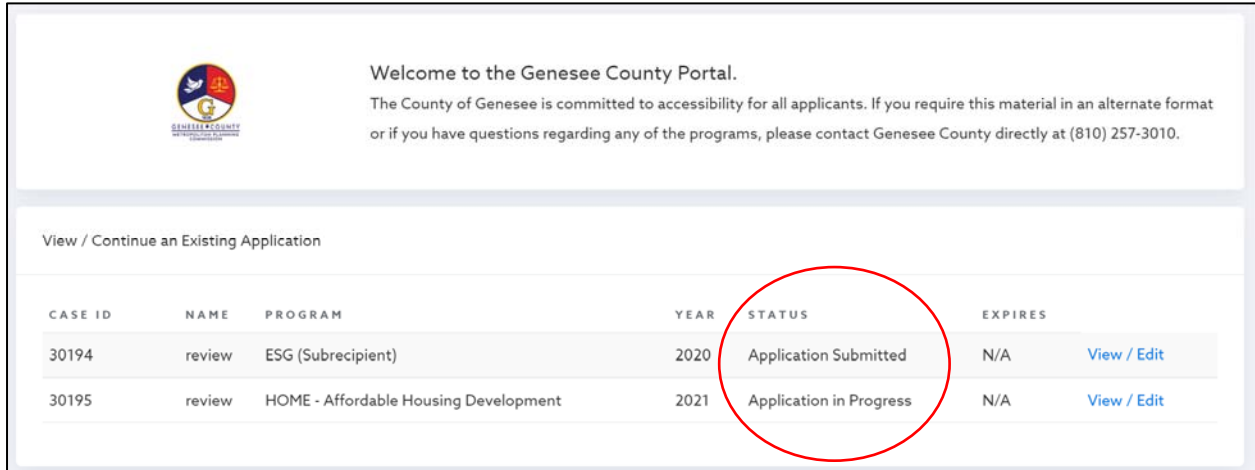
Email addresses added below will have access to view information in your application and make changes.

EMAIL

[Add a User](#)

## Checking the Application Status

Once you have completed and submitted an application, the application will appear listed on the Home Page under "View/Continue an Existing Application". Projects that have been successfully submitted but not yet reviewed will show the status as "Application Submitted". Once reviewed, the status will change to either "Approved" or "Denied".

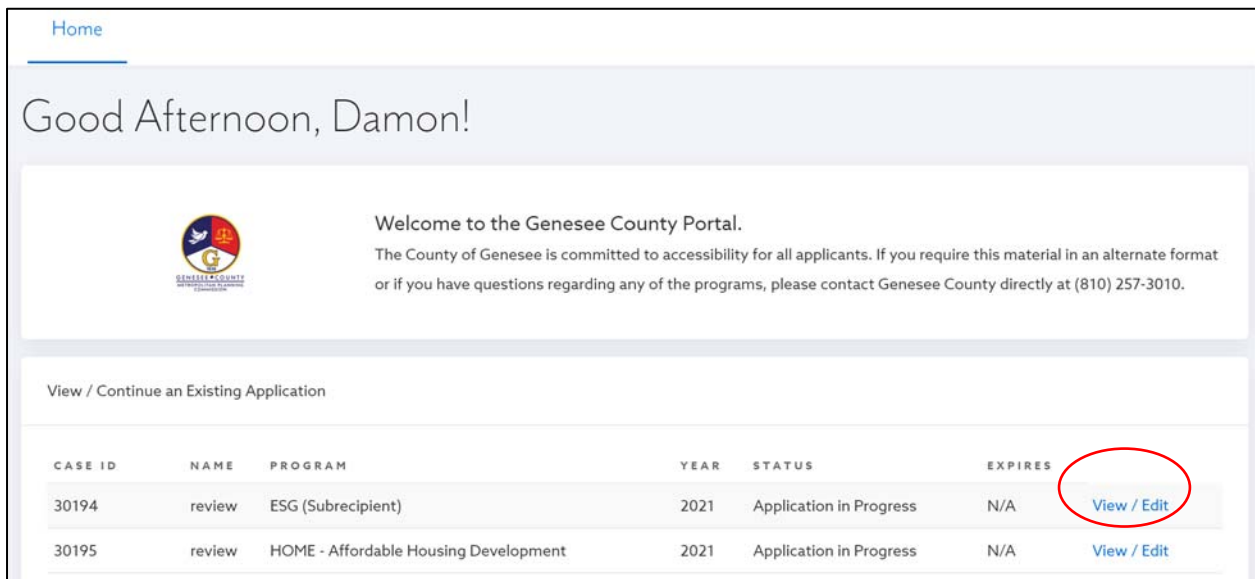


The screenshot shows the Genesee County Portal Home Page. At the top, there is a welcome message and a table titled "View / Continue an Existing Application". The table has columns for CASE ID, NAME, PROGRAM, YEAR, STATUS, EXPIRES, and a link to View / Edit. The STATUS column is circled in red.

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
30194	review	ESG (Subrecipient)	2020	Application Submitted	N/A	<a href="#">View / Edit</a>
30195	review	HOME - Affordable Housing Development	2021	Application in Progress	N/A	<a href="#">View / Edit</a>

## Completing an ESG Application in Progress

If you have already started an application and want to pick up where you left off, use the "View/Continue an Existing Application" section on the Home Page. Click View/Edit next to your application:



The screenshot shows the Genesee County Portal Home Page. At the top, there is a welcome message and a table titled "View / Continue an Existing Application". The table has columns for CASE ID, NAME, PROGRAM, YEAR, STATUS, EXPIRES, and a link to View / Edit. The link "View / Edit" for the first row is circled in red.

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
30194	review	ESG (Subrecipient)	2021	Application in Progress	N/A	<a href="#">View / Edit</a>
30195	review	HOME - Affordable Housing Development	2021	Application in Progress	N/A	<a href="#">View / Edit</a>